

Blue Box: Primary Processor Performance Reporting Guide

Version 1.0
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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 registry@rpra.ca 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 who 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 beginning in 2024 (reporting on activities undertaken in 2023). **The deadline to submit performance reports is May 31, 2024.**

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.

Overview of Processor Requirements

Processor Type	Examples of Services Provided	RPR registration required?	Annual Report?	Report Due Date
Primary	<ul style="list-style-type: none"> • Sorting • Baling • Separating plastics into resin types • Separating clear from coloured glass 	Yes	Yes - for services provided from July 1, 2023, to Dec 31, 2023, to transitioned communities	May 31, 2024
Secondary or Downstream	<ul style="list-style-type: none"> • Additional sorting • Reprocessing • Preparation for smelting • Smelting • Paper pulping 	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 July 1 to December 31, 2023, 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.
- **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, stockpile) that was collected from the common 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 registry@rpra.ca.

Tips for logging into an existing Registry account:

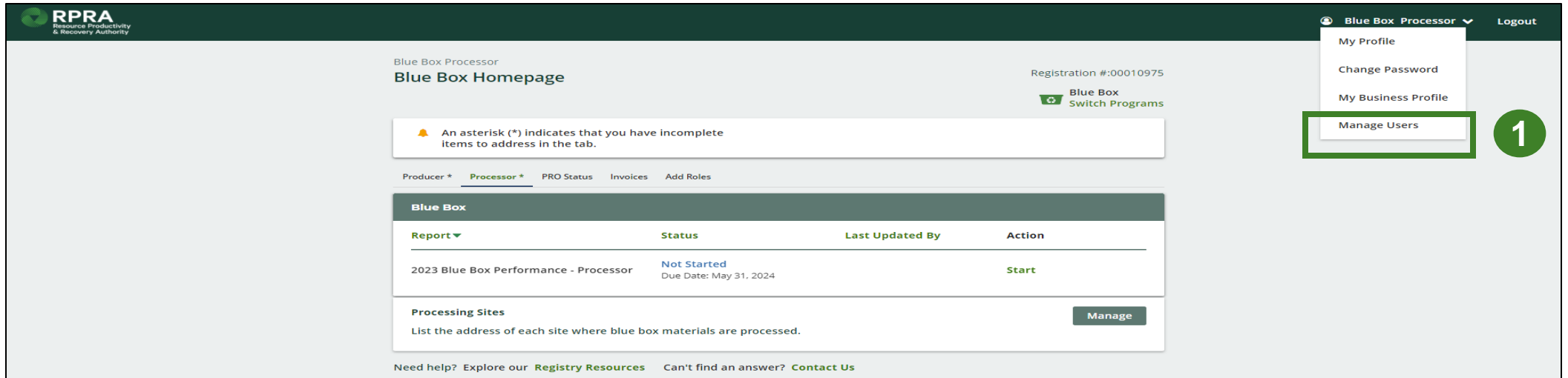
- If you already have an existing Registry account, you do not need to create a new one.
 - Simply log into your existing account, which will bring you to the homepage. Here you will see all the programs you are enrolled in.
 - If you have forgotten your password, click "Forgot Password" on the login 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 [Registry account roles](#).

To manage contacts in your Registry account, see the following steps or watch [‘Managing Users in RPRA’s Registry’](#).

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.



The screenshot displays the RPR Blue Box Processor homepage. In the top right corner, the user is logged in as 'Blue Box Processor'. A dropdown menu is open, showing options: 'My Profile', 'Change Password', 'My Business Profile', and 'Manage Users'. The 'Manage Users' option is highlighted with a green box and a red circle containing the number '1'. The main content area shows a 'Blue Box Processor' header, a registration number, and a table with one row: '2023 Blue Box Performance - Processor' with a status of 'Not Started' and a due date of 'May 31, 2024'. Below the table is a 'Processing Sites' section with a 'Manage' button.

Report	Status	Last Updated By	Action
2023 Blue Box Performance - Processor	Not Started Due Date: May 31, 2024		Start

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.

