Blue Box: Primary Processor Performance **Reporting Guide**

Version 1.0 April 2025





Table of Contents

<u>Purpose</u>

• How to use this guide

Introduction

- Who is considered a Blue Box processor?
- What is Blue Box performance reporting?
- What data do primary processors need to submit for their own reports?
- How to log into the Registry
- How to manage contacts in your Registry account

How to submit your processor performance report

- Step-by step instructions on how to add processing sites
- Step-by step instruction on how to complete your report

Additional resources

More resources to help further answer your questions

How to use this Guide

How to use this guide

The new Blue Box program launched in July 2023 and introduced some new requirements for **Processor registration and reporting**.

RPRA has prepared this guide to help primary processors understand what data they need to report and provide step-by-step instructions on how to complete the report in RPRA's Registry, including:

- How to submit reports
- When to submit reports
- Links to supplemental guidance documents

More information about the Blue Box Regulation can be found on RPRA's website.

If you have further questions that are not answered in this guide, please contact the Compliance Team at <u>registry@rpra.ca</u> or call 1-833-600-0530.

Introduction

Who is considered a Blue Box processor?

The Blue Box Regulation defines a processor as "a person who processes, for the purpose of resource recovery, blue box material that was supplied to a consumer in Ontario".

Processing includes all stages of activities, beginning with post-collection sorting until the material is considered a recovered resource.

Primary processors include material recovery facilities (MRFs) or other facilities that conduct activities such as sorting, baling, and preparing material for shipment to secondary or downstream processors.

Primary processors must register with RPRA and complete annual reporting on activities undertaken in 2024. **The deadline to submit performance reports is May 31, 2025**.

Secondary processors or downstream processors conduct activities such as additional sorting, reprocessing, preparation for smelting and smelting, and paper pulping. Downstream processors should register with RPRA as soon as possible but are not yet required to submit an annual report to RPRA.

Between 2023 and 2025, Blue Box material supplied to consumers in Ontario can undergo processing at secondary or downstream processing facilities that have not yet registered with RPRA or have not submitted an annual report to RPRA. Learn more.

Overview of Processor Requirements

Processor Type	Examples of Services Provided	RPRA registration required?	Annual Report?	Report Due Date
Primary	SortingBaling	Yes	Yes - for services provided from January 1 to December 31, 2024, to transitioned communities	May 31, 2025
Secondary or Downstream	 Additional sorting Reprocessing Preparation for smelting Smelting Paper pulping Separating plastics into resin types Separating clear from coloured glass 	Yes	Not at this time*	N/A

*During the **transition period** from July 1, 2023, to December 31, 2025, **Secondary processors** who provide services to producers and PROs for Blue Box material supplied to consumers should register with RPRA as soon as possible but are **not yet required to submit an annual report to RPRA**.

What data do primary processors need to submit for their reports

Primary processors are required to report on their activities from January to December 31, 2024, undertaken as part of the contracts with one or more PROs for material collected from transitioned communities. Primary processors are required to report on the following:

- INBOUND weight: total weight of Blue Box material received from the common collection system and any supplemental collection system.
- OUTBOUND weight: total weight of Blue Box material sent to other processors for further processing.
- OUTBOUND weight: total weight of Blue Box material sent for disposal (e.g., land disposal, incineration, used as fuel) that was collected from the common collection system and any supplemental collection system.

How to log into the Registry

The report is completed online through RPRA's Registry. You can access your Registry account here.

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. If you need technical support on this, please contact
 <u>registry@rpra.ca</u>.

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. Here you will see all the 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 for step-by-step instructions on how to login to an existing Registry account.

How to manage contacts in your Registry account

Only an account admin in your organization can add new contacts or manage existing contacts in the Registry. This includes giving users access to information about the program(s) they are enrolled in (e.g., permissions to view and complete reports). Learn more about the different <u>Registry account roles</u>.

To manage contacts in your Registry account, see the following steps or watch <u>'Managing Users in</u> <u>RPRA's Registry'</u>.

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.

