

Product Care Registration Guide for Ontario Hazardous and Special Product (HSP) Producers

Revised: October 2021



Product Care is ready to help Producers meet their requirements under the Hazardous and Special Products (HSP) regulations O.Reg. 449/21. Product Care is a federally incorporated not-for-profit organization, managing Extended Producer Responsibility programs across Canada for 27 years and has an industry led board. We launched first Ontario Industry Stewardship Program (ISP) for paint in 2015 followed by pesticide, solvent and fertilizer in 2016. Currently, Product Care manages 16 programs in 9 provinces plus provides services to 3 client programs, ensuring Producers are compliance with local regulations.

Product Care has registered as a PRO (registration number: 00008937) with Resource Productivity and Recovery Authority (RPRA), and is registered for the following products: solvents, paints and coatings, pesticides, fertilizers, refillable propane containers, non-refillable and refillable pressurized containers.

The information below explains the procedure to “appoint” Product Care as Producer Responsibility Organization (PRO) for HSP Products. The RPRA HSP registration portal is now available on RPRA’s website. Existing Product Care members as well as new members will need to register with Product Care for HSP products using the Product Care member portal. Follow the steps below, if you have any questions about Product Care’s HSP registration process, please contact ontario@productcare.org.

Contents

- | | |
|--|----------|
| 1. If you are NEW Ontario Product Care member | 3 |
| 2. If you are an existing Ontario Product Care member and have NOT pre-registered with Product Care | 5 |
| 3. If you have pre-registered with Product Care but have not “appointed” Product Care as your PRO | 7 |

How to Register with Product Care for Ontario HSP products

1. [If you are NEW Ontario Product Care member](#)

New Product Care members will be required to create an account with Product Care, select the HSP products the producer is appointing Product Care as their PRO, review and agree to the Ontario Supplementary agreement and PCA membership agreement. Follow the steps below to appoint Product Care as a PRO. Click on this link to [create a new account](#)

Step 1. Contact Information



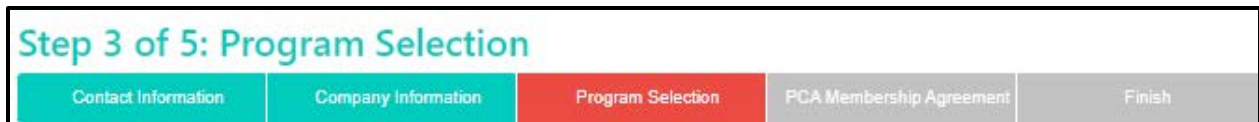
Complete the “Contact information” screen and click the “next” button

Step 2. Company Information



Complete the “Company Information” screen. Remember to check the **“Please acknowledge that the primary address...”** button at the bottom of the screen, then click “next”.

Step 3. HSP Product Selection



Select the HSP products from the “HSP Product Selection table” as shown below, you are appointing Product Care as your Producer Responsibility Organization (PRO). You may select one or more HSP products. Click the “next” button when you’ve selected the desired HSP products.

HSP Product Selection Table

HSP Products	Paint	Paints/Coatings	<input type="checkbox"/>
	Pesticides, Solvents and Fertilizers (PSF)	Pesticides	<input type="checkbox"/>
		Solvents	<input type="checkbox"/>
		Fertilizers	<input type="checkbox"/>
	HSP Paint	Paint (HSP)	<input checked="" type="checkbox"/>
	HSP PSF	Pesticides (HSP)	<input type="checkbox"/>
		Solvents (HSP)	<input type="checkbox"/>
		Fertilizer (HSP)	<input type="checkbox"/>
	HSP Non-Refillable Pressurized Containers HSP Refillable Pressurized Containers (non propane) HSP Refillable Pressurized Containers (propane)	Non-Refillable Pressurized	<input checked="" type="checkbox"/>
		Refillable Pressurized Containers (non propane)	<input type="checkbox"/>
Refillable Pressurized Containers (propane)		<input type="checkbox"/>	

Step 3A. Ontario Supplementary Agreement Appoint Product Care as the PRO

Step 3a of 5: Supplementary Agreement to appoint Product Care as PRO for Ontario programs

Contact Information

Company Information

Program Selection

PCA Membership Agreement

Finish

To appoint Product Care as your PRO, you will need to agree to the terms listed in the Ontario Supplementary Agreement then click “Yes - I agree” button. The RPRa registration number is not required to appoint Product Care as your PRO. If you do have a RPRa registration number, please enter it in the field indicated (optional). Once complete click “next” to continue.

You may also view and download the Ontario Supplementary Agreement by clicking on “view here” in step 3a.

Accept PCA PRO Agreement: By clicking “Yes – I agree” below, subject to the acceptance of your registration request by Product Care and the confirmation of your RPRa registration number*:

- 1. You agree to participate in Product Care’s Ontario HSP programs for the product categories you selected, and
- 2. You have read and agree to the terms of the PCA PRO Agreement.

