

FEDERAL PLASTICS REGISTRY REPORTING USER GUIDE 2025



Environment and
Climate Change Canada

Environnement et
Changement climatique Canada

Canada 

Section 1: Accessing the Reporting Portal

Section 2: Initiating a New Report

Section 3: Editing Reports

Section 4: Completing Reports

ACCESSING THE REPORTING PORTAL

1. From the Dashboard, scroll down to the "My Active Roles" table and locate the organization for which you would like to create a new report.
2. Click on "Go to Reporting Portal".

Register Organization

My Registered Organizations				
Registration ID	Organization Name	Date Submitted	Registration Status	Modified On ↓
ORG-T6X6M7-252101	Acme Inc	2025-01-21	Registered	2025-01-23

My Active Roles		
Organization Name	Designated Role	Designated On ↓
Acme Inc	Organization Lead	2025-01-21

1

2

View Organization

Go to Reporting Portal

Section 1: Accessing the Reporting Portal

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INITIATING A NEW REPORT

1. On the Reporting Portal page, click on the reporting year for which you wish to create a new report.
2. In the dropdown section that appears, click on "Initiate Report".

1 Select a reporting year to initiate a new report, edit a report, or view a report that has been submitted.

▼ 2024 Report In Progress

⚠ You haven't initiated a report for this year yet
Please click on the "Initiate Report" button to begin filling out a report for the calendar year 2024

2 **Initiate Report**

▶ 2025 Report In Progress

▶ 2026 Report In Progress

▶ 2027 Report In Progress

▶ 2027 Report



Only the Organization Lead can create a new report! PROs and Other Delegated Representatives (ODRs) may contribute to reports that have been started by the Organization Lead.

INITIATING A NEW REPORT

1. Confirm organization information.
 - If any of the information provided during registration is out of date or incorrect, you can click on "Edit Organization" at the bottom of the form.
2. If the information is correct, check the box in the Disclaimer section and click on "et continuer".
3. On the reporting requirements page, indicate whether you are exempt from the given reporting year by checking "Yes" or "No".
 - To determine whether you are exempt from a given reporting year, refer to *Guide for Reporting to the Federal Plastics Registry - Phase 1*.
4. Click on "Submit".
5. You will be returned to the Reporting Portal.
 - PROs and ODRs can now edit the report.

Disclaimer

- Click this checkbox to confirm that the details provided in your organization profile is accurate. If not, then click 'Edit Organization' to update your organization profile.

1
2

Edit Organization

Save and Continue

Program Type:

Notice with respect to reporting for the Federal Plastics Registry

Reporting Year:

2026

Are you exempt from the reporting year 2026 ?

No Yes

4

Previous

Submit

Section 1: Accessing the Reporting Portal

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EDITING REPORTS

1. Within the "Reporting Portal" page for an organization, click on the reporting year for which you wish to edit the report.
2. In the dropdown section that appears, click on "Edit Report".

Select a reporting year to initiate a new report, edit a report, or view a report that has been submitted.

1	▼ 2024 Report	In Progress
	Started On 2025-01-15	Report Status Draft
	Authorized PRO/ODR Organizations Information:	
	Name	Status
	No PRO/ODR to display.	
	▶ 2025 Report	In Progress
	▶ 2026 Report	In Progress
	▶ 2027 Report	In Progress

2 Edit Report

Section 1: Accessing the Reporting Portal

Section 2: Initiating a New Report

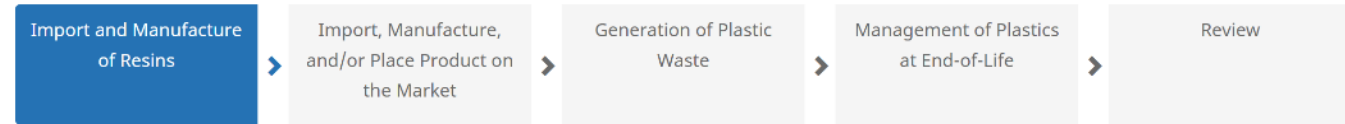
Section 3: Editing Reports

Section 4: Completing Reports

COMPLETING REPORTS: INTRODUCTION

- Reporting is split into four reporting categories.
 - Import and Manufacture of Resins
 - Import, Manufacture, and/or Place Product on the Market
 - Generation of Plastic Waste
 - Management of Plastics at End-of-Life

Reporting Year: 2024



- Clicking "Save and Continue" in each section will save the progress of the entire report.
- Saving your report DOES NOT constitute submitting your report to ECCC.
- Reporting to the Federal Plastics Registry starts in September of 2025 with Phase 1, requiring reporting on plastic placed on the market in three categories for the 2024 calendar year. (Import, Manufacture, and/or Place Product on the Market)
 - For additional information, see the Section 46 Notice: [Federal Plastics Registry - Canada.ca](#)

Save and Continue



The platform will allow you to save data point entries with incomplete information. Entries will have to be completed to submit a report to Environment and Climate Change Canada.

