



PRODUCT CARE REGISTRATION GUIDE

**FOR ALBERTA HAZARDOUS
AND SPECIAL PRODUCT (HSP)
PRODUCERS**

January 2024 - Version 1.1

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About Product Care

Product Care Association (PCA) is a federally incorporated, not-for-profit organization that creates, implements, and leads successful waste diversion programs across Canada and in the United States. PCA has been in the business of paint recycling programs since 1994 when the first extended producer responsibility regulation for paint in Canada was passed in British Columbia. For 30 years, we have been responsibly managing paint and have continued to expand our range of accepted materials on behalf of our stewards as new Extended Producer Responsibility (EPR) regulations come into force.

Program Overview

On November 30, 2022, Alberta's Extended Producer Responsibility (EPR) [Regulation \(AR 194/2022\)](#) was enacted. This regulation mandates that obligated producers establish systems for managing single-use products, packaging and paper products (PPP), and hazardous and special products (HSP) by April 1, 2025.

Product Care is assisting producers in complying with the Alberta Hazardous and Special Products (HSP) regulations. We have registered as a Producer Responsibility Organization (PRO) with the Alberta Recycling Management Authority (ARMA), holding the registration number 00014968. Our registration covers the following products: corrosives, flammable liquids/solvents, gasoline, non-refillable pressurized containers, pesticides & toxics.

Registration with Product Care as a PRO for Alberta HSP Products

The information provided outlines the steps to register with Product Care as a PRO for AB HSP Products. Producers must first register with ARMA for HSP before completing their final registration with Product Care. The deadline for producer registration with ARMA and with Product Care is March 1, 2024. Both, existing and new members of Product Care are required to register for AB HSP products through the Product Care member portal.

For guidance through the registration process or if you have any inquiries, please contact us at alberta@productcare.org.

Timelines and Requirements

By **March 1, 2024**, obligated producers are required to:

1. Register with Alberta Recycling Management Authority (ARMA) for HSP.
2. Register with Product Care for the Alberta HSP Program.

How to Register with Alberta Recycling Management Authority (ARMA) as a Producer

Obligated producers are required to register with the Alberta Recycling Management Authority (ARMA) before they can register with Product Care. During the ARMA registration process, AB HSP Producers must select Product Care as their chosen Producer Responsibility Organization (PRO) for the Alberta HSP Program.

Producer Registration Procedures

Detailed procedures for registration are outlined in the document "[HSP-Producer-Registration-Procedure-Interim.pdf](#)" which provides step-by-step guidance for producers.

To Register with ARMA

- Visit ARMA's official website at [ARMA – Corporate](#) for online registration and more information.
- The website provides a comprehensive guide to the registration process, important deadlines, and other relevant information for producers.

Need Assistance?

- If you require help or have any questions during the registration process, please reach out to the ARMA team at epr@albertarecycling.ca for support and guidance.

Once you have registered with ARMA and have an ARMA registration number, you can proceed to register with Product Care.

How to Register with Product Care for Alberta HSP products

For New Product Care members

Creating an Account with Product Care

- If you are a new AB HSP producer, your first step is to create an account with Product Care.
- During the online registration process, it's important to click "Next" only once. Double-clicking may result in error messages.
- To begin this process, please visit: [create a new account](#) to access the account creation page.

Step 1: Contact Information

- On the "Contact Information" page, accurately fill in all the required details. Once you have entered and confirmed your information, click "Next".

Step 1 of 5: Contact Information

Contact Information Company Information Program Selection PCA Membership Agreement Finish

Please provide the contact information for the "primary contact" for your organization. This "primary contact" is an administrator of the account and has the ability to add or delete users. If you are not the "primary contact" and want to add your name as a contact for an organization that is an existing member, you must ask your primary contact to log in, go to the "My Account" tab, and modify your company registration to add you as a contact.

Contact Information

I am continuing an existing application

* indicates required fields.

Contact Profile

First Name:	<input type="text"/>	*	Business Phone:	<input type="text"/>	*
Last Name:	<input type="text"/>	*	Alt Phone:	<input type="text"/>	
Email:	<input type="text"/>	*	Title:	<input type="text"/>	
Confirm Email Address:	<input type="text"/>	*	Language Preference:	<input type="text" value="English"/>	▼
			Provinces:	<input type="text"/>	

Contact Login

User Name:	<input type="text"/>	*
Password:	<input type="text"/>	*
Confirm Password:	<input type="text"/>	*

I confirm that I am authorized by the company/organization named above to register with and submit reports to the PCA member fee reporting system on their behalf. *

Step 2. Complete and confirm the "Company information" and "Primary Address" details, then click "next".

Step 2 of 5: Company Information

Contact Information **Company Information** Program Selection PCA Membership Agreement Finish

Please provide your company information. Please note that the "Primary Address" determines the GST/HST tax rate applied on EHF reports and remittances for all PCA programs. For members without an address in Canada, the GST/HST tax rate applied to remittances for all PCA programs is the rate for the province where EHF remittances to PCA are the highest, according to your reporting history.