The screenshot shows the 'Manage Users' interface. At the top, it displays 'Blue Box' and 'Primary User: Blue Box Processor'. Below this is a note: 'A Primary User of a given program has the same abilities as a Secondary User plus the ability to manage users within that program.' The main section is a table titled 'Active Users' with columns for Name, Email, Program, Last Login Date, and Action. A row for 'Chantel Test' is visible, with the Action column containing 'Edit', 'Reset Password', and 'Disable'. A green box labeled '1' highlights the 'Add New User' button at the bottom right. Another green box labeled '2' highlights the 'Action' column header.

3. To give reporting abilities to a **Primary** or **Secondary** contact, 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.
5. Click **Save**.

The screenshot shows the 'Manage Users' form. It includes fields for Email (test@test.com), First Name (Example), Last Name (User), Job Title, Preferred Language (English), Business Phone Number (9054833493), Phone Extension, Mobile Phone Number (9058762344), and a checkbox for 'Same as Business Phone Number'. Below these are dropdown menus for 'Program' (Blue Box) and 'User Access Level' (Secondary). A green box labeled '3' highlights the 'Program' dropdown. Below the dropdowns is a button 'Add Another Program'. A checkbox labeled 'I hereby authorize this user to create/modify data.' is highlighted with a green box labeled '4'. At the bottom, there are 'Cancel' and 'Save' buttons, with the 'Save' button highlighted by a green box labeled '5'.

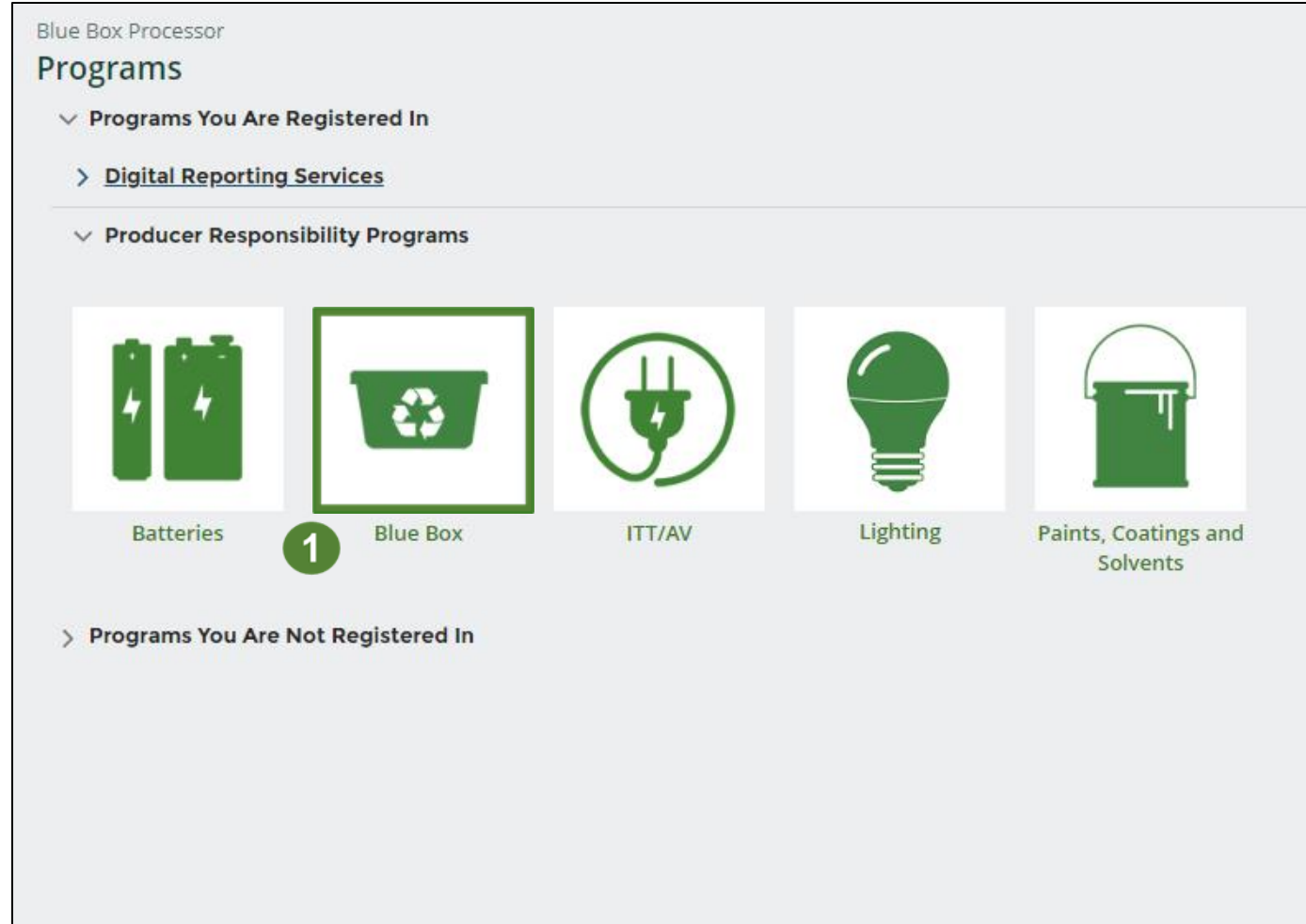
How to submit your processor performance report

