Alberta recycling MANAGEMENT AUTHORITY

SUPPLY REPORT SUBMISSION GUIDE: HAZARDOUS AND SPECIAL PRODUCTS (HSP)

Author: Alberta Recycling Management Authority

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CONTACT US

ADDRESS

10020 108 St NW
Edmonton, AB, Canada T5J 1K6

LOCAL
780.990.1111

TOLL FREE
1.888.999.8762

GENERAL INQUIRES
epr@albertarecycling.ca

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October 7, 2026	02	• Updated template to a standard format • Updated for consistency with newly published supply reporting and verification documents • Updated links to documents in the Related Resources section

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1. Introduction

Welcome to the HSP Supply Report Submission Guide for Producers in Alberta. This guide is designed to assist Producers in understanding and fulfilling their supply reporting obligations under the Extended Producer Responsibility (EPR) framework. The supply report is a crucial component of EPR, ensuring transparency and accountability in the management of HSP Designated Materials.

2. Purpose and Scope

The purpose of this guide is to provide clear and comprehensive instructions for Producers on how to submit, using ARMA Connect, the weight of HSP Designated Materials they supply in Alberta. It outlines the steps Producers need to take to fulfill their reporting obligations in compliance with regulatory requirements.

For information about preparing the supply reports, please refer to the Hazardous and Special Products (HSP) Supply Report Requirements for Producers (refer to Section 7, Related Resources). This guide is intended to serve as a reference tool for Producers, offering detailed guidance and best practices to ensure accurate and timely report submission.

The scope of this guide includes:

- Explanation of key terms and concepts related to report submission.
- A brief overview of obligated parties, reporting delegations and reporting timelines under the EPR framework.
- Overview of the three supply report sections: supply data, brand information, and verification requirements.
- Step-by-step instructions for submitting supply reports through ARMA Connect.

3. Key Terms

In this document, the following terms have the meanings below. A term may be used in the singular, plural, past, or future tense regardless of how it is defined here.

Term	Meaning
ARMA Connect	The designated registry system for Alberta's EPR system. An online portal used by Producers and PROs to register, submit supply reports, manage delegations, and fulfill other reporting obligations under the EPR program.

Attestation Form	A formal declaration by the Producer confirming the accuracy and completeness of supply report data.
Brand	Any mark, word, name, symbol, design, device or graphical element, or a combination thereof, including a registered or unregistered trademark, that identifies a product and distinguishes it from other products.
Brand Relationship	The association between a Producer and the Brands whose products they supply, as outlined in the Brand Information section of the supply report.
Delegation Preferences	The selections made by Producers in ARMA Connect regarding the delegation of reporting obligations to a PRO, including options for supply reporting, management reporting and payment of oversight fees.
EPR	Extended Producer Responsibility
HSP	Hazardous and Special Products
HSP Designated Material	Hazardous and Special Products designated under sections 1 to 11 and Part 2 of the Regulation.
Material Type	Any of the types of HSP Designated Material set out in Schedule "A" under the HSP Bylaws. Material Types covered by this document include: Batteries (single-use and rechargeable) and the following products and their containers - Flammable, Corrosive, Toxic, and Pesticides.
PPP	Single-use Products, Packaging, and Paper Products
PRO	Producer Responsibility Organization means an organization appointed by a Producer to act as an agent on behalf of the Producer. A PRO is the operator of the Common Collection System.
Producer	A person determined to be the Producer of a HSP Designated Material under section 23 of the EPR Regulation for the purposes of Part 2 of the EPR Regulation.
Supply Report	A comprehensive document submitted by Producers to ARMA through ARMA Connect detailing the annual weight of HSP Designated Material by Material Type supplied in Alberta within a specific reporting period.
Verification	An assessment of supply report data conducted by qualified individuals to ensure accuracy and compliance within the Regulatory requirements.

4. Supply Report Overview

4.1 Obligated Parties

Every Producer involved in the supply of HSP Designated Materials is obligated to meet the reporting requirements outlined in the EPR Regulation. This ensures comprehensive compliance and accurate tracking of Hazardous and Special Products within the province.

For Producers who have delegated their reporting obligations to a PRO, supply reports will be generated for completion by the designated PRO. Regardless of delegation, Producers will still receive communication regarding the status of their supply report and are ultimately responsible for the requirement to submit an annual supply report.

