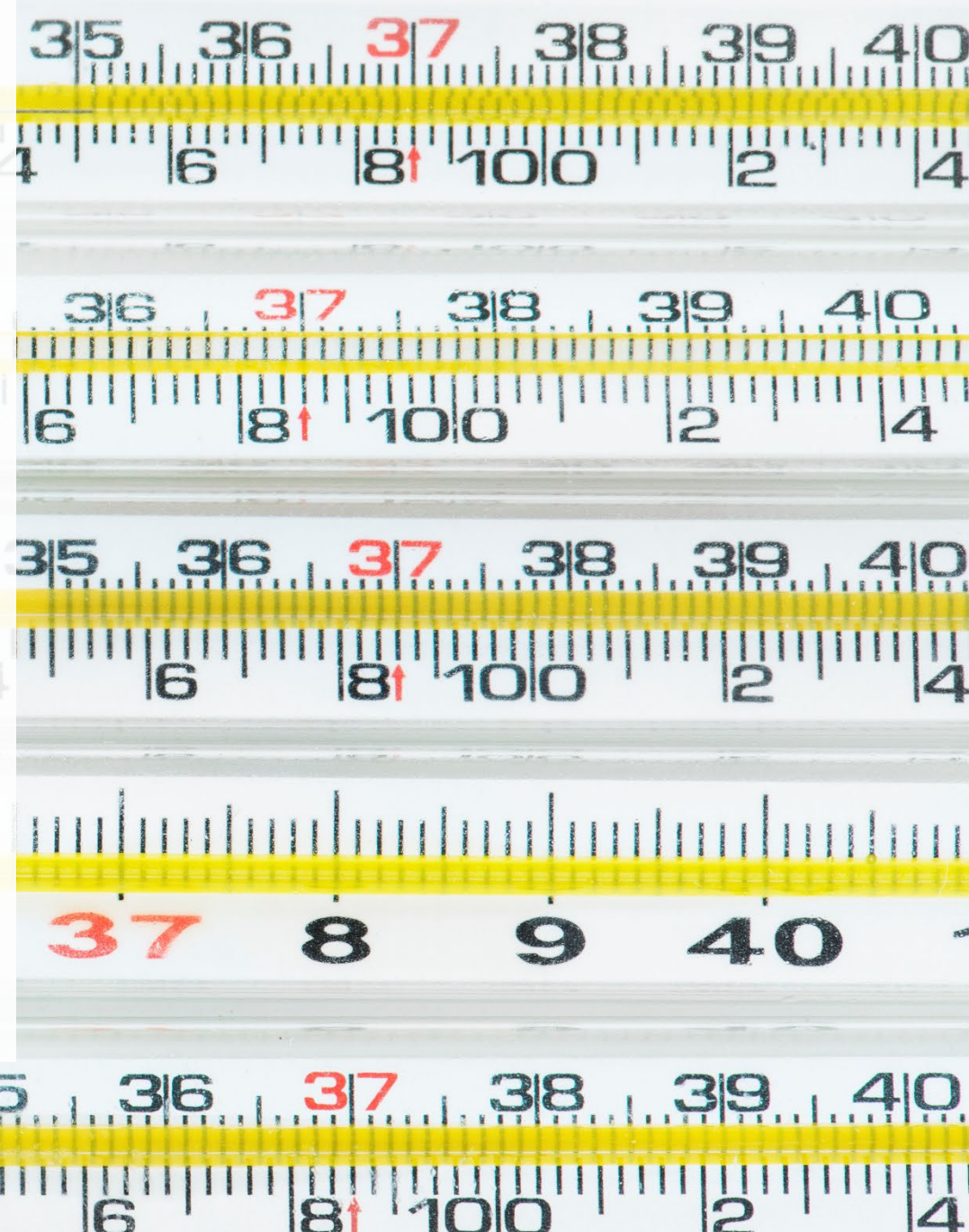


# Hazardous and Special Products: Hauler Performance Reporting Guide

Mercury-containing devices  
(barometers, thermometers and thermostats)



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# Introduction



# What is Hazardous and Special Products performance reporting?

HSP performance is an annual report that haulers with obligations under the [Hazardous and Special Products \(HSP\) Regulation](#) complete to report on their transportation activities from the previous calendar year. **The deadline to submit performance reports is July 31.**

This guide will assist haulers with understanding what data they need to report and provide step-by-step instructions on how to complete the report in RPRA's Registry.

Further information about the HSP Regulation can be found on RPRA's [website](#).

If you have further questions that are not answered in this guide, contact the Compliance Team at [registry@rpra.ca](mailto:registry@rpra.ca) or call 1-833-600-0530.

# What data needs to be reported?

Haulers of **barometers, thermometers and thermostats** are required to report the following information from the previous calendar year:

- The total weight and type of material picked up from both inside and outside Ontario
- The total weight and type of material picked up from outside Ontario
- The total weight and type of material picked up and dropped off to a processor

# How to log into the Registry as an account admin

The report is completed online through RPRA's Registry.