COMPLETING REPORTS: IMPORT AND MANUFACTURE OF RESINS

1. Complete report details.
2. To add a new data point, click on "Add Data" in the "Reporting Data" section.
3. Each data point in the reporting data table must include the following details:
 - Resin Type.
 - Resin Source.
 - Calculation Method and explanation.
 - Quantity manufactured, imported, placed on the market in Canada.
 - Quantity placed on the market in each province and territory.
4. Each unique resin and resin source should be a new data point in the "Reporting Data" table.
5. You can upload supporting documentation by clicking the upload button in the upload section.
6. Refer to *Guide for Reporting to the Federal Plastics Registry - Phase 1* for information on reporting requirements.
7. Click on "Save and Continue" to move to the next reporting category.

Save and Continue

Reporting Data

Quantities displayed below are in kilograms.

2 [Add Data](#)

[Resin](#) [Resin Source](#) [Quantity in Canada](#) [AB](#) [BC](#) [MB](#) [NB](#) [NL](#) [NS](#) [NT](#) [NU](#) [ON](#) [PE](#) [QC](#) [SK](#) [YT](#) [Filled By Individual ID](#) [Created On ↑](#)

⚠ There are no records to display.

Resin Data

Select resin type:

Select resin source:

Select calculation method used to determine quantities provided:

Quantity manufactured in Canada (kg):

Quantity imported into Canada (kg):

Quantity placed on the market in Canada (kg):



This section is not required for a 2024 report!

COMPLETING REPORTS:

IMPORT, MANUFACTURE, AND/OR PLACE PRODUCT ON THE MARKET

1. Complete report details.
2. To add a new data point, click on "Add Data" in the "Reporting Data" section.
3. Each data point in the reporting data table must include the following details:
 - Category.
 - Subcategory.
 - Resin Type.
 - Resin Source.
4. Each unique category, resin and resin source should be a new data point in the "Reporting Data" table.
5. You can upload supporting documentation by clicking the upload button in the upload section
6. Refer to *Guide for Reporting to the Federal Plastics Registry - Phase 1* for information on reporting requirements.
7. Click on "Save and Continue" to move to the next reporting category.

Reporting Data

Quantities displayed below are in kilograms.

2 **Add Data**

[Resin](#) [Resin Source](#) [Quantity in Canada](#) [AB](#) [BC](#) [MB](#) [NB](#) [NL](#) [NS](#) [NT](#) [NU](#) [ON](#) [PE](#) [QC](#) [SK](#) [YT](#) [Filled By Individual ID](#) [Created On ↑](#)

⚠ There are no records to display.

Plastic Products Data

Select category:

Select subcategory:

Select waste stream:

Select resin type:

Select resin source:

Select calculation method used to determine quantities provided:

Quantity manufactured in Canada (kg):

COMPLETING REPORTS: GENERATION OF PLASTIC WASTE

1. Complete report details.
2. To add a new data point, click on "Add Data" in the "Reporting Data" section.
3. Each data point in the reporting data table may include the following details:
 - Category.
 - Subcategory.
 - Resin Type.
4. You can upload supporting documentation by clicking the upload button in the upload section
5. Refer to *Guide for Reporting to the Federal Plastics Registry - Phase 1* for information on reporting requirements.
6. Click on "Save and Continue" to move to the next reporting category.

Reporting Data

Quantities displayed below are in kilograms.

2 **Add Data**

[Resin](#) [Resin Source](#) [Quantity in Canada](#) [AB](#) [BC](#) [MB](#) [NB](#) [NL](#) [NS](#) [NT](#) [NU](#) [ON](#) [PE](#) [QC](#) [SK](#) [YT](#) [Filled By Individual ID](#) [Created On ↑](#)

⚠ There are no records to display.

Generation of Plastic Waste Data

Select category:

Select subcategory:

Select resin type:

Quantity of plastic in waste generated at premises and sent for diversion or final disposal

Select calculation method(s) used to determine quantities provided:



Reporting on Management of Plastics at End-of-Life category is not required for reporting year 2024.

COMPLETING REPORTS: REVIEW

- The final section allows you to review data added to each reporting category.
- You can modify data directly in the review section or return to the reporting category.
- Once you have reviewed each category, click the check box in the disclaimer section and click "Submit".

Disclaimer

- By clicking this checkbox, I hereby certify that I have exercised due diligence to ensure that the submitted information is true and complete. The amounts and values identified above for this organization are accurate based on reasonable estimates using available data. I hereby submit the data for the organization I represent to the Federal Plastics Registry.

[Go Back](#)

[Submit](#)