Company Information

* indicates required fields.

Full Legal Name: *

Please confirm the correct legal name for the company has been provided above. *

Doing Business As: *

Member Number:

Business Phone: *

Alt Phone:

Fax:

Website:

Language Preference: ▼

Supply Chain Position: ▼

Primary Address:

Address of the company's main office in Canada. This address is used to determine the GST/HST tax rate applied on EHF reports and remittances for all PCA programs. For members without an address in Canada, the GST/HST tax rate applied to remittances for all PCA programs is the rate for the province where EHF remittances to PCA are the highest, according to your reporting history.

Address 1: *

Address 2:

City: *

Province/State: ▼

Postal/Zip Code: *

Country: ▼ *

Please acknowledge that the primary address listed above is used to determine the GST/HST tax rate applied on EHF reports and remittances for all PCA programs. For members without an address in Canada, the GST/HST tax rate applied to remittances for all PCA programs is the rate for the province where EHF remittances to PCA are the highest, according to your reporting history.

[Next](#)

Step 3. On the "Program Selection" screen, select all the product categories that you want to register for, then click "next".

Step 3 of 5: Program Selection

Contact Information Company Information **Program Selection** PCA Membership Agreement Finish

Please indicate the product categories for each PCA program you will be reporting and remitting for, in each Province, by selecting the appropriate checkboxes below. Product categories are grouped into programs by PCA in accordance with the applicable regulations of the province of that program:

Province	Program	Product Categories	Check All That Apply
BC	Paint and HHW	Paints/Coatings	<input type="checkbox"/>
		Flammable Liquids/Solvents	<input type="checkbox"/>
		Pesticides	<input type="checkbox"/>
		Gasoline	<input type="checkbox"/>
	Lamps and Lighting Equipment	Lighting Products	<input type="checkbox"/>
	Smoke and CO Alarms	Smoke/CO Alarms	<input type="checkbox"/>
AB	HSP	Flammable Liquids/Solvents (AB HSP)	<input type="checkbox"/>
		Pesticides (AB HSP)	<input type="checkbox"/>
		Gasoline (AB HSP)	<input type="checkbox"/>
		Toxics (AB HSP)	<input type="checkbox"/>
		Corrosives (AB HSP)	<input type="checkbox"/>

Step 3b. “Supplementary Agreement to appoint Product Care as PRO for Alberta programs”

You can click on the link to review the [PCA PRO appointment supplementary agreement](#).

By clicking ‘yes- I agree’, you appoint PCA as your AB HSP PRO for the selected products.

Please add your ARMA Program Registration Number (obtained from your ARMA registration).

Answer the Type of Producer and Franchisor questions, click “next”.

Step 3b of 5: Supplementary Agreement to appoint Product Care as PRO for Alberta programs

Contact Information Company Information Program Selection PCA Membership Agreement Finish

The Product Care Alberta Producer Responsibility Organization (PRO) Appointment Agreement (the “PCA PRO AB Agreement”), contains specific provision for PCA members participating in PCA Alberta Programs as required by the by-laws for Alberta HSP, which are supplementary to the provisions of the PCA membership agreement.

Clicking on the link is for viewing and review purposes only. You will be asked to accept the supplementary agreement as part of the registration process.

[View PCA PRO appointment supplementary agreement](#)

Accept PCA PRO AB Agreement: By clicking “yes – I agree” below, subject to the acceptance of your registration required by Product Care.

- 1. You agree to participate in Product Care’s Alberta HSP program for the product categories you accepted and their respective containers.
- 2. You have read and agreed to the terms of the PCA PRO Agreement

Yes – I agree to appoint PCA as my HSP PRO for my selected products.

Supporting AB Program information

Type of Producer *

Please indicate whether you are a:

Brand holder
 Importer
 Retailer

Brand holders means a person who owns or licenses a brand or who otherwise has rights to market a product under the brand.
Importer means a person who imports the product into Alberta.
Retailer means a business that supplies designated materials to consumers, whether through an online order or at a physical location.

Is your company a franchisor with franchises in Alberta? *

Yes
 No

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Step 4: Read and agree (not-agree) with the “PCA Membership Agreement”, click “next”.

Step 4 of 5: PCA Membership Agreement

Contact Information	Company Information	Program Selection	PCA Membership Agreement	Finish
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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

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Step 5. Complete registration. Click the ‘Complete Registration’ button.

Step 5 of 5: Finish

Contact Information	Company Information	Program Selection	PCA Membership Agreement	Finish
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Please click "Complete Registration" to complete your account setup.

[Previous](#) [Complete Registration](#)

Your registration request will be reviewed by PCA, usually within 2 business days.

For Existing Product Care members

Product Care members can register with Product Care for AB HSP products through the [member reporting portal](#).