You can access your Registry account here: [registry.rpra.ca](https://registry.rpra.ca)

## 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 to use.

## Tips for logging into an existing Registry account:

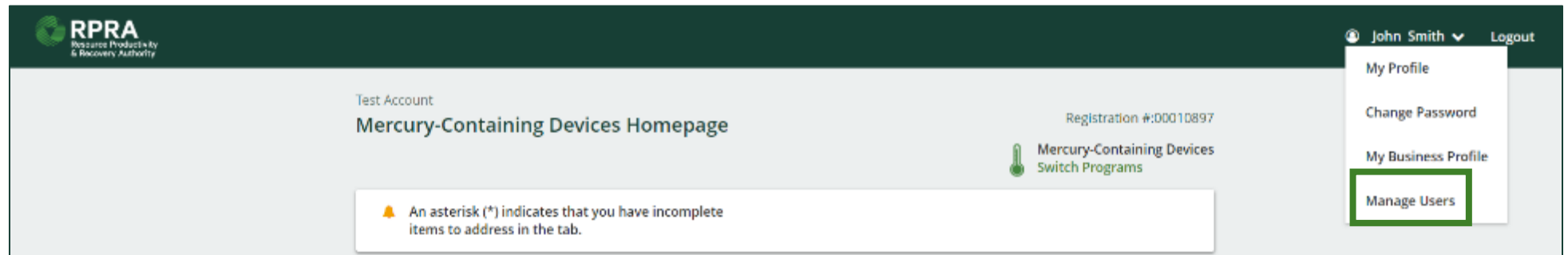
- If you already have an existing Registry account, you do not need to create a new one.
  - Simply log into your existing account, which will bring you to the homepage where you will see all programs you are enrolled in.
  - If you have forgotten your password, click "Forgot Password" on the login screen and follow the instructions provided.
- Watch [this how-to video](#) if you would like to watch step-by-step instructions.

# How to manage contacts in your Registry account

Account admins must add any new or manage existing primary contacts under the program they wish to give them access to (e.g., permissions to view and complete reports). Read this [FAQ](#) for more information on user levels in the Registry.

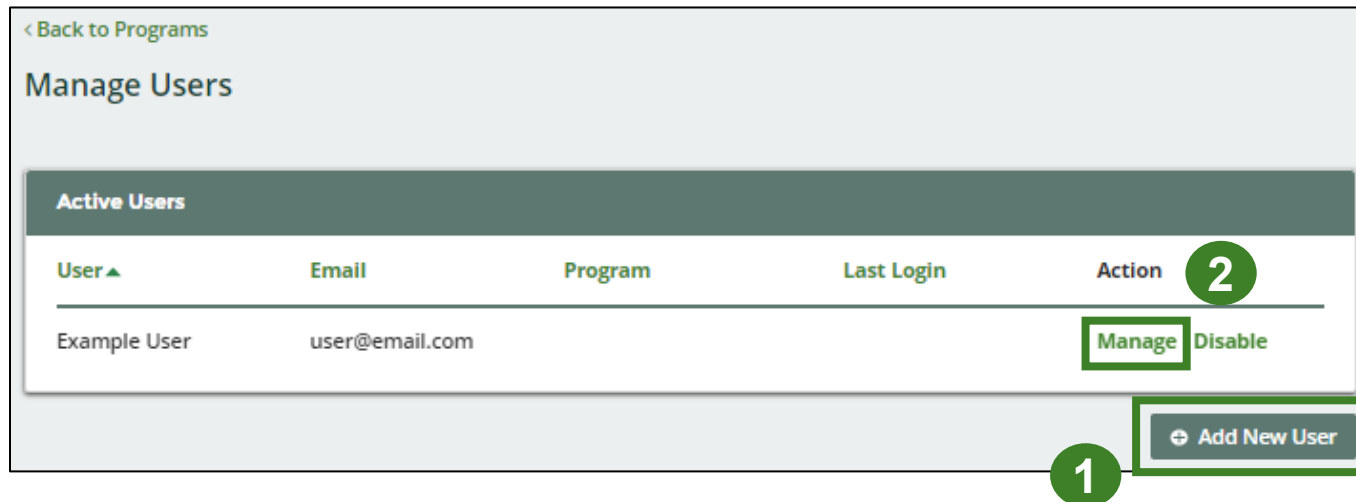
To manage contacts in your Registry account, see the following steps or watch our [how-to video](#):

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.