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.



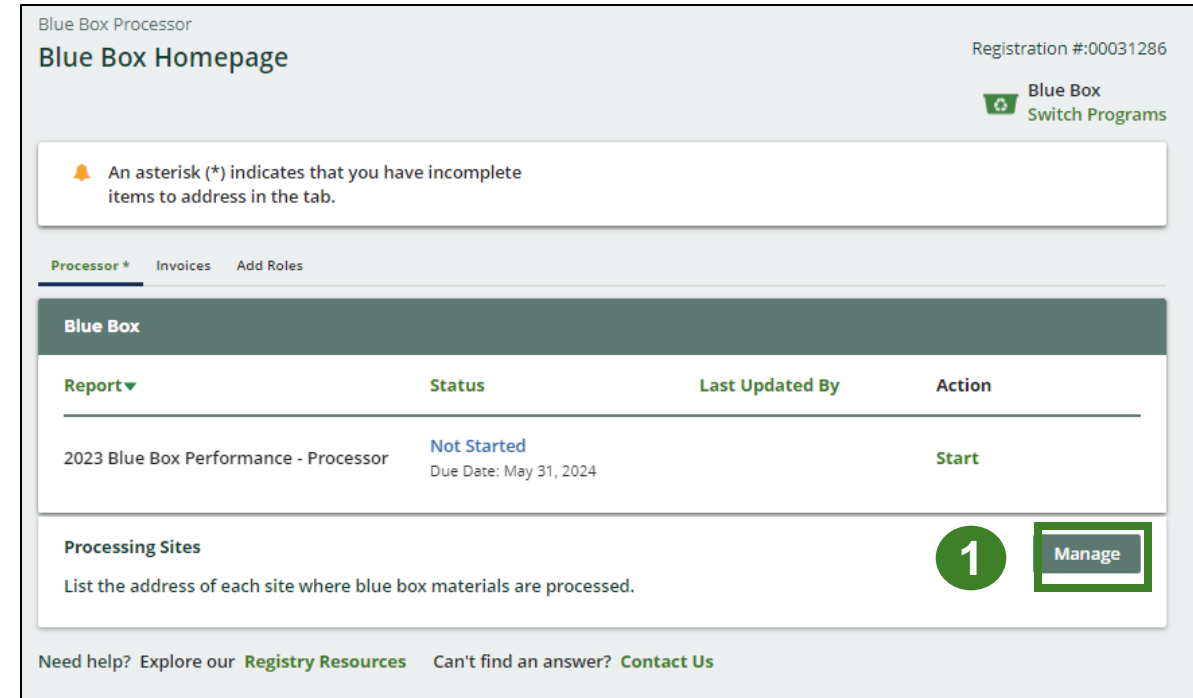
Adding Processing Sites

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

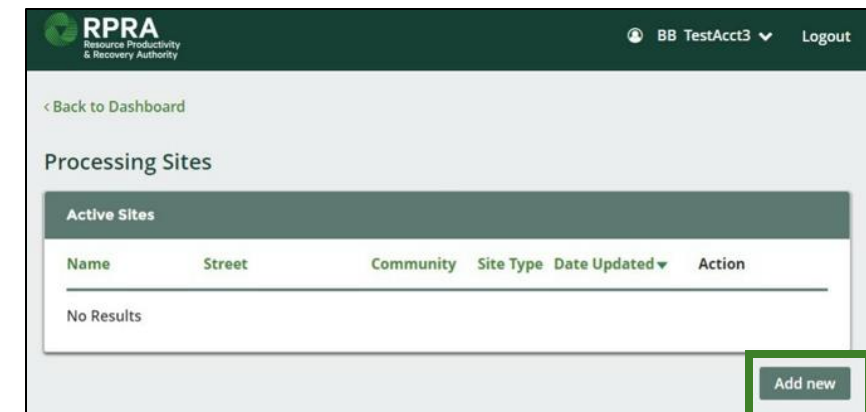
If there are changes to this information at any time, you must update it in the Registry.