RPRA Resource Productivity A Recovery Authority						Blue Box Processor	Logout
Blue Box F Blue B	Processor Sox Homepage			Registration #:00010975 Blue Box Switch Programs	_	My Profile Change Password My Business Profile	
A Ait	An asterisk (*) indicates that you have tems to address in the tab.	e incomplete			L	Manage Users	1
Producer	* Processor * PRO Status Invoices	Add Roles					
Blue B	Box						
Report	t▼	Status	Last Updated By	Action			
2023 B	Blue Box Performance - Processor	Not Started Due Date: May 31, 2024		Start			
Proces	ssing Sites e address of each site where blue bo	x materials are processed.		Manage			
Need help	p? Explore our Registry Resources	Can't find an answer? Contac	t Us				

How to manage contacts in your Registry account cont'd.

- 1. Click Add New User to add an additional user to your account.
- 2. Under Action, click Manage to update preferences for existing users.

Manage Users	Manage Users
Blue Box Primary User: Blue Box Processor	Email test@test.com
A Primary User of a given program has the same abilities as a Secondary User plus the ability to manage users within that program.	First Name Last Name Example User
Active Users Enter search terms here Q Add Filters + Name Email Program Last Login Date Action 2	Job Title Preferred Language
Chantel Test masked- lih83281@d0n0treply.c om Blue Box Edit Reset Password Disable 1 entries < > >	Business Phone Number Phone Extension
Add New User	Mobile Phone Number 9058762344 Same as Business Phone Number
 3. To give reporting abilities to a Primary or Secondary contact, 3 select the program that you would like to grant the user access to from the drop-down menu. 4. Check the box to authorize the user. 	Program User Access Levels Blue Box Secondary Add Another Program I hereby authorize this user to create/modify data.
J. CIICK Jave.	Cancel 5 Save

How to submit your processor performance report

The next few slides will guide you with entering your **processing sites**

Access your program

1. After logging in, click on the icon for the **Blue Box** program on your dashboard.



Adding Processing Sites

Before starting your report, you are required to add the location of each of your processing facilities.

If there are changes to this information at any time, you must update it in the Registry.

- 1. On your **Blue Box Homepage**, under the Processing Sites section, click the **Manage** button.
- 2. Click the **Add New** button to add each of your processing facilities.

Note: When entering your data in your report, you will be required to report on total aggregate weights of all your facilities.

Blue Box Processor			
Blue Box Homepage			Registration #:00031286
			Blue Box Switch Programs
An asterisk (*) indicates that you have items to address in the tab.	ve incomplete		
Processor * Invoices Add Roles			
Blue Box			
Report ▼	Status	Last Updated By	Action
2023 Blue Box Performance - Processor	Not Started Due Date: May 31, 2024		Start
Processing Sites List the address of each site where blue b	ox materials are processed.		1 Manage



Adding Processing Sites

- 1. If applicable, check the **My site has a Canadian address** box and complete the address information fields.
- 2. Select the Blue Box material categories that are handled at this site by checking the appropriate boxes.
- 3. Identify the materials you process or recover at the site by checking the appropriate boxes.
- 4. Click Done.

	Add Processing Site
1)	My site has a Canadian address
	Site Name (eg., Store Name #123)
	Street
	Community Province
	• Ontario •
	Postal Code
	Business Phone Number C
	Please select all Blue Box material categories handled at this site:
	Beverage Container Bigid Plastic
<u>۲</u>	Glass
	Metal
	Flexible Plastic Paper
	Please identify the materials you recover or process at this site:
	Crushed Glass
3	Steel
	Plastic
	Others
	Cancel Done

1. How to submit your data for materials received

Performance report Starting your report

- 1. On the **Blue Box Homepage**, click on the **Processor** tab to navigate to processor reports.
- 2. Under **Action**, click **Start** to begin completing the 2024 Blue Box Performance Processor report.
- 3. After clicking **Start**, a notice will appear. Confirm this is correct and click **Proceed**.

Note: Only the roles you are enrolled in will be clickable (e.g., if you are only enrolled as a processor, you will only see the processor tab, invoices tab and add roles tab).