# How to manage contacts on your Registry account cont.

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



< Back to Programs

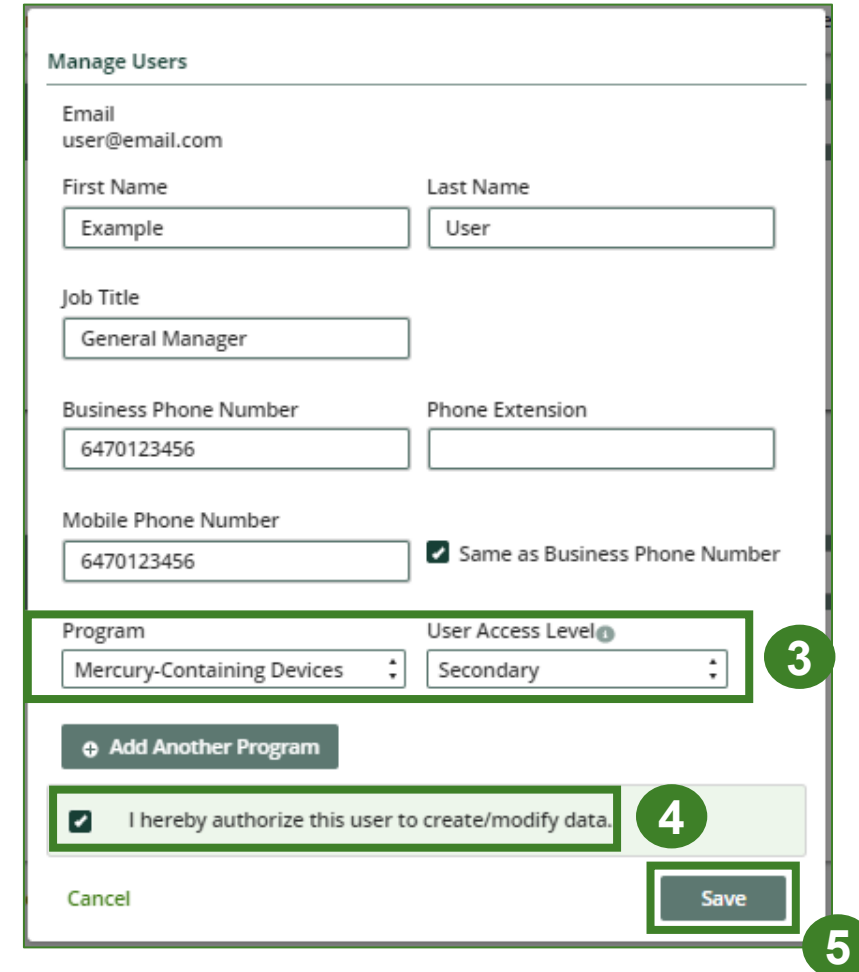
## Manage Users

**Active Users**

User ▲	Email	Program	Last Login	Action 2
Example User	user@email.com			<b>Manage</b> Disable

1 **+ Add New User**

3. To give reporting abilities to a **Primary** or **Secondary** contact, select the program from the drop-down that you would like to grant the user access to.
4. Check the box to authorize the user.
5. Click **Save**.



### Manage Users

Email  
user@email.com

First Name: Example Last Name: User

Job Title: General Manager

Business Phone Number: 6470123456 Phone Extension:

Mobile Phone Number: 6470123456  Same as Business Phone Number

Program: Mercury-Containing Devices User Access Level: Secondary 3

**+ Add Another Program**

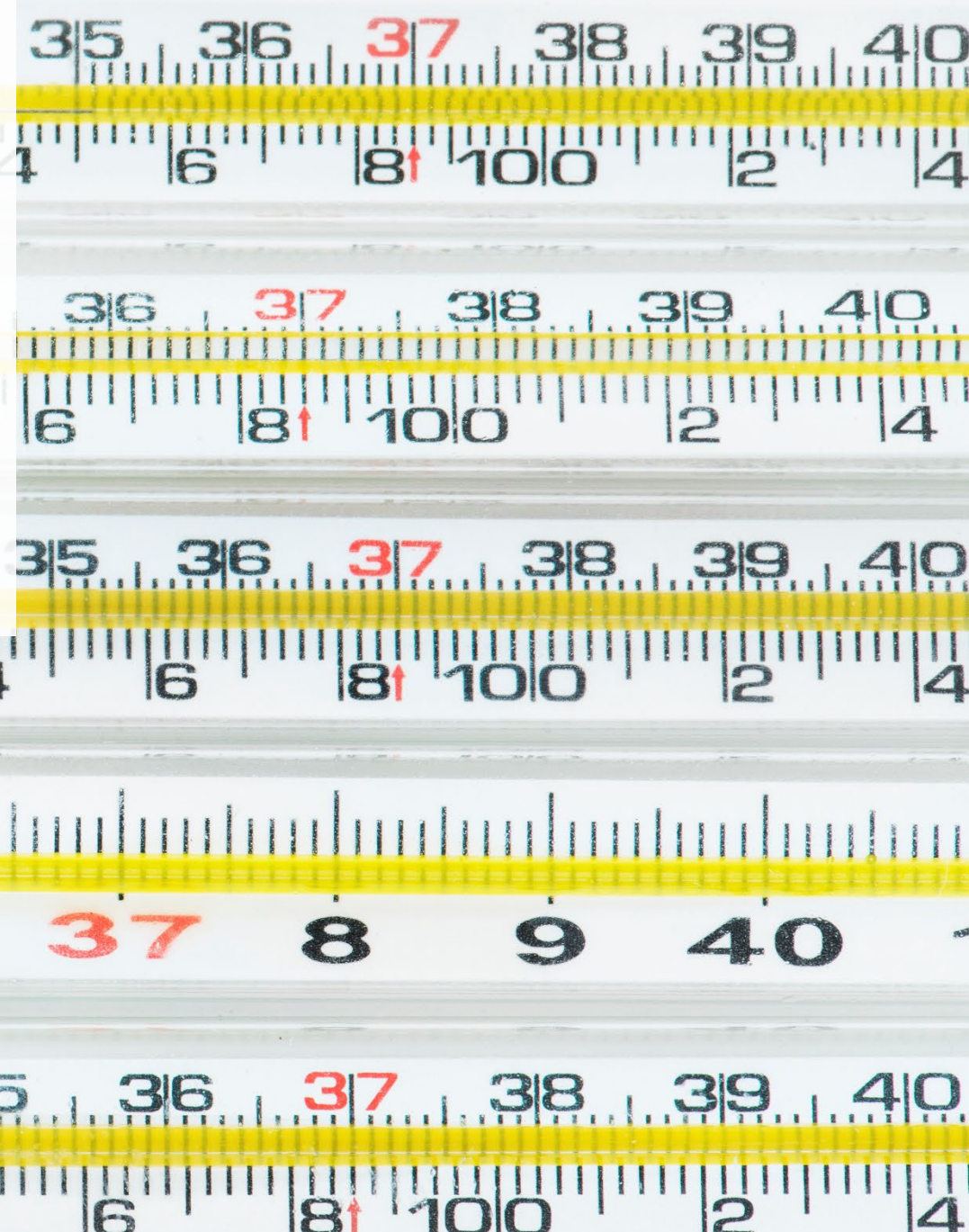
I hereby authorize this user to create/modify data. 4

Cancel Save 5



# How to submit your hauler performance report

The next few slides will guide you with entering your **picked up** material(s) data.