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.



The screenshot shows the 'Blue Box Processor' homepage. At the top right, it displays 'Registration #:00031286' and a 'Blue Box Switch Programs' button. A notification banner states: 'An asterisk (*) indicates that you have incomplete items to address in the tab.' Below this, there are tabs for 'Processor *', 'Invoices', and 'Add Roles'. The 'Processor *' tab is active, showing a 'Blue Box' section with a table. The table has columns for 'Report', 'Status', 'Last Updated By', and 'Action'. One row is visible: '2023 Blue Box Performance - Processor' with a status of 'Not Started' and a due date of 'May 31, 2024'. Below the table, there is a 'Processing Sites' section with a description: 'List the address of each site where blue box materials are processed.' A green circle with the number '1' and a 'Manage' button are highlighted. At the bottom, there are links for 'Need help? Explore our Registry Resources' and 'Can't find an answer? Contact Us'.



The screenshot shows the 'RPRP Resource Productivity & Recovery Authority' interface. The top header includes the RPRP logo and 'BB TestAcct3 Logout'. Below the header, there is a '< Back to Dashboard' link. The main section is titled 'Processing Sites' and contains an 'Active Sites' table. The table has columns for 'Name', 'Street', 'Community', 'Site Type', 'Date Updated', and 'Action'. The table currently shows 'No Results'. A green circle with the number '2' and an 'Add new' button are highlighted.

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**.

The screenshot shows a web form titled "Add Processing Site". It contains several input fields and checkboxes. A green box highlights the "My site has a Canadian address" checkbox, which is checked. Below it are fields for "Site Name", "Street", "Community", "Province" (set to Ontario), "Postal Code", and "Business Phone Number". Another green box highlights a section with checkboxes for Blue Box material categories: Beverage Container, Rigid Plastic, Glass, Metal, Flexible Plastic, and Paper. A third green box highlights a section with checkboxes for materials to be recovered or processed: Aluminum, Crushed Glass, Paper, Cardboard, Steel, Plastic, and Others. At the bottom, there are "Cancel" and "Done" buttons. The form is annotated with four green circles containing numbers 1 through 4, corresponding to the steps in the adjacent list.

1 My site has a Canadian address

Site Name (eg., Store Name #123)

Street

Community ⁱ Province

Postal Code

Business Phone Number

2 Please select all Blue Box material categories handled at this site:

- Beverage Container
- Rigid Plastic
- Glass
- Metal
- Flexible Plastic
- Paper

3 Please identify the materials you recover or process at this site:

- Aluminum
- Crushed Glass
- Paper
- Cardboard
- Steel
- Plastic
- Others

4

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 2023 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 #:00031286
Blue Box Switch Programs

An asterisk (*) indicates that you have incomplete items to address in the tab.

1 Processor* Invoices Add Roles

Report	Status	Last Updated By	Action
2023 Blue Box Performance - Processor	Not Started Due Date: May 31, 2024		Start 2

Processing Sites Manage
List the address of each site where blue box materials are processed.

Need help? Explore our [Registry Resources](#) Can't find an answer? [Contact Us](#)

Attention

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

[Cancel](#) Proceed 3

Performance report

Enter the weight of Blue Box material received

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.

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

Note: As of July 1, of 2023, PROs on behalf of producers only operated the common collection system.

Blue Box Processor
2023 Blue Box Performance - Processor

Report Summary Presentation last saved: Just now

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	
Total	

1 Start

Report Status
Not Started

Submit Report

Submit Report

Make sure to provide all the required data before submitting.

Performance report

Enter the weight of Blue Box material received

1. Add the collection system you received Blue Box material from by clicking **Add**.

Note: The only option available for 2024 reporting is the **common collection system**.