Blue Box Processor Blue Box Homepage			Registration #:0 Blue Bo Switch F	00031286 x Programs
An asterisk (*) indicates that you have items to address in the tab.	/e incomplete			
Processor * Invoices Add Roles				
Blue Box				
Report▼	Status	Last Updated By	Action	
2023 Blue Box Performance - Processor	Not Started Due Date: May 31, 2024		Start 2	
Processing Sites List the address of each site where blue be	ox materials are processed	L	Man	age
Need help? Explore our Registry Resources	Can't find an answer? C	Contact Us		
Attention				t.

It is an offence if you submit false or misleading information to the Authority.

Proceed

Cancel

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 are completed.

 Click Start to begin entering the total weight of Blue Box material received.

Blue Box Processor 2023 Blue Box Performance - Processor	Report Status Not Started
Report Summary Presentation last saved: Just now	Submit Report
Materials Received from Collection Systems	Submit Report
Received from Collection	Make sure to provide all the required
Input the weight of materials received directly from common, alternative or supplemental collection systems.	data before submitting.
Received from Collection Total Kilograms	
Total weight of materials	
Total	
1 Start	

2

- Add the collection system you received Blue Box material from by clicking Add.
- 2. The collection system will then appear in the **table below.**
- 3. Under Action, click Enter to add the total weight of Blue Box material received from each system.

Note: If there was material received from a supplemental collection system, please enter the weights collected in the <u>additional</u> <u>report template</u>

Blue Box Processor				
2023 Blue Box Pe	erformance - Proces	SOT	rom which you received Blue	Boy Materials, Click Continue
once you have finished en	tering data for all the systems		form which you received blue	Box materials, click continue
Collection Systems				
All collection systems tha	at may apply to you are listed	in the table below.		
Step 1: Add all collec	tion systems from which yo	u received material		
Registration #	Company N	lame	System Name	Action
	Common		Common	Add 1
Collection systems you ha	ave added in Step 1 will appe	ar in the table below		
Step 2: Enter data for	r all your collection systems	i		
Registration #	Company Name	System Name	Total Kilogram	s Received Action
	Common	Common	0	3 Enter Remove
	Continue only when you	have finished entering	data for all your collection	systems Continue >

- Under the Received from Collection tab, enter the total weight of Blue Box material received from all collection systems, from January 1 -December 31, 2024.
- 2. Click Save & Next to proceed.

Note: When entering your data in your report, you will be required to report on total aggregate weights of all your facilities.

Blue Box Processor 2023 Blue Box Performance - Processor Enter your data and click Save & Next to move to the next reporting screen. Materials Received from Collection Systems **Received from Collection** Input the weight of materials received directly from common, alternative or supplemental collection systems. **Received from Collection Total Kilograms** Total weight of materials 2 Save & Next **Clear Form**

- 1. If you need to make a change to data entered for a system, click **Update**.
- 2. Click **Continue** to proceed.

may apply to you are listed	in the table below.		
on systems from which you	u received material		
Company N	ame	System Name	Action
e added in Step 1 will appea	ar in the table below		
Il your collection systems			
Company Name	System Name	Total Kilograms Received	Action
		0	Update
Common	Common		
	nay apply to you are listed n systems from which you Company N e added in Step 1 will appea Il your collection systems Company Name	nay apply to you are listed in the table below. n systems from which you received material Company Name e added in Step 1 will appear in the table below ll your collection systems Company Name System Name	nay apply to you are listed in the table below. n systems from which you received material Company Name System Name e added in Step 1 will appear in the table below Il your collection systems Company Name System Name Total Kilograms Received

Once you start entering 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 total weight of Blue Box material received to ensure what you have entered is correct.
- 2. Click **Edit** if you need to make a change to weights.