# Performance report

## Access your program

1. After logging in, click on the icon for the **Mercury-Containing Devices** program on your dashboard.



# Performance report

## Start your report

1. On the **Mercury-Containing Devices Homepage**, click on the **Hauler** tab to navigate to the hauler reports.
2. Under **Action**, click on **Start** to begin completing the Mercury-Containing Devices Performance – Hauler report.
3. After clicking **Start**, a notice will appear. After reading the notice, click **Proceed**.

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

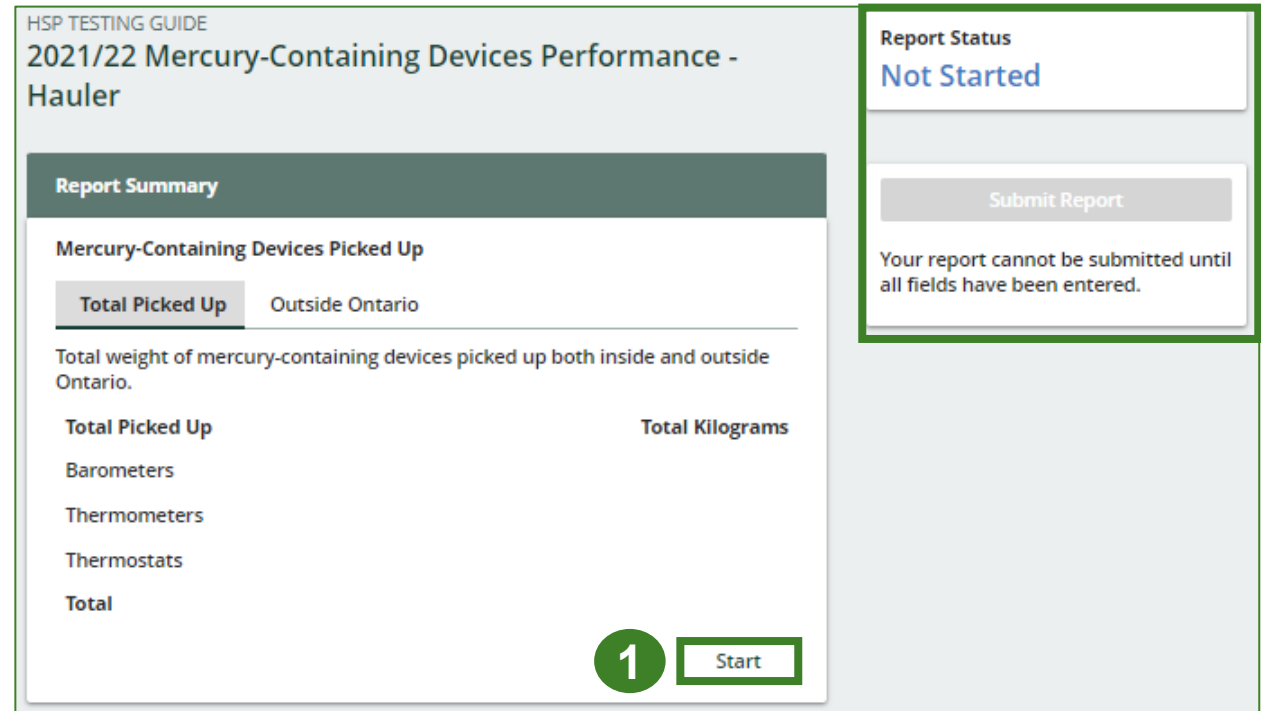
The screenshot shows the 'Mercury-Containing Devices Homepage' with a registration number of 00025568. A notification states: 'An asterisk (\*) indicates that you have incomplete items to address in the tab.' The navigation tabs include 'Producer \*', 'Hauler \*', 'Processor \*', 'Invoices', and 'Add Roles'. The 'Hauler \*' tab is selected. Below the tabs, a table lists reports with columns for 'Report', 'Status', 'Last Updated By', and 'Action'. A report for '2021/22 Mercury-Containing Devices Perf...' is shown with a status of 'Not Started' and a due date of 'Jul 31, 2023'. A 'Start' button is highlighted in the 'Action' column. Below the table, there is a section for 'Types of Mercury-Containing Devices' with a 'Manage' button. A modal window titled 'Attention' is displayed, containing the text: 'It is an offence if you submit false or misleading information to the Authority.' The modal has 'Cancel' and 'Proceed' buttons, with 'Proceed' highlighted.

# Performance report

## Report summary page

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. If some sections of the report are not applicable, enter **0**.

1. Under **Mercury-Containing Devices Picked Up**, click **Start** to begin entering the total weight of mercury-containing devices picked up inside and outside of Ontario.



HSP TESTING GUIDE  
2021/22 Mercury-Containing Devices Performance - Hauler

**Report Summary**

**Mercury-Containing Devices Picked Up**

Total Picked Up    Outside Ontario

Total weight of mercury-containing devices picked up both inside and outside Ontario.