1. The collection system will then appear in the **table below**.
2. Under **Action**, click **Enter** to add the total weight of Blue Box material received.

Blue Box Processor

2023 Blue Box Performance - Processor

Follow the steps below to identify and enter data for all the collection systems from which you received Blue Box Materials. Click **Continue** once you have finished entering data for all the systems.

Collection Systems

All collection systems that may apply to you are listed in the table below.

Step 1: Add all collection systems from which you received material

Registration #	Company Name	System Name	Action
	Common	Common	Add 1

Collection systems you have added in Step 1 will appear in the table below

2

Step 2: Enter data for all your collection systems

Registration #	Company Name	System Name	Total Kilograms Received	Action
	Common	Common	0	3 Enter Remove

Continue only when you have finished entering data for all your collection systems **Continue >**

Performance report

Enter the weight of Blue Box material received

1. Under the **Received from Collection** tab, enter the total weight of Blue Box material received directly from the common collection system from July 1 - December 31, 2023.
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 weight of materials

1 **Total Kilograms**

2 **Save & Next**

Clear Form

Performance report

Enter the weight of Blue Box material received

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

Blue Box Processor
2023 Blue Box Performance - Processor
Follow the steps below to identify and enter data for all the collection systems from which you received Blue Box Materials. Click **Continue** once you have finished entering data for all the systems.

Collection Systems

All collection systems that may apply to you are listed in the table below.

Step 1: Add all collection systems from which you received material

Registration #	Company Name	System Name	Action
No Results			

Collection systems you have added in Step 1 will appear in the table below

Step 2: Enter data for all your collection systems

Registration #	Company Name	System Name	Total Kilograms Received	Action
	Common	Common	0	Update Remove

Continue only when you have finished entering data for all your collection systems

1

2

Continue >

Performance report

Enter the weight of Blue Box material 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.

The screenshot displays the 'Blue Box Processor' interface for the '2023 Blue Box Performance - Processor' report. The main content area is titled 'Report Summary' and contains a section for 'Materials Received from Collection Systems'. A sub-section is labeled 'Received from Collection' with a green checkmark icon. Below this, there is a table with the following data:

Received from Collection	Total Kilograms
Total weight of materials	0
Total	0

A green circle with the number '1' is positioned next to the 'Total Kilograms' column. Below the table, there is an 'Edit' button, which is also highlighted with a green circle and the number '2'. To the right of the main content area, there is a sidebar with a 'Report Status' section showing 'In Progress' in blue text. Below this, there is a 'Submit Report' button, which is currently disabled (greyed out). A message below the button reads: 'Make sure to provide all the required data before submitting.'

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 categories into the new Blue Box categories. Note that the list is not exhaustive.

Current/Past BB Categories Processors Use	New BB Categories
Old News Paper # 6 (ONP)	Paper
Old News Paper # 8 (ONP)	
Fine Paper	
Old Corrugated Containers (OCC)	
Old Boxboard (OBB)	
OCC/OBB Mix (Hardpack)	
Polycoat and Aseptic Containers	
Mixed Papers & Fibers	
SPRN (Sorted residential paper & news)	Metals
Aluminum	
Steel	

Current/Past BB Categories Processors Use	New BB Categories
PET Containers	Plastics
HDPE Containers	
Plastic Film (#2HDPE, #4LDPE)	
Mixed Plastics (#3 to #7)	
Tubs & lids (#2, #4, #5)	
Polystyrene Foam (#6)	
Rigid Polystyrene (#6)	
Mixed Plastics (#1 to #7)	Glass
Flint/Clear	
Coloured	
Mixed glass (clear and coloured)	

Performance report

Enter the weight of material sent downstream

1. 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 processors.

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

1. Search for companies that you sent Blue Box materials to. If you can't find the name of the company, please use the [form on our website](#) and send it to registry@rpra.ca.
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.

Blue Box Processor

2023 Blue Box Performance - Processor

Follow the steps below to identify and enter data for all the processors you sent material to. Click **Continue** once you have finished entering data for all your processors.

Processors

Enter your Processors' Registration #, Name or Address in the search box to see the search results in the table below.