Note: The material must be received by December 31, 2024, but destined to be shipped within three months of receipt from the common collection system or supplemental system (i.e., shipped to a secondary processor within three months from the date that the Blue box material is first received at the primary processor)

Blue Box Processor 2023 Blue Box Performance - Processor		Report Status In Progress
Report Summary		Submit Report
Materials Received from Collection Systems		Submit Report
Input the weight of materials received directly from commor supplemental collection systems.	a, alternative or	Make sure to provide all the required data before submitting.
Received from Collection Total weight of materials	Total Kilograms 0	
Total	0	
	Edit	

2. How to submit your data for material sent downstream

Performance report Enter the weight of material sent downstream

In this section of the report, you will be required to enter the weight of Blue Box material sent to other processors, by material type. For guidance, the tables below demonstrate how to categorize specific material into the new Blue Box categories. Note that the list is not exhaustive.

Current/Past BB Categories Processors Use	New BB Categories	Current/Past BB Categories Processors Use	New BB Categories
Old News Paper # 6 (ONP)	Paper	PET Containers	
Old News Paper # 8 (ONP)		HDPE Containers	
Fine Paper		Mixed Plastics (#3 to #7)	
Old Corrugated Containers (OCC)		Tubs & lids (#2, #4, #5)	Rigid Plastics
Old Boxboard (OBB)		Polystyrene Foam (#6)	
OCC/OBB Mix (Hardpack)		Rigid Polystyrene (#6)	
Polycoat and Asentic Containers		Mixed Plastics (#1 to #7)	
Mixed Departs & Fibers		Plastic Film (#4LDPE)	Flexible Plastics
SPRN (Sorted residential paper &		Flint/Clear	
news)		Coloured	Glass
Aluminum	Metals	Mixed glass (clear and coloured)	
Steel	inclais		

Performance report Enter the weight of material sent downstream

 Click Start to begin entering the total outbound weight of each Blue Box material sent downstream for further processing.

Note 1: When entering data – it is not reported by facility/site – it is a total aggregate weight for all facilities

Note 2: Most processors sort and bale by material, which can make it difficult to report beverage containers separately. If you have existing data about beverage containers (e.g., from an audit) you may choose to use that information for this section. Otherwise, report zero in this field.

Materials received and sent downstream	
Outbound Weight	
Input the weight of processed material sent to other process	ors.
Processed Materials Sent	Total Kilograms
Beverage Container	
Glass	
Flexible Plastic	
Rigid Plastic	
Metal	
Paper	
Total	
	Start

Performance report Enter the processor's name and the weight of materials sent downstream

- Search for companies that you sent Blue Box materials to. If you can't find the name of the company, please use the <u>form on our</u> <u>website</u> and send it to <u>registry@rpra.ca</u>.
- 2. Under Action click Add to add processors.
- 3. Added processors will appear in the **table below**.
- 4. Under Action, click Enter to add the total weight of Blue Box material sent to each downstream processor.

COSSORS				
000000				
er your Processors' l	Registration #, Name or Address	in the search box to see the s	earch results in the table below.	
Step 1: Search for a	nd add all your processors		east street	Q
Registration #	Company Name	Primary Contact	Address Act	ion
00010975	Blue Box Processor	Blue Box Processor	2425 East Street, Mississau Ad	d
cessors you have a	dded in Step 1 above will appear	in the table below.		
cessors you have a Step 2: Enter data	dded in Step 1 above will appear for all your processors	in the table below.		
cessors you have a Step 2: Enter data Registration #	dded in Step 1 above will appear for all your processors Company Name	in the table below. Total Kilograms Sent	Action	

Performance report Enter the weight of materials sent downstream for the processor identified

- 1. Under the **Outbound Weight** tab, enter the total weight of Blue Box material sent downstream to the processor selected. For each processor selected, you will need to fill out this information.
- 2. Click Save & Next to proceed.

Note: Report total material sorted, baled and/or prepared for shipment to secondary or downstream facilities.

You may report zeros in the **beverage container** category unless you have a reasonable estimate (e.g., an audit) to calculate the weight of beverage containers.



Performance report Update the processor and the weight of materials sent downstream

- 1. Click **Update**, if you need to make a change to the data entered from Blue Box material sent downstream.
- 2. Click **Continue** to proceed.