4.2 Supply Report Generation Scenarios

Based on the delegation preferences set by each Producer, the table below outlines the most common supply reporting scenarios along with the expected actions for each registrant.

Scenario	Delegation Preference		Action Required	
	Producer	PRO	Producer	PRO
Producer submits supply report	Yes	No	Submits supply report	N/A
Pro submits supply report on behalf of Producer	No	Yes	N/A	Submits supply report
Producer and PRO submit a portion of the supply report	Yes	Yes	Submits a portion of the supply report	Submits a portion of the supply report

An example scenario where both the Producer and PRO may be reporting (as noted in row 3 above) is when a Producer delegates the PRO to report supply for Battery HSP, while reporting the remaining Non-Battery HSP themselves. In this case, both the Producer and the PRO would submit their respective portions of the supply report.

In any of the scenarios above, Producers will receive communication from ARMA Connect when the supply report is open for submission. Producers will receive a notification from ARMA Connect when reports are submitted by either the Producer or PRO, confirming that their reporting obligations have been met.

4.3 Reporting Timeline

This section outlines the essential dates and deadlines vital to the supply report submission process, encompassing report generation, submission cut-offs, and other significant milestones.

Dates	Activity	Description
January 1 – March 31	Delegation Update	Producers can update their delegation preferences during this period, granting PROs the ability to complete supply reports on their behalf. The delegation procedure is available to support Producers through this process.
April 1	Supply Report Generated	Supply reports for the previous calendar year will be automatically generated by ARMA Connect for all eligible Producers.
June 30	Supply Report Due	The deadline for submitting the supply report to ARMA Connect for the previous calendar year.

5. Supply Report Submission Process

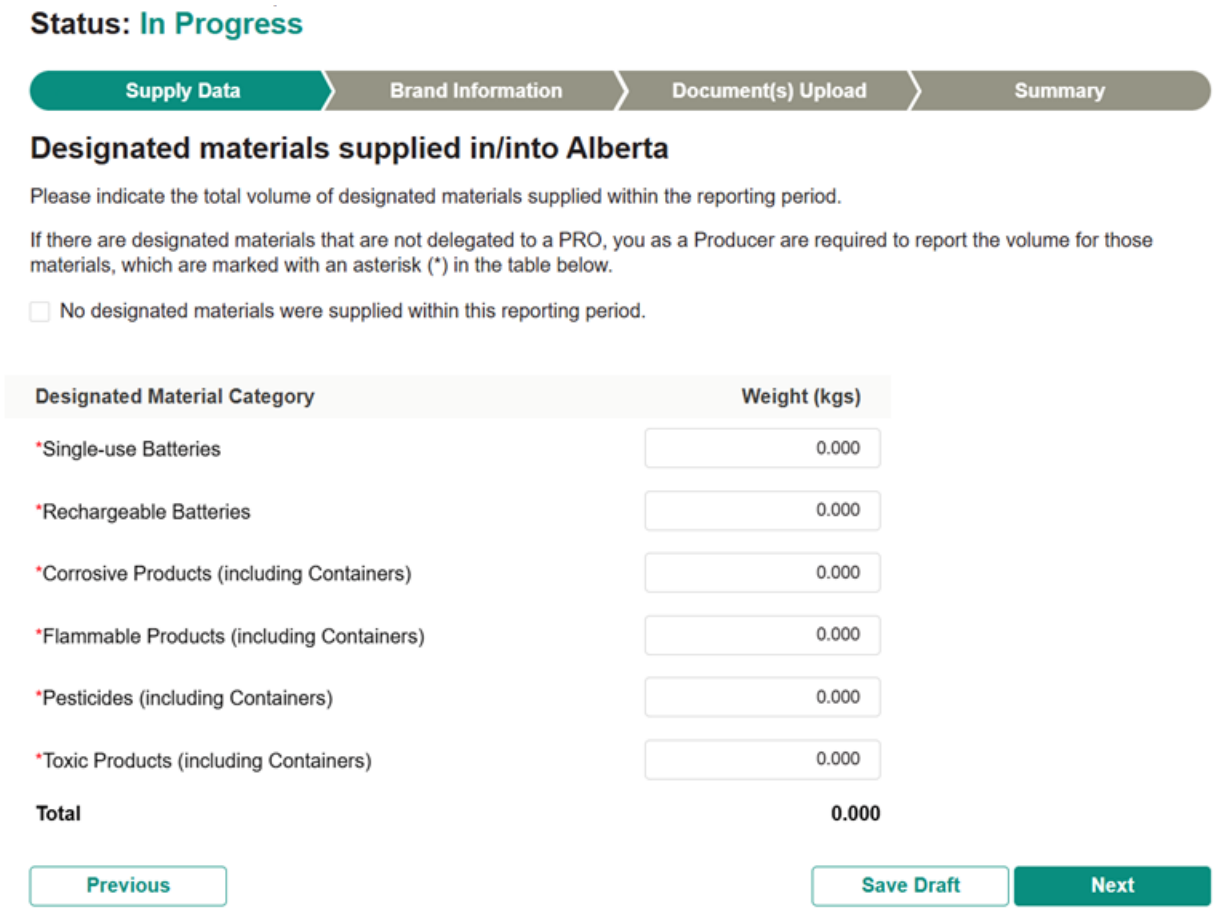
The supply report submission process consists of three (3) main sections, each serving a specific purpose in ensuring accurate and comprehensive reporting. Producers or PROs (if delegated by the Producer) are required to complete each section accurately.