Enter RPRa Producer Registration Number* (required):

Yes – I agree, complete final HSP registration and click “Next” to continue

Step 4. Product Care Membership Agreement

Step 4 of 5: PCA Membership Agreement

Contact Information

Company Information

Program Selection

PCA Membership Agreement

Finish

To complete the registration with Product Care you will need to click “Yes – I agree” to the terms as listed in the PCA Membership Agreement. You may also view and download the PCA membership agreement by clicking on “PCA Membership Agreement”.

In order to complete the registration process, you must review and accept the [PCA Membership Agreement](#)

By clicking the “Yes” option below, you acknowledge and confirm that:

1. You have read and understood the terms and conditions of the PCA Membership Agreement;
2. You acknowledge that the terms of the PCA Membership Agreement are legally binding on your organization; and
3. Your organization agrees to abide by all the terms and conditions of the PCA Membership Agreement.

Yes - I agree No - I do not agree

Previous

Next

Step 5. Finish

Step 5 of 5: Finish

Contact Information

Company Information

Program Selection

PCA Membership Agreement

Finish

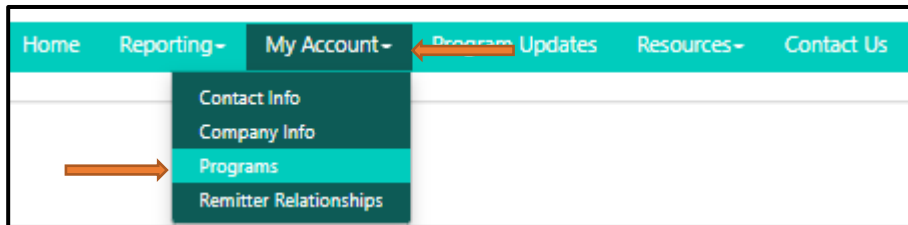
Once back at the Home screen, you have completed the Product Care HSP registration process, you may log out. A confirmation email will be sent once the registration has been approved.

2. If you are an existing Ontario Product Care member and have NOT pre-registered with Product Care

HSP Producers can register with Product Care for HSP products through the [member reporting portal](#). Existing Product Care members will need to log into the Product Care member reporting portal using their current login in credentials.

Step 1. Log into the Product Care member portal

On the member reporting home screen, select “My Account” then “Programs”



Step 2. Select HSP Products

Select the HSP products from the “HSP Product Selection table”, shown below, you are appointing Product Care as your PRO. You may select one or more HSP products. Click the “next” button when you’ve selected the desired HSP products.

HSP Product Selection Table

HSP Products	Paint	Paints/Coatings	<input type="checkbox"/>
	Pesticides, Solvents and Fertilizers (PSF)	Pesticides	<input type="checkbox"/>
		Solvents	<input type="checkbox"/>
		Fertilizers	<input type="checkbox"/>
	HSP Paint	Paint (HSP)	<input checked="" type="checkbox"/>
	HSP PSF	Pesticides (HSP)	<input type="checkbox"/>
		Solvents (HSP)	<input type="checkbox"/>
		Fertilizer (HSP)	<input type="checkbox"/>
	HSP Non-Refillable Pressurized Containers	Non-Refillable Pressurized	<input checked="" type="checkbox"/>
	HSP Refillable Pressurized Containers (non propane)	Refillable Pressurized Containers (non propane)	<input type="checkbox"/>
HSP Refillable Pressurized Containers (propane)	Refillable Pressurized Containers (propane)	<input type="checkbox"/>	

Step 3. Ontario Supplementary Agreement Appoint Product Care as the PRO

To appoint Product Care as your PRO, you will need to agree to the terms listed in the Ontario Supplementary Agreement, click “Yes - I agree” button. The RPRA registration number is not required to appoint Product Care as your PRO. If you do have a RPRA registration number, please enter it in the field indicated (optional). Once complete click “next” to continue.

You may also view and download the Ontario Supplementary Agreement by clicking on “view here”.

Accept PCA PRO Agreement: By clicking “Yes – I agree” below, subject to the acceptance of your registration request by Product Care and the confirmation of your RPRA registration number*:

- 1. You agree to participate in Product Care’s Ontario HSP programs for the product categories you selected, and
- 2. You have read and agree to the terms of the PCA PRO Agreement.

Enter RPRA Producer Registration Number* (required):

Yes – I agree, complete final HSP registration and click “Next” to continue

Step 4. Modify Programs

To complete modifying the program registration with Product Care you will need to click “Yes – I agree” to the terms as listed in the PCA Membership Agreement. You may also view and download the PCA membership agreement by clicking on “PCA Membership Agreement”.

Modify Programs

In order to complete the registration process, you must review and accept the [PCA Membership Agreement](#)

By clicking the “Yes” option below, you acknowledge and confirm that:

1. You have read and understood the terms and conditions of the PCA Membership Agreement;
2. You acknowledge that the terms of the PCA Membership Agreement are legally binding on your organization; and
3. Your organization agrees to abide by all the terms and conditions of the PCA Membership Agreement.