Total Picked Up	Total Kilograms
Barometers	
Thermometers	
Thermostats	
<b>Total</b>	

1 Start

Report Status  
**Not Started**

Submit Report

Your report cannot be submitted until all fields have been entered.

# Performance report

## Enter weight of total picked up materials

1. Under the **Total Picked Up** tab, enter the **Total Kilograms** of barometers, thermometers and thermostats picked up inside of Ontario.
2. Click **Save & Next** to proceed.

HSP TESTING GUIDE  
2021/22 Mercury-Containing Devices Performance -  
Hauler  
Enter your data and click **Save & Next** to move to the next reporting screen.

**Mercury-Containing Devices Picked Up**

**Total Picked Up** Outside Ontario

Total weight of mercury-containing devices picked up both inside and outside Ontario.

Total Picked Up	Total Kilograms
Barometers	<input type="text" value="0"/>
Thermometers	<input type="text" value="0"/>
Thermostats	<input type="text" value="0"/>

Clear Form **Save & Next**



# Performance report

## Enter weight of total picked up materials cont.

1. Under the **Outside Ontario** tab, enter the total kilograms of barometers, thermometers and thermostats picked up outside of Ontario under **Total Kilograms**.
2. If you did not pick up any mercury-containing devices outside of Ontario, click on the check box for **I did not pick up any mercury-containing devices outside Ontario**.
3. Click **Save & Next** to proceed.

HSP TESTING GUIDE  
2021/22 Mercury-Containing Devices Performance - Hauler  
Enter your data and click **Save & Next** to move to the next reporting screen.

**Mercury-Containing Devices Picked Up**

✓ Total Picked Up **Outside Ontario**

Total weight of mercury-containing devices picked up outside Ontario.

Outside Ontario	Total Kilograms
Barometers	<input type="text" value="0"/>
Thermometers	<input type="text" value="0"/>
Thermostats	<input type="text" value="0"/>

I did not pick up any mercury-containing devices outside Ontario.

Clear Form Previous **Save & Next**

# Performance report

## Review your data

1. Review the previously entered **Total Kilograms** of mercury-containing devices picked up.
2. Click on **Edit** if you need to make a change to the mercury-containing devices weights.

HSP TESTING GUIDE  
2021/22 Mercury-Containing Devices Performance - Hauler

**Report Summary**

Mercury-Containing Devices Picked Up

✓ Total Picked Up ✓ Outside Ontario

Total weight of mercury-containing devices picked up both inside and outside Ontario.

Total Picked Up	Total Kilograms
Barometers	1,000
Thermometers	1,000
Thermostats	1,000
<b>Total</b>	<b>3,000</b>

Total Picked Up data last updated by: Maajida Blake on May 23, 2023 03:10 p.m.

[Edit](#)

**Report Status**  
In Progress

[Submit Report](#)

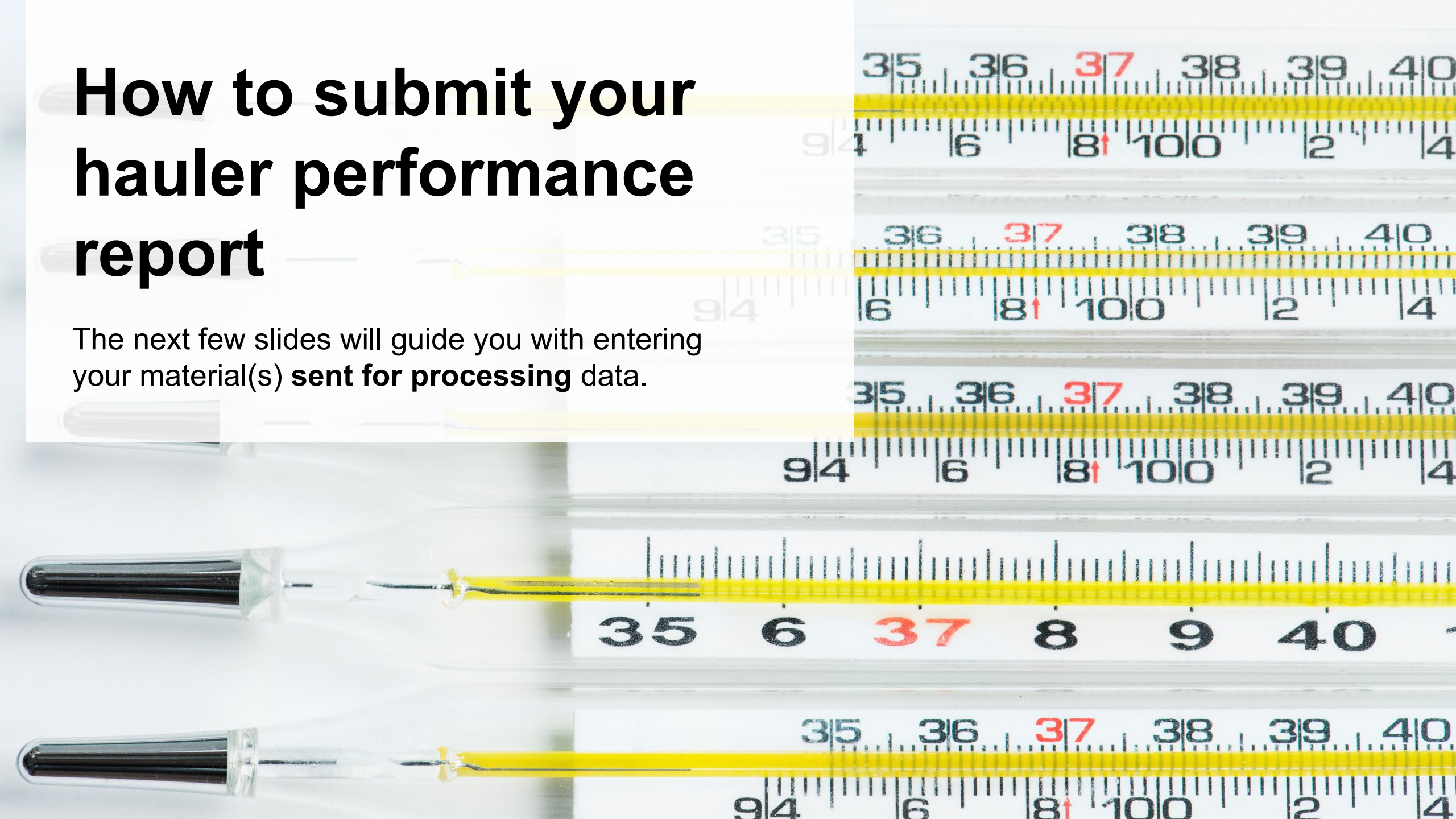
Your report cannot be submitted until all fields have been entered.