5.1 Supply Data

In this section, Producers input the weight (in kilograms) of each Material Type they supplied in Alberta within the reporting period. It is crucial to accurately enter the quantities to ensure compliance with regulatory requirements. In the rare case where a supply report is required but no HSP Designated Materials were supplied during the reporting period, there is an option to indicate that on the report page.

All data reported using ARMA Connect should reflect final numbers after all adjustments are complete.

IMPORTANT: For all Non-Battery HSP materials (i.e., Corrosive Products, Flammable Products, Pesticides, Toxic Products), the weight entered should include the product weight as well as the container weight.



5.2 Brand Information

Producers are required to upload an Excel file (Brand Template) containing brand relationships. This file identifies the Brands associated with the HSP Designated Materials supplied in Alberta, providing essential information for tracking and reporting purposes. It must include a list of all Brands, Material Types, relationships to each Brand and whether the Brands are included in their supply reporting for which they are providing supply data. Further description is in the table below.

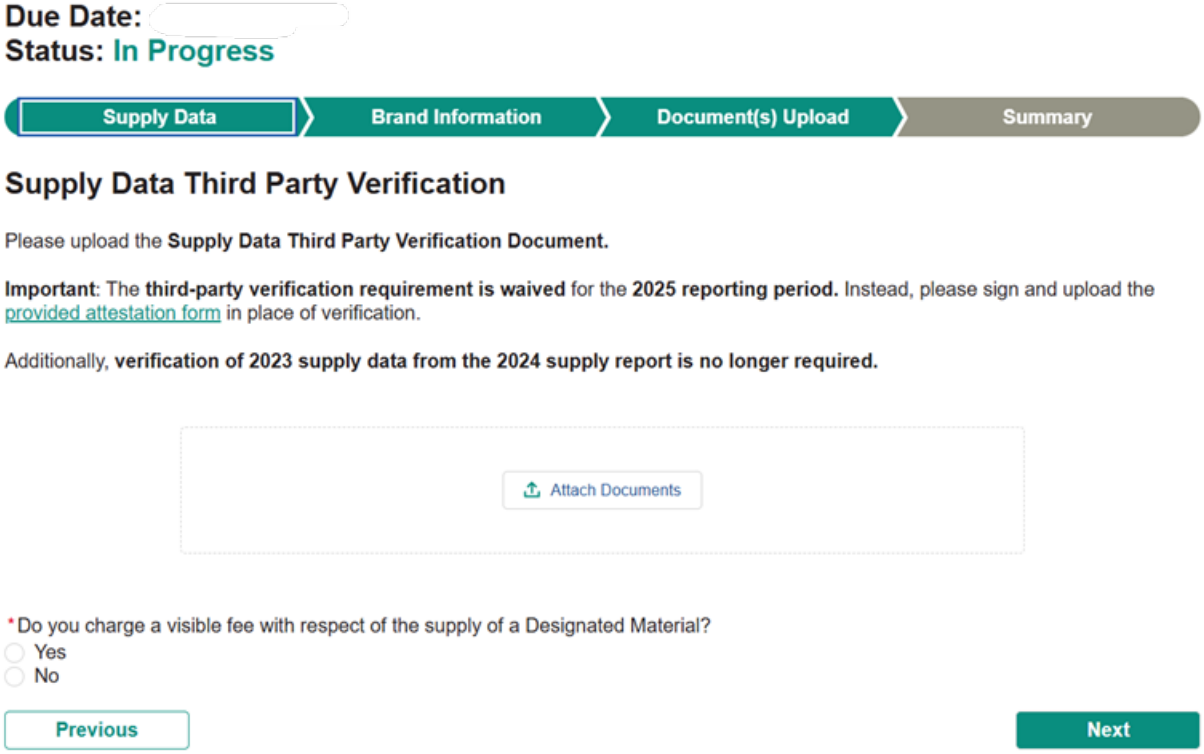
Download the template from the Supply Report Submission Section in ARMA Connect or find it on ARMA's website.