Blue Box Processor 2023 Blue Box P Follow the steps below to data for all your processo	erformance - Processon o identify and enter data for all the ors.	Or e processors you sent materia	al to. Click Continue once you l	have finished entering
Processors				
Enter your Processors' R	Registration #, Name or Address	in the search box to see the s	search results in the table bel	ow.
Step 1: Search for a	nd add all your processors		Enter search terms her	e Q
Registration #	Company Name	Primary Contact	Address	Action
No Results				
Processors you have ad	ded in Step 1 above will appear i	n the table below.		
Step 2: Enter data f	for all your processors			
Registration #	Company Name	Total Kilograms Sent	Action	
00010975	Blue Box Processor	0	Update Remove	
	Continue only when	n you have finished entering	data for all your processors	Continue >

2

Performance report Review the weight of materials sent downstream

1. Review your data and click **Edit** if you need to make changes to the weight of Blue Box material sent downstream.

Materials Received from Processors and Sen	t Downstream
✓ Outbound Weight	
Input the weight of processed material sent to	o other processors.
Processed Materials Sent	Total Kilograms
Beverage Container	0
Glass	0
Flexible Plastic	0
Rigid Plastic	0
Metal	0
Paper	0
Total	0
	Edit

3. How to submit your data for materials sent for disposal

1. Click **Start** to begin entering the total weight of processed materials sent for disposal on behalf of PROs.

Materials Sent fo	or Disposal			
Land Disposed	Incinerated	Used as Fuel	Stockpiled	
Includes material	sent to land	fills and <mark>d</mark> ump	s.	
Land Disposed				Total Kilograms
Total weight of r	naterials			
Total				
				Start

- 1. Search for all **PROs** who were sent materials for disposal.
- 2. Under Action click Add to add PROs.
- 3. Added PROs will appear in the **table below**.
- 4. Under **Action**, click **Enter** to add the total weight of materials sent for disposal.

Producers and PROs				
nter your producers' a	and PROs' registration number (#	#), name or address in the s	search bar to see the search resu	ults in the tabl
Step 1: Search for a	and add all your producers and	PROs	sample	
Registration #	Company Name	Primary Contact	Address	Action
00030454	Sample PRO 2	Monica PRO	Monica PRO, Monica PRO	Add
00031014	Sabra Canada Inc.	Traci Sample	860-100 Sheppard Avenue	. Add
Producers and PROs yo	ou have added in Step 1 will appe	ear in the table below.		
Step 2: Enter data 1	for all your producers and PRO)s		
Registration #	Company Na	ame 1	Fotal Kilograms Disposed	Action

- 1. Under the **Land Disposed** tab, enter the total weight of materials sent for disposal.
- 2. If the above is not applicable, check **I did not** send any material for land disposal.
- 3. Click Save & Next to proceed.

al	Blue Box Processor 2023 Blue Box Performance - Processor Enter your data and click Save & Next to move to the next reporting screen.
	Materials Sent for Disposal
1	Land Disposed Incinerated Used as Fuel Stockpiled
	Includes material sent to landfills and dumps.
	Land Disposed Total Kilograms
	Total weight of materials
2	I did not send any material for land disposal.
	Clear Form Save & Next 3

- 1. Under the **Incinerated** tab, enter the total weight of materials sent for incineration.
- 2. If the above is not applicable, check I did not send any material for incineration.
- 3. Click Save & Next to proceed.

Blue Box Processor

2023 Blue Box Performance - Processor

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



- 1. Under the **Used as Fuel** tab, enter the total weight of materials sent to be used as fuel or fuel supplement.
- 2. If the above is not applicable, check I did not send any material to be used for fuel.
- 3. Click Save & Next to proceed.

Blue Box Processor 2023 Blue Box Performance - Processor Enter your data and click Save & Next to move to the next reporti	ng screen.
Materials Sent for Disposal	
Material used as fuel or a fuel supplement. Used as Fuel Total weight of materials	Total Kilograms
I did not send any material to be used as fuel.	
Clear Form Previous	Save & Next

2

- 1. Under the **Stockpiled** tab, enter the total weight of materials sent to be stockpiled.
- 2. If the above is not applicable, check **I did not stockpile any material**
- 3. Click Save & Next to proceed.