1

2

# How to submit your hauler performance report

The next few slides will guide you with entering your material(s) **sent for processing** data.



# Performance report

## Enter weight of materials sent for processing

1. Under **Sent for Processing**, enter the **Total Kilograms** for barometers, thermometers and thermostats sent for processing.
2. If you did not send any Mercury-Containing Devices for processing, click on the check box marked **I did not send any mercury-containing devices for processing**.
3. Click **Save & Next** to proceed.

HSP TESTING GUIDE  
2021/22 Mercury-Containing Devices Performance - Hauler  
Enter your data and click **Save & Next** to move to the next reporting screen.

**Mercury-Containing Devices Dropped Off**

**Sent for Processing**

Total weight of mercury-containing devices sent for processing.

Sent for Processing	Total Kilograms
Barometers	<input type="text" value="0"/>
Thermometers	<input type="text" value="0"/>
Thermostats	<input type="text" value="0"/>

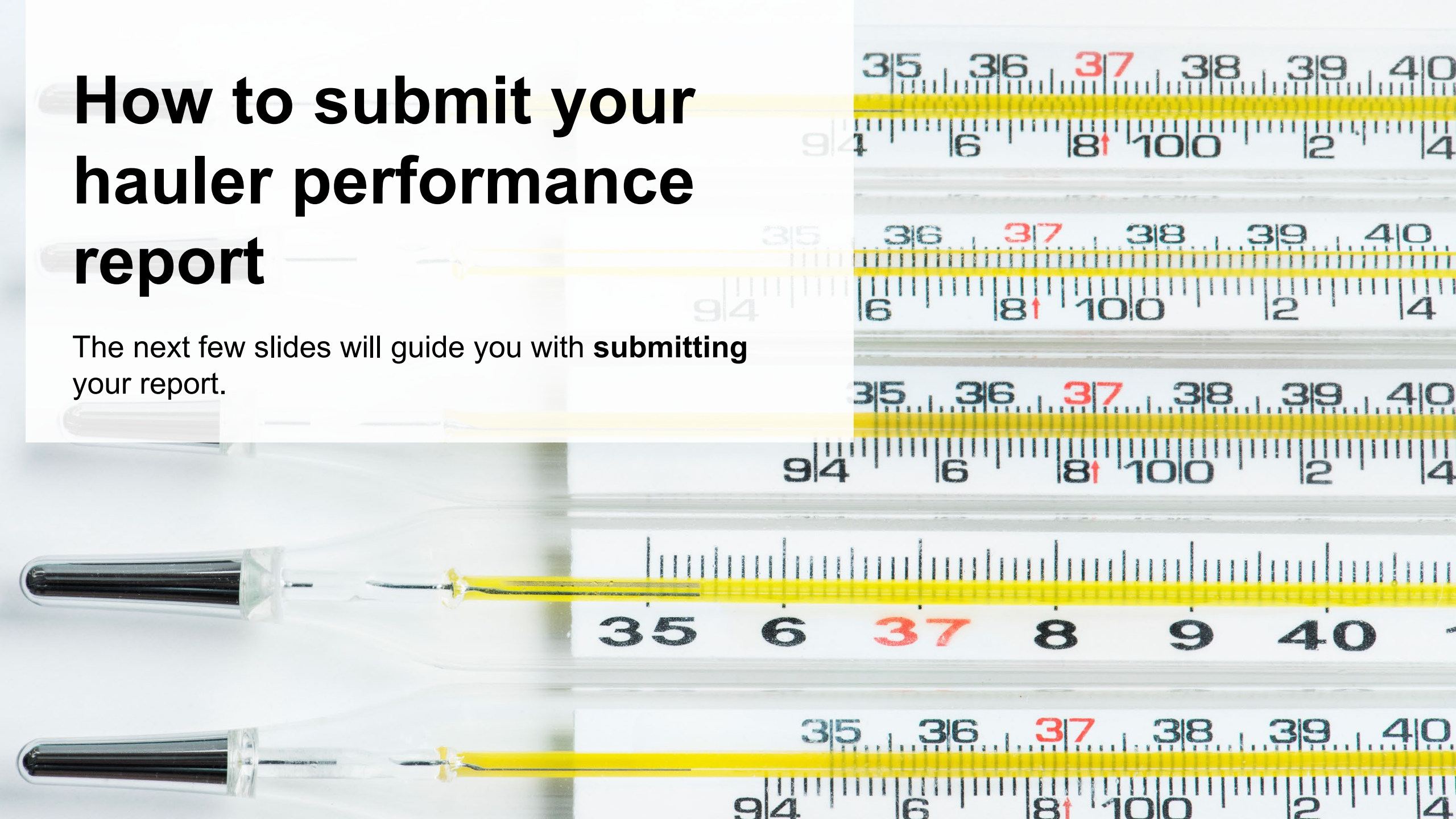
I did not send any mercury-containing devices for processing.