Yes - I agree No - I do not agree

[Previous](#) [Next](#)

Step 5. Modify Program Registration

To complete your HSP registration and appoint Product Care as your PRO, click on “Modify Program Registration” which will update the registration and take you back to the member home screen.

Modify Program Registration

Please click “Modify Program Registration” to complete your program registration update.

[Previous](#) [Modify Program Registration](#)

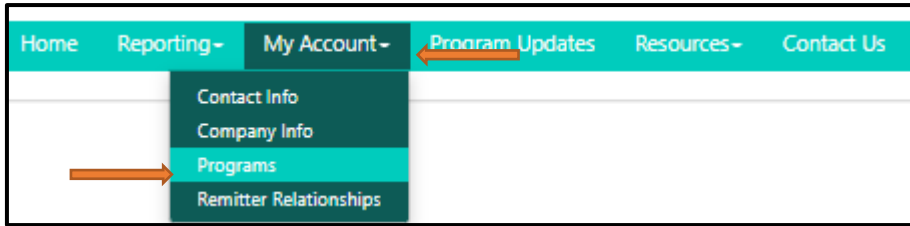
Your registration is complete. Product Care will email a confirmation email to each member once the HSP registration is approved. Once back at the home screen you may log out of the Product Care member portal or continue with other member portal activities.

3. If you have pre-registered with Product Care but have not “appointed” Product Care as your PRO

If you have pre-registered with Product Care but at the time did not appoint Product Care as your PRO, you will need to complete the following steps to appoint Product Care as your PRO.

Step 1. Log into the Product Care member portal

On the member reporting home screen, select “My Account” then “Programs”



Step 2. Review HSP Products previously selected

Review the HSP products previously selected in the “HSP Product Selection table” as shown below. If there are no changes, click on the “next” button at the bottom of the screen to continue. You may add HSP products you wish to appoint Product Care as your PRO. If you need to remove any HSP product previously selected, email ontario@productcare.org list the HSP products to be removed.

HSP Product Selection Table

HSP Products	Paint	Paints/Coatings	<input type="checkbox"/>
	Pesticides, Solvents and Fertilizers (PSF)	Pesticides	<input type="checkbox"/>
		Solvents	<input type="checkbox"/>
		Fertilizers	<input type="checkbox"/>
	HSP Paint	Paint (HSP)	<input checked="" type="checkbox"/>
	HSP PSF	Pesticides (HSP)	<input type="checkbox"/>
		Solvents (HSP)	<input type="checkbox"/>
		Fertilizer (HSP)	<input type="checkbox"/>
	HSP Non-Refillable Pressurized Containers	Non-Refillable Pressurized	<input checked="" type="checkbox"/>
	HSP Refillable Pressurized Containers (non propane)	Refillable Pressurized Containers (non propane)	<input type="checkbox"/>
HSP Refillable Pressurized Containers (propane)	Refillable Pressurized Containers (propane)	<input type="checkbox"/>	

Step 3. Appointing Product Care as your PRO

Accept PCA PRO Agreement: By clicking "Yes - I agree" below, subject to the acceptance of your registration request by Product Care and the confirmation of your RPRa registration number:

- 1. You agree to participate in Product Care's Ontario HSP programs for the product categories you selected, and
- 2. You have read and agree to the terms of the PCA PRO Agreement.

Enter RPRa Producer Registration Number* (required):

Yes - I agree, complete final HSP registration and click "Next" to continue

To appoint Product Care as your PRO, you will need to agree to the terms listed in the Ontario Supplementary Agreement, click "Yes - I agree" button. The RPRa registration number is not required to appoint Product Care as your PRO. If you do have a RPRa registration number, please enter it in the field indicated (optional). Once complete click "next" to continue.

You may also view and download the Ontario Supplementary Agreement by clicking on "view here".

Step 4. Modify Programs

To complete modifying the program registration with Product Care you will need to click "Yes - I agree" to the terms as listed in the PCA Membership Agreement. You may also view and download the PCA membership agreement by clicking on "PCA Membership Agreement".

Modify Programs

In order to complete the registration process, you must review and accept the [PCA Membership Agreement](#)

By clicking the "Yes" option below, you acknowledge and confirm that:

1. You have read and understood the terms and conditions of the PCA Membership Agreement;
2. You acknowledge that the terms of the PCA Membership Agreement are legally binding on your organization; and
3. Your organization agrees to abide by all the terms and conditions of the PCA Membership Agreement.

Yes - I agree No - I do not agree

[Previous](#) [Next](#)

Step 5. Modify Program Registration

To complete your HSP registration and appoint Product Care as your PRO, click on "Modify Program Registration" which will update the registration and take you back to the member home screen.

Modify Program Registration

Please click "Modify Program Registration" to complete your program registration update.

[Previous](#) [Modify Program Registration](#)

Your registration is complete. Product Care will email a confirmation email to each member once the HSP registration is approved. Once back at the home screen you may log out of the Product Care member portal or continue with other member portal activities.