Blue Box Processor 2023 Blue Box Performance - Processor Enter your data and click Save & Next to move to the next reporting screen. **Materials Sent for Disposal** ✓ Land Disposed ✓ Incinerated ✓ Used as Fuel Stockpiled Includes material stored, stockpiled or otherwise deposited on land. **Total Kilograms** Stockpiled Total weight of materials 0 I did not stockpile any material. Save & Next Clear Form Previous 3

- 1. Click **Update**, if you need to make a change to the data entered for PROs.
- 2. Click on **Continue** to proceed.

Blue Box Processor 2023 Blue Box Pe Follow the steps below to once you have finished en	erformance - Processo identify and enter data for all the ntering data for all of your Produc	Dr e producers and PROs of ers and PROs.	n whose behalf you disposed ma	terial. Click Continue
Producers and PROs				
nter your producers' an	d PROs' registration number (#)	, name or address in th	e search bar to see the search r	esults in the table below.
Step 1: Search for an	d add all your producers and P	ROs	Enter search terms	here Q
Registration #	Company Name	Primary Contact	Address	Action
No Results				
roducers and PROs you	have added in Step 1 will appea	r in the table below.		
Step 2: Enter data fo	or all your producers and PROs			
Registration #	Company Nar	ne	Total Kilograms Disposed	Action
00030452	Sample PRO 1		0	Update Remove
	Continue only when you have	e finished entering data	for all your producers and PRC	os Continue >

1. Review your data and click **Edit** if you need to make a change to the weight of materials sent for disposal.

Materials Sent for Disposal			
✓ Land Disposed ✓ Incinerated ✓ Used as Fuel ✓ Stockpiled			
Includes material sent to landfills and dumps.			
Land Disposed	Total Kilograms		
Total weight of materials	0		
Total	0		
	Edit		

4. How to submit your report

The next few slides will guide you with submitting your report.

Performance report Submit your report

- Under Report Summary, you can review the data previously entered. Click Edit if you need to make changes.
- 2. Click **Submit Report** once you are finished reviewing and are ready to submit.

Note: Confirm that all sections of the report have a green check mark beside each tab. The Submit Report button will remain disabled until all required sections of the report are complete.

If you are using the additional template and cannot submit your report, contact us at registry@rpra.ca to assist you.

Blue Box Processor 2023 Blue Box Performance - Processor		Report Status In Progress
Report Summary		Submit Report
Materials Received from Collection Systems	2	Submit Report
✓Received from Collection		Make sure to provide all the required
Input the weight of materials received directly from con supplemental collection systems.	nmon, alternative or	data before submitting.
Received from Collection	Total Kilograms	
Total weight of materials	0	
Total	0	
	Edit	1

Performance report Submit your report cont.

1. After clicking **Submit Report**, the below notice will appear. If no further changes to your report are needed, click **Submit**.



Note: You will <u>not</u> be able to make any changes once the report is submitted.

Performance report View submitted report

- On the Blue Box homepage, under the Processor tab, your Blue Box Performance -Processor report status should show Submitted and the name of the person it was last updated by.
- 2. Under **Action**, you can **View** the report submission or **Download** a PDF copy of the report.

ue Dev Hemenade			Registration #:00031
1			Blue Box Switch Progra
ocessor Invoices Add Roles			
Blue Box			
Report •	Status	Last Updated By	Action
2023 Blue Box Performance - Processor	Submitted Apr 02, 2024 01:30 p.m.		View Download
Processing Sites			Manage
List the address of each site where blue b	ox materials are processed.		

Additional Resources

Have a question?

Resources to help you submit your report(s):

- Visit our <u>Blue Box processor webpage</u> for additional information on reporting requirements.
- For support with navigating the Registry and meeting your regulatory requirements, visit our <u>Blue Box Registry Resources webpage</u> where you can find 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 <u>registry@rpra.ca</u> or call 1-833-600-0530.