Step 1: Search for and add all your processors

Search box: east street

Registration #	Company Name	Primary Contact	Address	Action
00010975	Blue Box Processor	Blue Box Processor	2425 East Street, Mississau...	Add

Processors you have added in Step 1 above will appear in the table below.

Step 2: Enter data for all your processors

Registration #	Company Name	Total Kilograms Sent	Action
00010975	Blue Box Processor	0	Enter Remove

Continue only when you have finished entering data for all your processors Continue >

1

2

3

4

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.

Blue Box Processor

2023 Blue Box Performance - Processor

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

Materials Received and Sent Downstream

Outbound Weight

Input the weight of processed material sent to other processors.

Processed Materials Sent	Total Kilograms
Beverage Container	<input type="text" value="0"/>
Glass	<input type="text" value="0"/>
Flexible Plastic	<input type="text" value="0"/>
Rigid Plastic	<input type="text" value="0"/>
Metal	<input type="text" value="0"/>
Paper	<input type="text" value="0"/>

Clear Form

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 Performance - Processor

Follow the steps below to identify and enter data for all the processors you sent material to. Click **Continue** once you have finished entering data for all your processors.

Processors

Enter your Processors' Registration #, Name or Address in the search box to see the search results in the table below.

Step 1: Search for and add all your processors

Enter search terms here

Registration #	Company Name	Primary Contact	Address	Action
No Results				

Processors you have added in Step 1 above will appear in the table below.

Step 2: Enter data for all your processors

Registration #	Company Name	Total Kilograms Sent	Action
00010975	Blue Box Processor	0	Update Remove 1

Continue only when you have finished entering data for all your processors

Continue >

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 Sent Downstream

✓ Outbound Weight

Input the weight of processed material sent to 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



Performance report

Enter the weight of 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 for Disposal

Land Disposed Incinerated Used as Fuel Stockpiled

Includes material sent to landfills and dumps.

Land Disposed	Total Kilograms
Total weight of materials	
Total	

Start

1

Performance report

Enter the weight of materials sent for disposal

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.

Blue Box Processor

2023 Blue Box Performance - Processor

Follow the steps below to identify and enter data for all the producers and PROs on whose behalf you disposed material. Click **Continue** once you have finished entering data for all of your Producers and PROs.

Producers and PROs

Enter your producers' and PROs' registration number (#), name or address in the search bar to see the search results in the table below.

Step 1: Search for and add all your producers and PROs

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 you have added in Step 1 will appear in the table below.

Step 2: Enter data for all your producers and PROs

Registration #	Company Name	Total Kilograms Disposed	Action
00030452	Sample PRO 1	0	Enter Remove

Continue only when you have finished entering data for **all** your producers and PROs Continue >

1 **2** **3** **4**

Performance report

Enter the weight materials sent for disposal

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.

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 weight of materials

2 I did not send any material for land disposal.

Total Kilograms

0 **1**

Clear Form **3** Save & Next

Performance report

Enter the weight of materials sent for disposal

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.

Materials Sent for Disposal

✓ Land Disposed **Incinerated** Used as Fuel Stockpiled

Excludes material used as fuel or a fuel supplement.

Incinerated

Total weight of materials

I did not send any material for incineration.

Total Kilograms

0

Clear Form Previous **Save & Next**

The screenshot shows a web form for reporting 2023 Blue Box Processor performance. The form is titled '2023 Blue Box Performance - Processor' and includes instructions to enter data and click 'Save & Next'. The 'Materials Sent for Disposal' section has four tabs: 'Land Disposed', 'Incinerated', 'Used as Fuel', and 'Stockpiled'. The 'Incinerated' tab is selected and highlighted with a green box and a green circle containing the number '1'. Below the tabs, there is a note: 'Excludes material used as fuel or a fuel supplement.' Under the 'Incinerated' heading, there is a text input field for 'Total weight of materials' and a checkbox labeled 'I did not send any material for incineration.' The checkbox is highlighted with a green box and a green circle containing the number '2'. To the right of the input field is a 'Total Kilograms' section with a text input field containing the number '0', which is also highlighted with a green box and a green circle containing the number '1'. At the bottom of the form, there are three buttons: 'Clear Form', 'Previous', and 'Save & Next'. The 'Save & Next' button is highlighted with a green box and a green circle containing the number '3'.