Data Column	Description	Additional Comments
Brand Name	Enter the name(s) of the Brand(s) being reported.	The name should match that of the legal entity under which the Brand is registered to.
Designated Material Type(s)	The Material Type that applies to the products under the reported Brand(s).	Each Material Type should have its own separate row.
Relationship to Brand	Indicate relationship to the reported Brand (i.e., brand holder, importer or retailer).	Based on the brand hierarchy as defined in the EPR Regulation.
Included in Supply Reporting	State whether the Brand is included in the supply reporting.	If you would like to voluntarily report on Brands you carry but do not need to report on, select "No" for this option. Otherwise, the default would be "Yes" for any brand included in the supply data.
Comments/Notes (Optional)	Provide any additional information or clarifications related to the row.	

5.3 Supply Data Verification

Starting in 2027, Producers may be required to provide verification of their supply report to ARMA. This section in ARMA Connect will be utilized for uploading verification documents, and any audited financial statements (required if a visible fee is charged). Details related to ARMA's verification procedure can be found within the HSP Supply Data Verification Procedure (refer to Section 7, Related Resources).

Note: The title of the "Supply Data Third-Party Verification" section in ARMA Connect will be revised to reflect that supply data may be verified by an appropriately accredited individual who is either internal or external to the Producer.



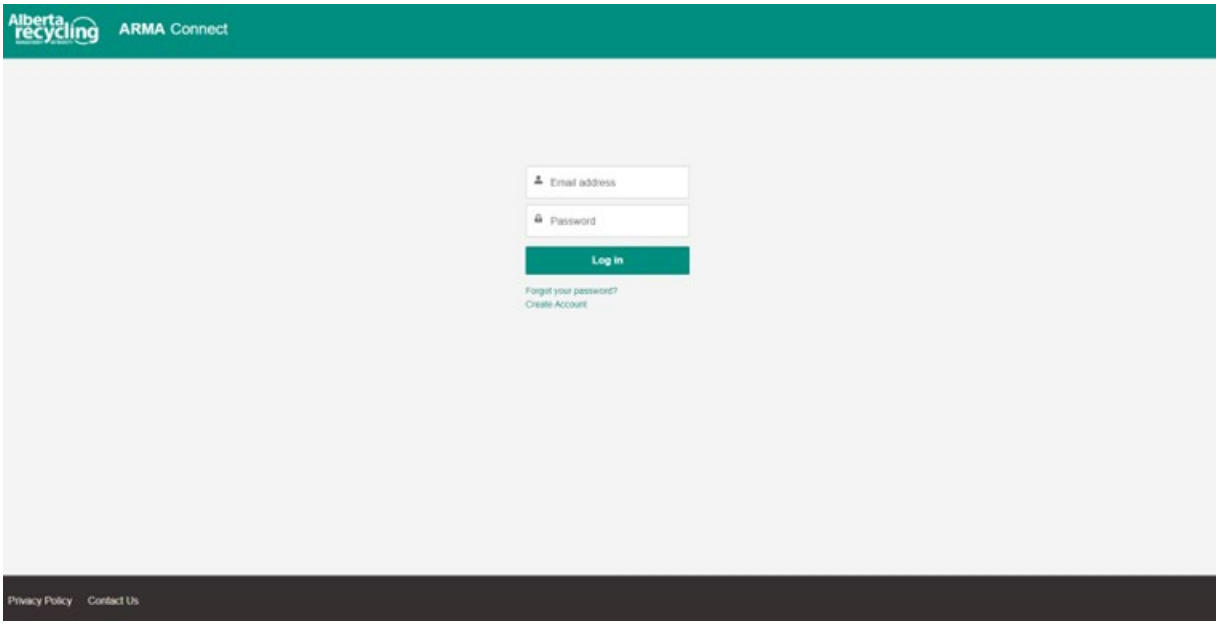
6. Support and Related Resources

For additional resources, please refer to the EPR Producers section of ARMA's website or contact epr@albertarecycling.ca.