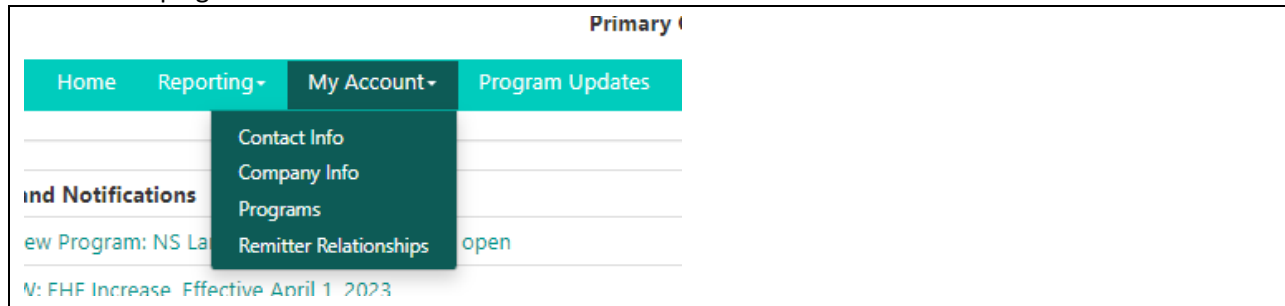
- During the online registration process, it's important to click “Next” only once. Double-clicking may result in error messages.

AB HSP Registration steps (for existing members)

Important: this step should only be completed once you have registered with ARMA and have an ARMA registration number.

Step 1. Log into the [member reporting portal](#) using your login credentials.

Step 2. Under the “My Account” drop-down menu, select “Programs” to add AB HSP to your membership agreement.



Step 3. On the “Edit Program” page, you can add various AB HSP product categories to your member agreement, click on the “next” button.

Edit Programs

Product categories are grouped into programs in accordance with the relevant regulations in each province. You can add or remove product categories by program and by province by checking or unchecking the appropriate checkboxes below. Click “Next” when you have made the desired changes.

Province	Program	Product Categories	Check All That Apply
BC	Paint and HHW	Paints/Coatings	<input type="checkbox"/>
		Flammable Liquids/Solvents	<input type="checkbox"/>
		Pesticides	<input type="checkbox"/>
		Gasoline	<input type="checkbox"/>
	Lamps and Lighting Equipment	Lighting Products	<input type="checkbox"/>
	Smoke and CO Alarms	Smoke/CO Alarms	<input type="checkbox"/>
AB	HSP	Flammable Liquids/Solvents (AB HSP)	<input checked="" type="checkbox"/> Pending
		Pesticides (AB HSP)	<input checked="" type="checkbox"/> Pending
		Gasoline (AB HSP)	<input type="checkbox"/>
		Toxics (AB HSP)	<input type="checkbox"/>
		Corrosives (AB HSP)	<input type="checkbox"/>

Step 4. “Supplementary Agreement to appoint Product Care as PRO for Alberta programs”

You can click on the link to review the [PCA PRO appointment supplementary agreement](#). By clicking ‘yes- I agree’, you appoint PCA as your AB HSP PRO for the selected products. Please add your ARMA Program Registration Number (obtained from your ARMA registration). Answer the Type of Producer and Franchisor questions, click “next”.

Contact Information Company Information **Program Selection** PCA Membership Agreement Finish

The Product Care Alberta Producer Responsibility Organization (PRO) Appointment Agreement (the “PCA PRO AB Agreement”), contains specific provision for PCA members participating in PCA Alberta Programs as required by the by-laws for Alberta HSP, which are supplementary to the provisions of the PCA membership agreement. Clicking on the link is for viewing and review purposes only. You will be asked to accept the supplementary agreement as part of the registration process.

[View PCA PRO appointment supplementary agreement](#)

Accept PCA PRO AB Agreement: By clicking “yes – I agree” below, subject to the acceptance of your registration required by Product Care.

- 1. You agree to participate in Product Care’s Alberta HSP program for the product categories you accepted and their respective containers.
- 2. You have read and agreed to the terms of the PCA PRO Agreement

Yes – I agree to appoint PCA as my HSP PRO for my selected products.

Supporting AB Program information

Type of Producer *

Please indicate whether you are a:

Brand holder

Importer

Retailer

Brand holders means a person who owns or licenses a brand or who otherwise has rights to market a product under the brand.
Importer means a person who imports the product into Alberta.
Retailer means a business that supplies designated materials to consumers, whether through an online order or at a physical location.

Is your company a franchisor with franchises in Alberta? *

Yes

No

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Step 5. “Modify Programs” – on your PCA Membership Agreement

- Producers can access the PCA membership agreement from this screen.
- Select the “Yes-I Agree” button to confirm the changes and click on the “next” button to continue.

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

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Step 6. Click on “Modify Program Registration” to complete your AB HSP program registration and return to the home page.

Modify Program Registration

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

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If you have any questions about HSP registration, please contact alberta@productcare.org