**Clear Form** **Save & Next**



# How to submit your hauler performance 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 and click **Edit** if you need to make changes.
2. Click on **Submit Report** once you are finished reviewing and ready to submit.

HSP TESTING GUIDE  
2021/22 Mercury-Containing Devices Performance - Hauler

Report Status  
In Progress

Submit Report

Your report cannot be submitted until all fields have been entered.

1

### Report Summary

#### Mercury-Containing Devices Picked Up

✓ Total Picked Up ✓ Outside Ontario

Total weight of mercury-containing devices picked up both inside and outside Ontario.

Total Picked Up	Total Kilograms
Barometers	1,000
Thermometers	1,000
Thermostats	1,000
<b>Total</b>	<b>3,000</b>

Total Picked Up data last updated by: Maajida Blake on May 23, 2023 03:10 p.m.

Edit

#### Mercury-Containing Devices Dropped Off

✓ Sent for Processing

Total weight of mercury-containing devices sent for processing.

Sent for Processing	Total Kilograms
Barometers	1,000
Thermometers	1,000
Thermostats	1,000
<b>Total</b>	<b>3,000</b>

Sent for Processing data last updated by: Maajida Blake on May 23, 2023 04:41 p.m.

Edit

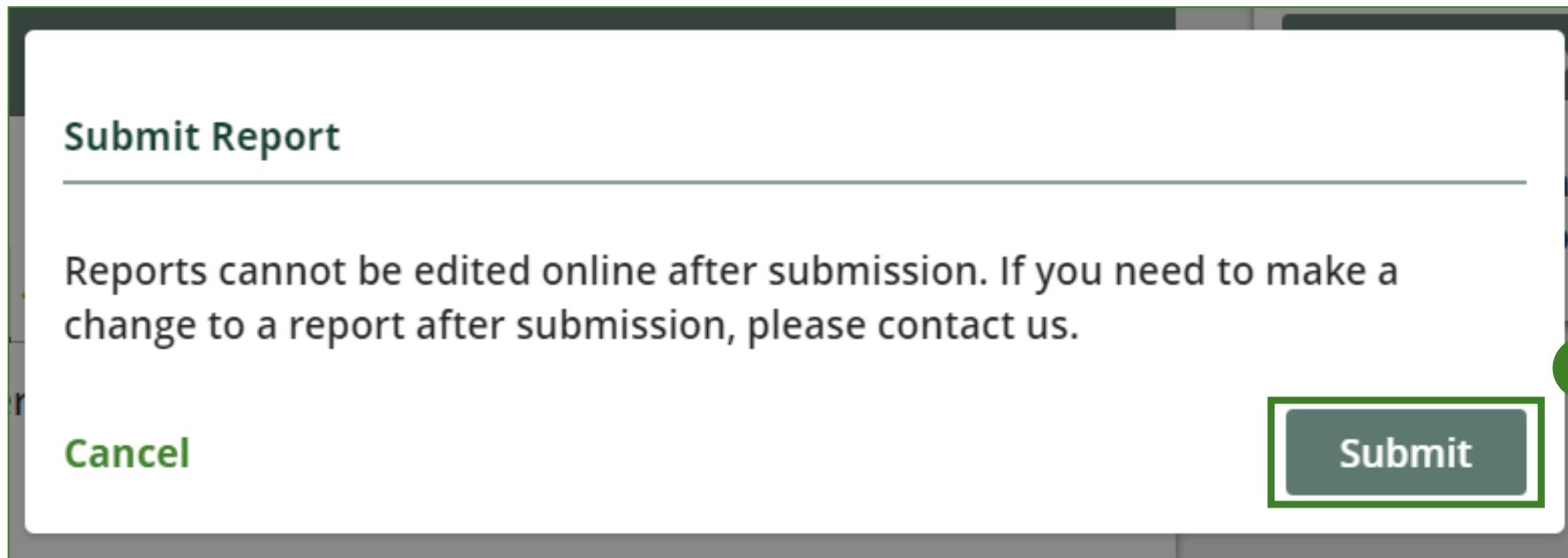
3

# Performance report

## Submit your report cont.

1. After clicking on **Submit Report**, the below notice will appear. After reading the notice, click **Submit**.

**Note:** Once the report is submitted you are not able to make any changes.



# Performance report

## View submitted report

1. Your report status should now read as **Submitted**.
2. Click on **Back to Dashboard** to return to the mercury-containing devices homepage.

**2** [Back to Dashboard](#)

HSP TESTING GUIDE  
2021/22 Mercury-Containing Devices Performance - Hauler

**1** Report Status  
Submitted  
May 23, 2023 04:52 p.m.

### Report Summary

#### Mercury-Containing Devices Picked Up

**Total Picked Up** **Outside Ontario**

Total weight of mercury-containing devices picked up both inside and outside Ontario.