APPENDIX - Supply Reporting Step-by-Step Process

Step 1: Accessing ARMA Connect

i. Proceed to ARMA Connect login page.
ii. Enter Username, Password, and click "Log In" to access the account.

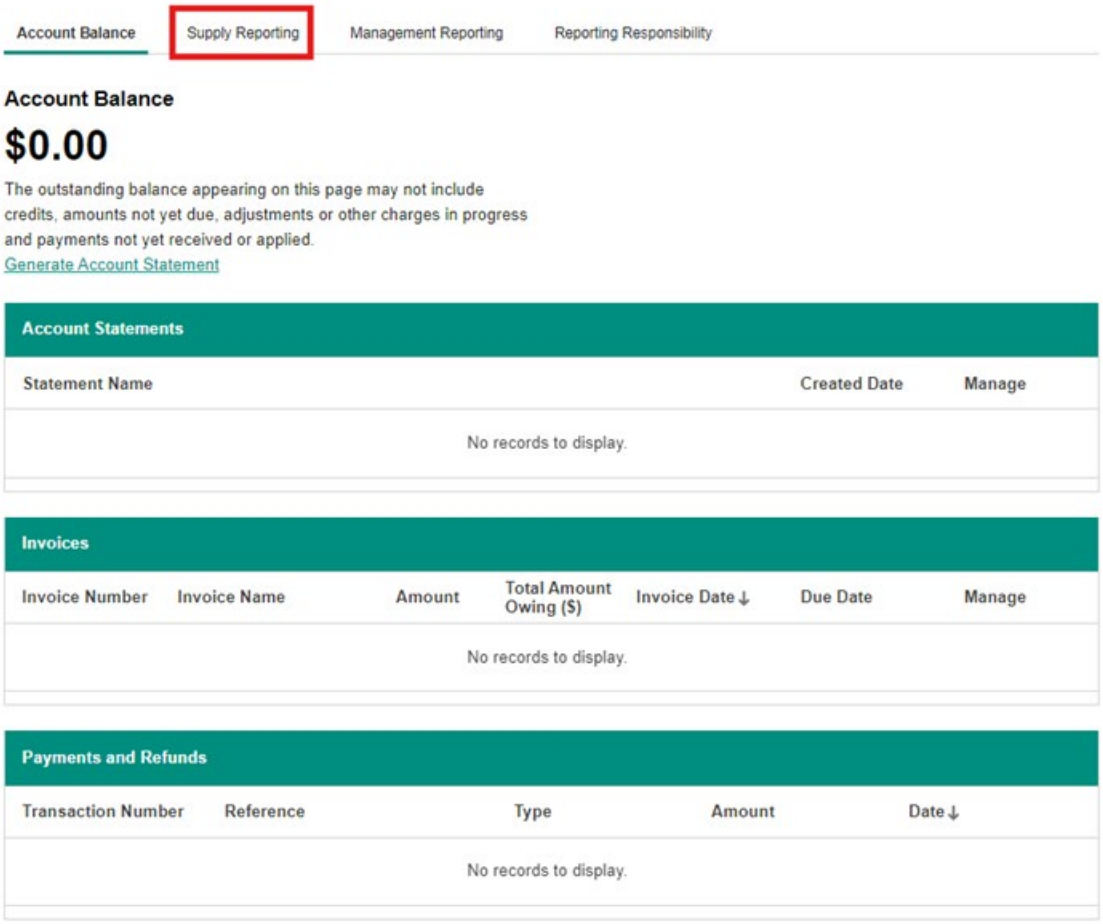


Step 2: HSP Registration Homepage

i. Once logged in view active Producer registrations (PPP, HSP, or both). Select "**Homepage**" under the manage column to view the HSP registration.