Performance report

Enter the weight of materials sent for disposal

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 reporting screen.

Materials Sent for Disposal 1

Land Disposed Incinerated **Used as Fuel** Stockpiled

Material used as fuel or a fuel supplement.

Used as Fuel

Total weight of materials

I did not send any material to be used as fuel. 2

Total Kilograms 1

Clear Form **Previous** **Save & Next** 3

Performance report

Enter the weight of materials sent for disposal

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** 1

Includes material stored, stockpiled or otherwise deposited on land.

Stockpiled

Total weight of materials

1

I did not stockpile any material. 2

Clear Form Previous **Save & Next** 3

Performance report

Enter the weight of processed materials sent for disposal

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 Performance - Processor

Follow the steps below to identify and enter data for all the producers and PROs on whose behalf you disposed material. Click **Continue** once you have finished entering data for all of your Producers and PROs.

Producers and PROs

Enter your producers' and PROs' registration number (#), name or address in the search bar to see the search results in the table below.

Step 1: Search for and add all your producers and PROs

Registration #	Company Name	Primary Contact	Address	Action
No Results				

Producers and PROs you have added in Step 1 will appear in the table below.

Step 2: Enter data for all your producers and PROs

Registration #	Company Name	Total Kilograms Disposed	Action
00030452	Sample PRO 1	0	Update Remove

Continue only when you have finished entering data for all your producers and PROs **Continue >**

1

2

Performance report

Review the weight of materials sent for disposal

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

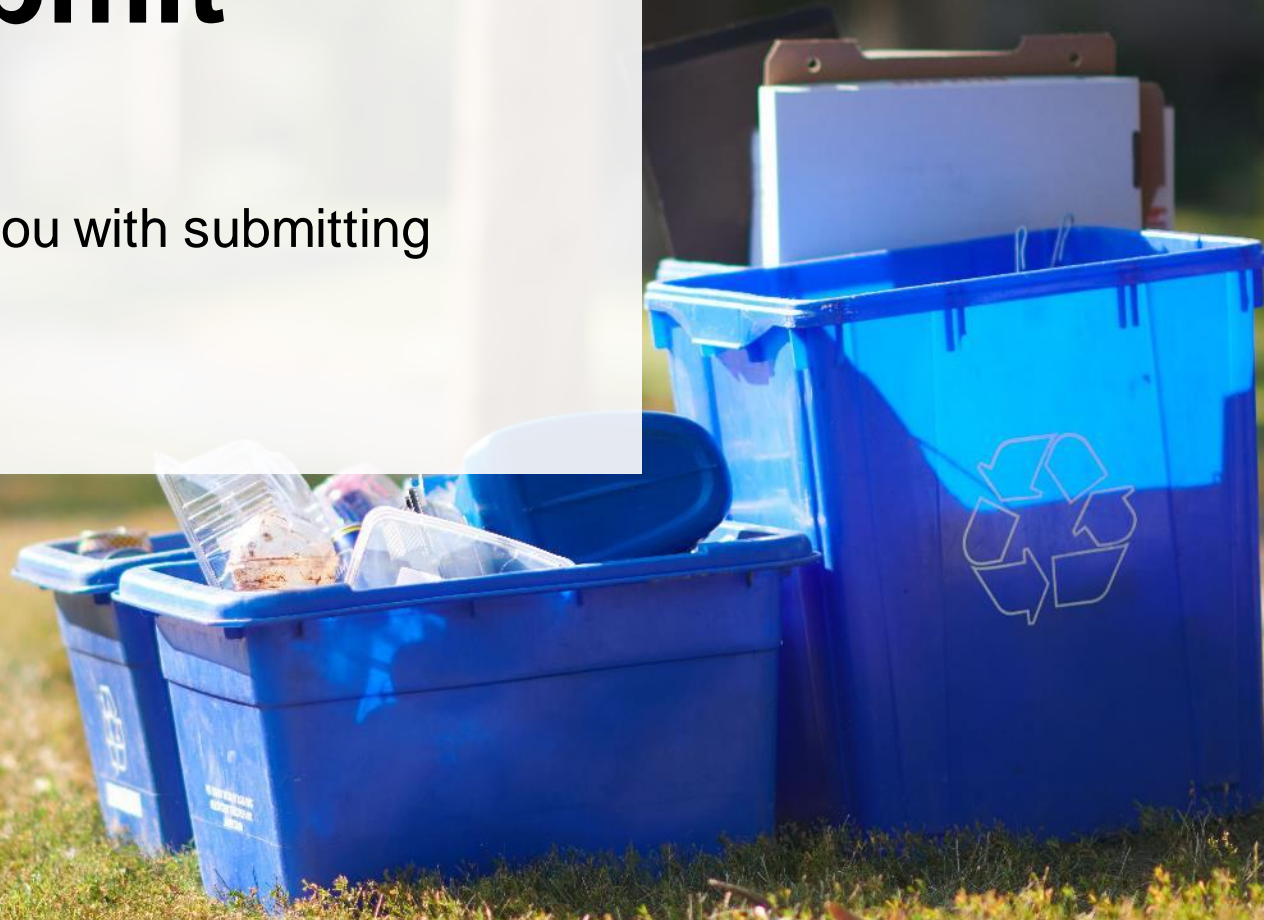
Includes material sent to landfills and dumps.