Total Picked Up	Total Kilograms
Barometers	1,000
Thermometers	1,000
Thermostats	1,000
<b>Total</b>	<b>3,000</b>

Total Picked Up data last updated by: Maajida Blake on May 23, 2023 04:52 p.m.

#### Mercury-Containing Devices Dropped Off

**Sent for Processing**

Total weight of mercury-containing devices sent for processing.

Sent for Processing	Total Kilograms
Barometers	1,000
Thermometers	1,000
Thermostats	1,000
<b>Total</b>	<b>3,000</b>

Sent for Processing data last updated by: Maajida Blake on May 23, 2023 04:52 p.m.

# Performance report

## View submitted report cont.

1. On the **Mercury-Containing Devices Homepage**, under the **Hauler Reports** tab, your Mercury-Containing Devices Performance – Hauler report status should show **Submitted** and who it was last updated by.
2. Under **Action**, you can click **View** to review the report submission or click **Download** for a copy of the report.

HSP TESTING GUIDE  
Mercury-Containing Devices Homepage  
Registration #:00025568  
Mercury-Containing Devices Switch Programs

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

Producer \* **Hauler** Processor \* Invoices Add Roles

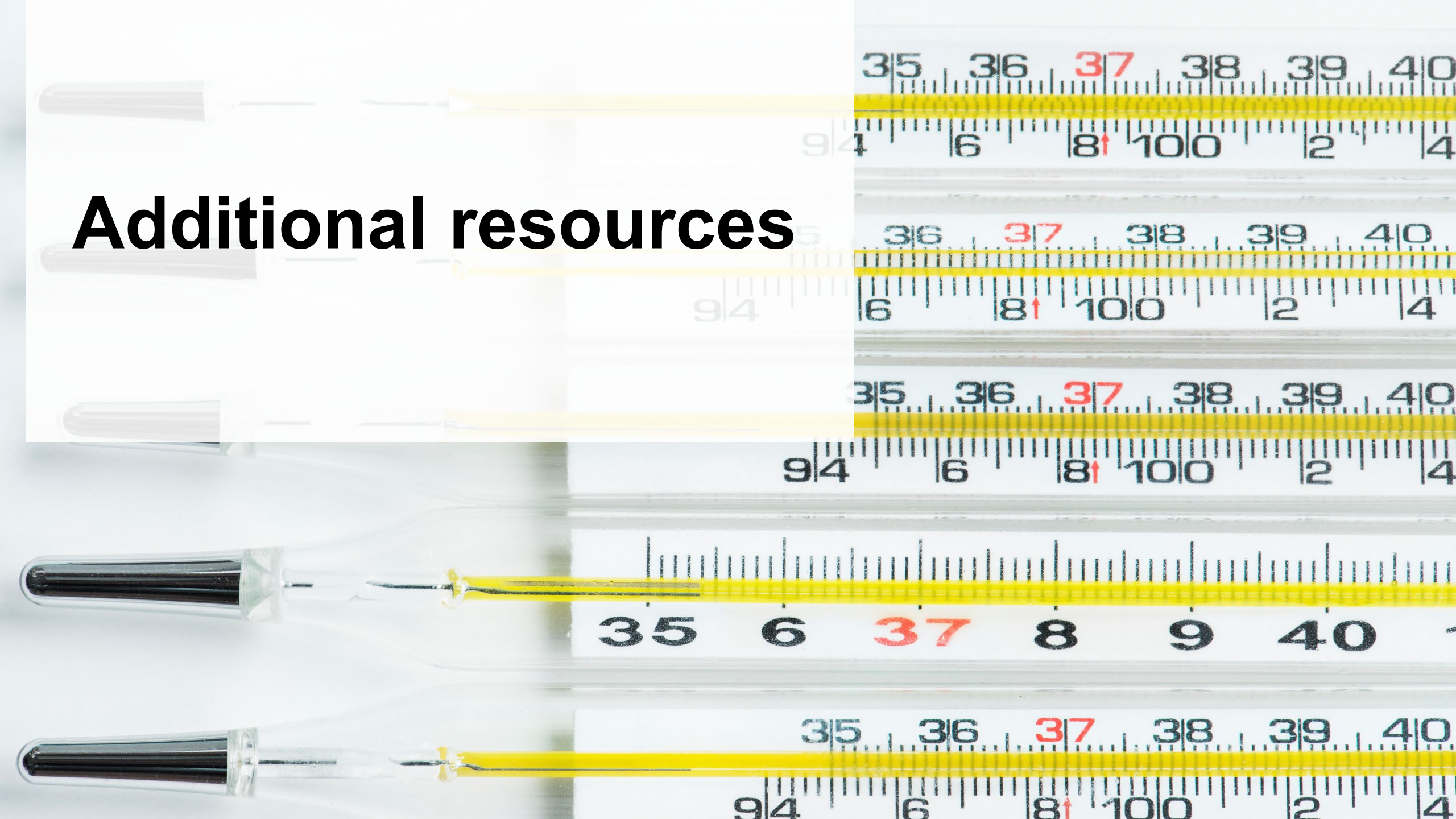
Report	Status	Last Updated By	Action
2021/22 Mercury-Containing Devices Perf...	Submitted May 23, 2023 04:52 p.m.	Maajida Blake	<b>View</b> Download

Types of Mercury-Containing Devices  
Identify the materials you work with. [Manage](#)

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

1 2

# Additional resources





# Have a question?

## Resources to help you submit your report:

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