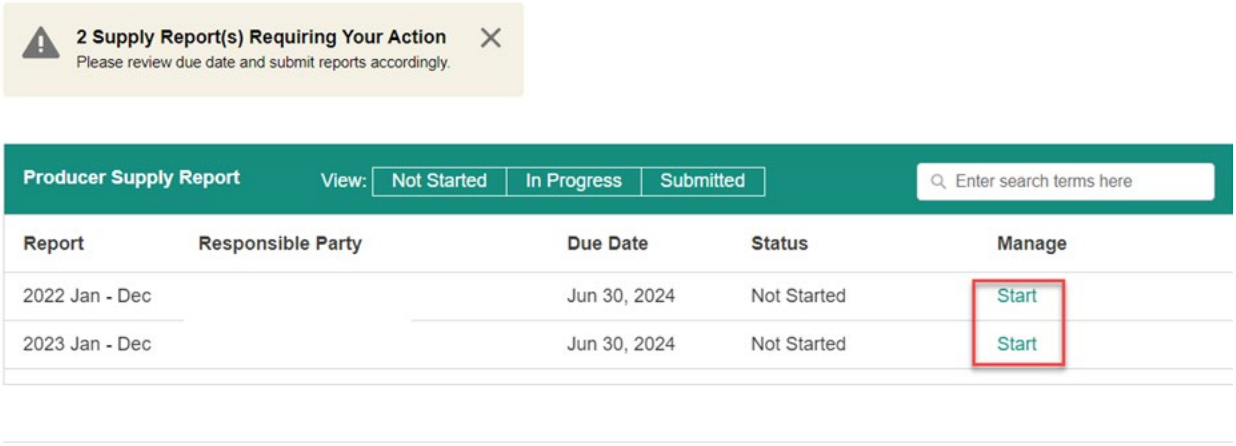
Step 3: Starting a Supply Report Submission

i. From the registration homepage, select the "**Supply Reporting**" tab.



ii. Supply reports are automatically generated by ARMA Connect based on delegation preferences. If supply report(s) has not been started, refer to the relevant supply report(s) available to complete the supply report table found on the supply reporting tab.

iii. Click "**Start**" under the manage column to start a supply report.