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

1. 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.

Blue Box Processor
2023 Blue Box Performance - Processor

Report Status
In Progress

Submit Report

Submit Report

Make sure to provide all the required data before submitting.

Report Summary

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	0
Total	0

Edit

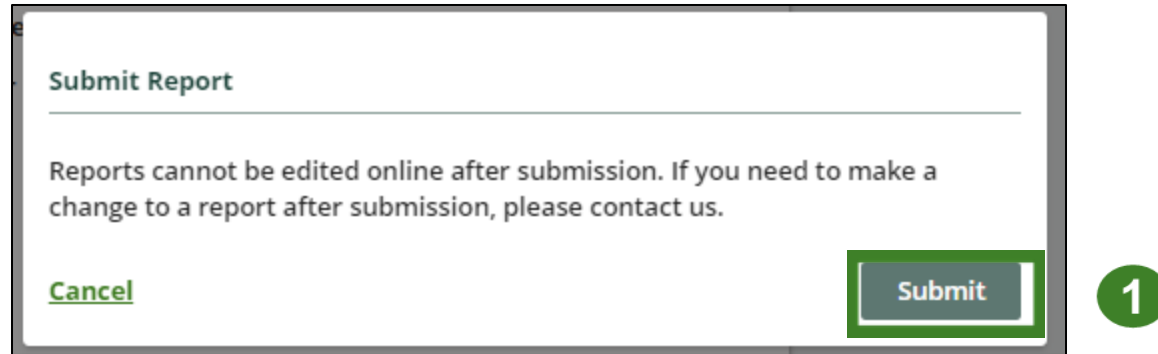
1

2

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 not be able to make any changes once the report is submitted.

Performance report

View submitted report

1. 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.

The screenshot displays the 'Blue Box Processor' homepage. At the top, it shows 'Blue Box Processor', 'Blue Box Homepage', and 'Registration #:00031286'. A green circle with the number '1' highlights the 'Processor' tab in the navigation menu. Below the navigation, there is a 'Blue Box' section with a table of reports. The table has columns for 'Report', 'Status', 'Last Updated By', and 'Action'. A row is highlighted with a green border, showing '2023 Blue Box Performance - Processor' with a status of 'Submitted' and a timestamp of 'Apr 02, 2024 01:30 p.m.'. The 'Action' column for this row contains 'View' and 'Download' buttons, which are also highlighted with a green circle and the number '2'. Below the table, there is a 'Processing Sites' section with a 'Manage' button. At the bottom, there is a footer with links for 'Need help?', 'Explore our Registry Resources', 'Can't find an answer?', and 'Contact Us'.

Blue Box Processor
Blue Box Homepage
Registration #:00031286
Blue Box Switch Programs

Processor 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
List the address of each site where blue box materials are processed.
Manage

Need help? Explore our [Registry Resources](#) Can't find an answer? [Contact Us](#)

Additional Resources



Have a question?

Resources to help you submit your report(s):

- Visit our [Blue Box processor webpage](#) for additional information on reporting requirements.
- For support with navigating the Registry and meeting your regulatory requirements, visit our [Blue Box Registry Resources webpage](#) 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 registry@rpra.ca or call 1-833-600-0530.