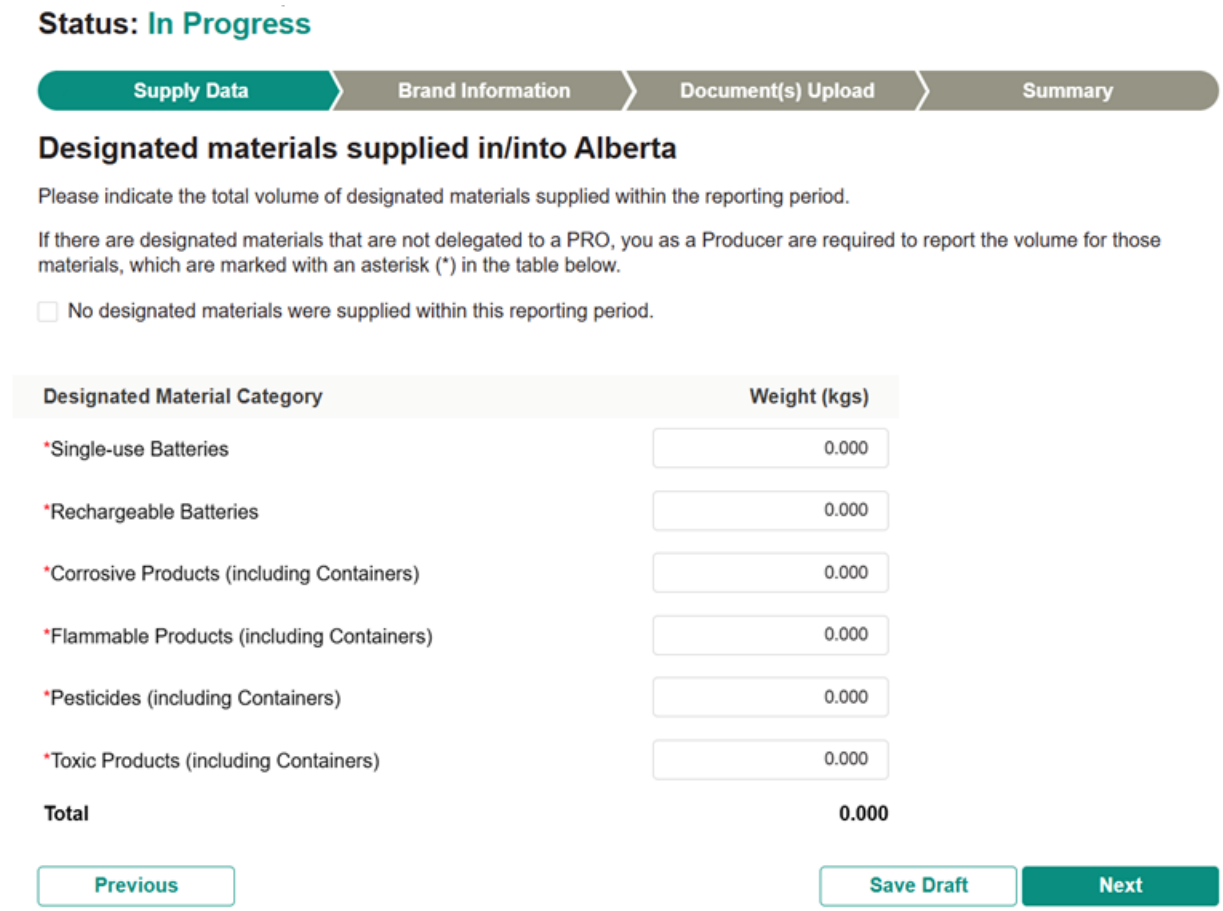


Step 4: Completing a Supply Report Submission

A. Designated Materials Supplied

i. Complete the total weight of Designated Materials supplied in Alberta within the reporting period. Input the total weight in kilograms (kgs) for each Material Type (i.e., batteries [single-use and rechargeable] and the following products including their containers - flammable, corrosive, toxic, and pesticides). Producers must enter data into at least 1 of the 6 mandatory Material Types. If a reportable Material Type is greyed, please contact epr@albertarecycling.ca to open selection.

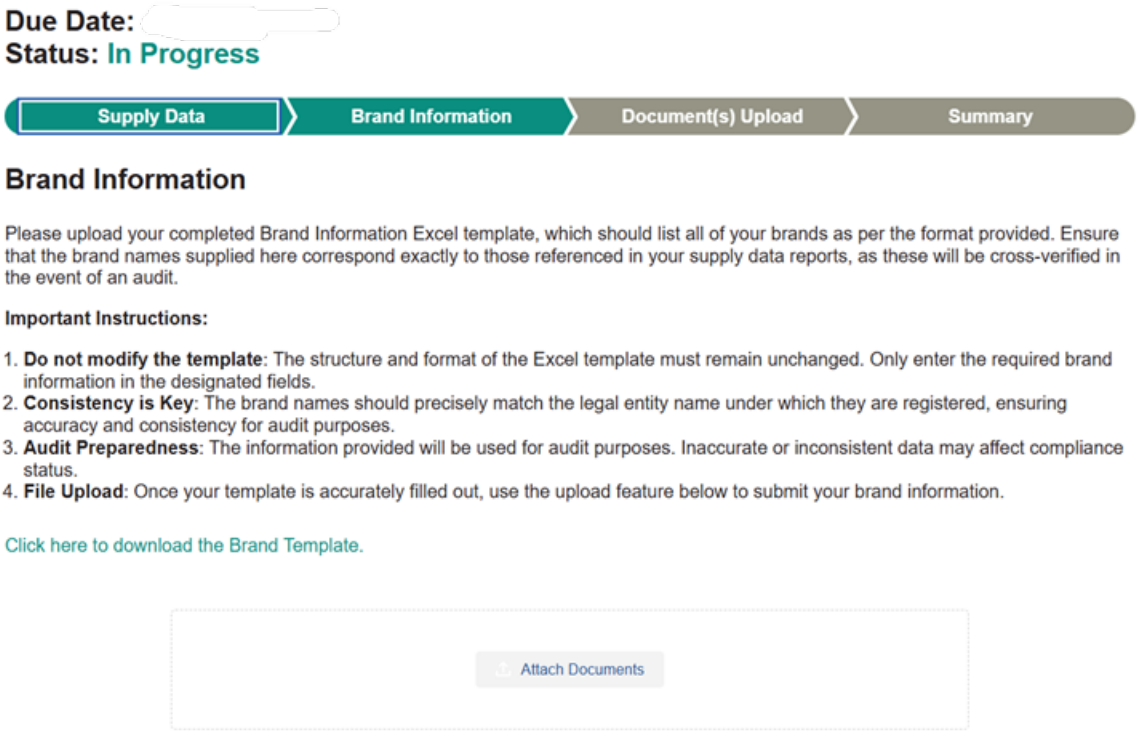
ii. Click "**Next**" to proceed to the next page.



B. Brand Information

i. Following the Designated Materials section, a Brand list must be uploaded. A template to complete is available for download. Follow instructions from the Brand Information section and template to ensure proper completion of the Brand List.

ii. Once a completed Brand list is uploaded, click "**next**" to proceed to the next page.



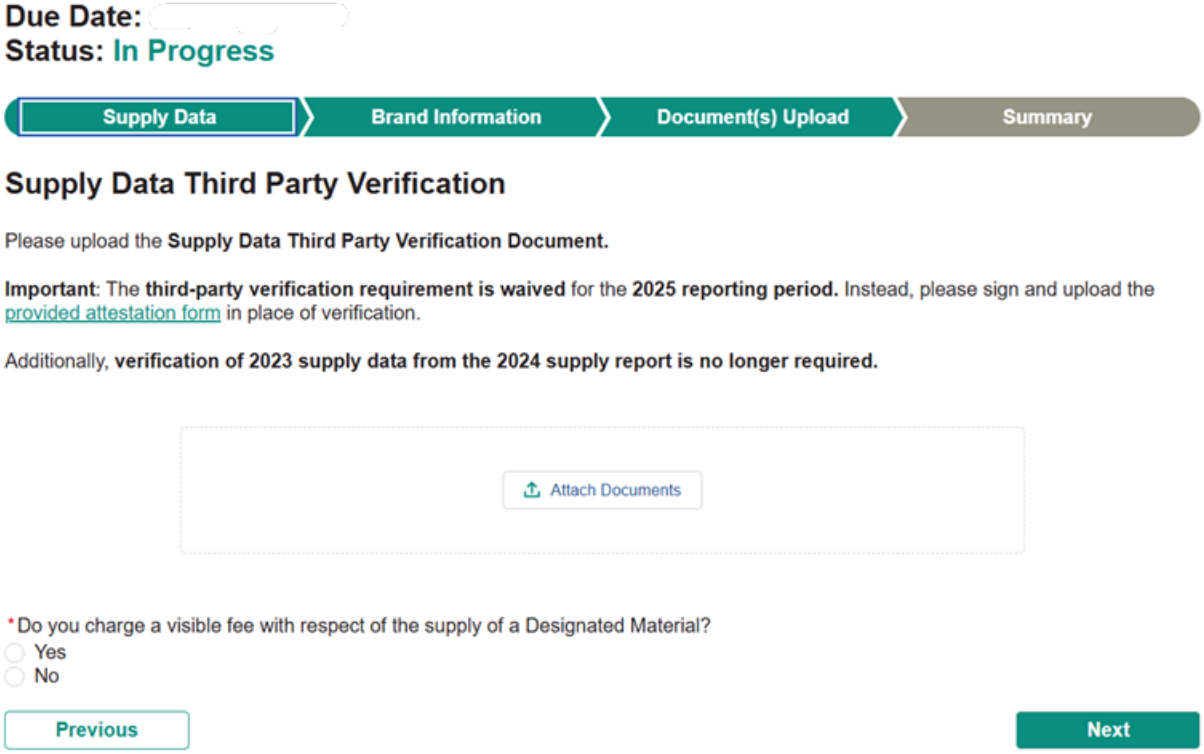
C. Verification of Supply Data

i. Producers required to provide verification of their supply data must upload a completed and signed attestation form as well as verification document(s).

ii. Producers <u>not</u> required to verify their supply data must upload a completed and signed attestation form.

iii. A Producer that charges a visible fee in relation to the supply of HSP Designated Material must submit, as part of its annual supply report, an audited financial statement prepared by an accredited third party outlining the receipt and disbursement of visible fees, in the form and manner specified by the Authority.

iv. Click "**next**" to proceed to next page.



D. Final Review

i. The final step is a summary of the information provided. Carefully review the data to ensure accuracy.

ii. Select the checkbox for the terms and conditions. Once read, click "**Submit**" to complete the submission.

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Status: In Progress

Supply Data | Brand Information | Document(s) Upload | Summary

Designated materials supplied in/into Alberta

Designated Material Category	Weight (kgs)
Single-use Batteries	
Rechargeable Batteries	
Corrosive Products (including Containers)	
Flammable Products (including Containers)	
Pesticides (including Containers)	
Toxic Products (including Containers)	
Total	

Brand Information

Brand Information:

Document Upload

Third-Party Verification:

☐ *I agree with the terms & conditions and confirm the information I provided is accurate.

Previous | Submit