Hazardous and Special Products: PRO Performance Reporting Guide

**Mercury-containing devices
(barometers, thermometers and thermostats)**

RPRA Resource Productivity & Recovery Authority

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Introduction

What is Hazardous and Special Products performance reporting?

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

This guide will assist PROs 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 or call 1-833-600-0530.

What data PROs need to submit for their own reports

PROs are required to report on their own aggregate activities from the previous calendar year undertaken on behalf of their producer clients of **barometers, thermometers and thermostats**.

PROs are required to report on the following:

- A separate report for each type of HSP.

- The weight of recovered resources accounted for to meet the producer's management requirements.

- A description of the activities undertaken by the producer to comply with the promotion and education requirements.

- The weight of materials processed from that type of HSP that were:

    - Land disposed,

    - Incinerated,

    - Used as a fuel or a fuel supplement, or

    - Stored, stockpiled, used as daily landfill cover or otherwise deposited on land

What data PROs need to submit for their own reports cont.

Note:

RPRA's Registrar is delaying the performance audit requirement due to the ongoing development of the Hazardous and Special Products Resource Recovery Performance Audit Procedure.

Only performance data is required to be submitted by the July 31 deadline.

When submitting the performance audit, PROs are only required to submit one aggregate report.

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

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 on 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.
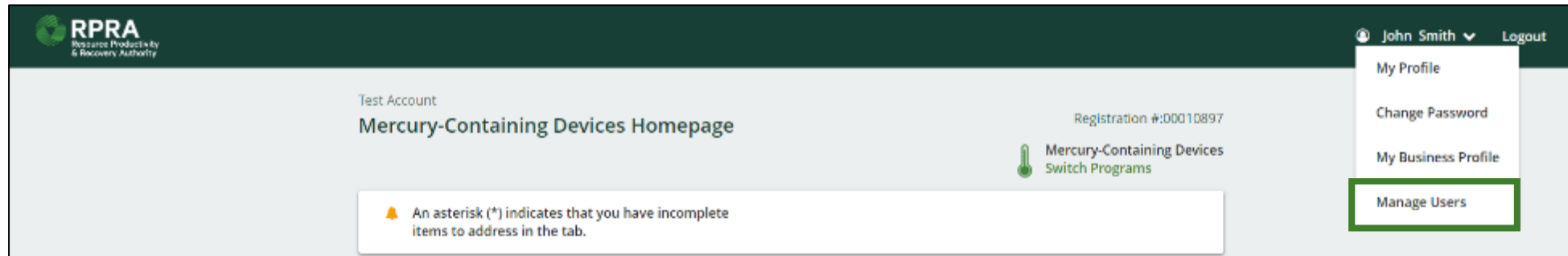
How to manage contacts on your Registry account cont.

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

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.**

How to submit your PRO performance report

The next few slides will guide you with entering your **collected** material(s) data.
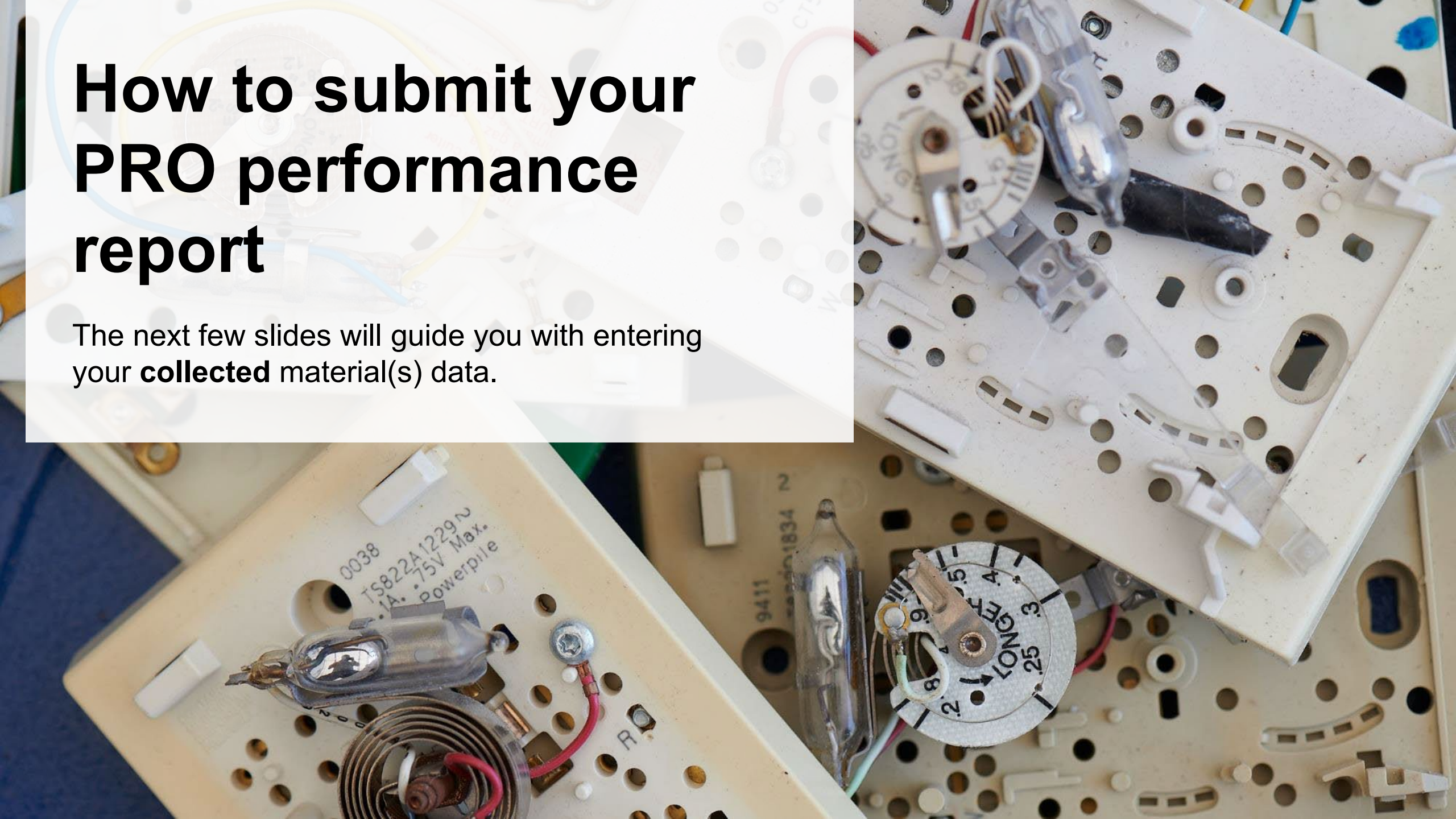
Performance report
Accessing your program

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

Performance report
Starting your own report

1. Click on the **PRO Reporting** tab.

2. Under **Action**, click on **Start** to begin completing Mercury-Containing Devices Performance – PRO report.

3. After clicking **Start**, the below notice will appear. After reading the notice, click **Proceed**.

Performance report
Report summary page

Before entering any information, your report status will be listed as **Not Started**, and **Submit Report** will be disabled until the report is complete. If some sections of the report are not applicable, enter **0**.

1. Under Weight of Materials Collected, click Start to begin entering the total weight of mercury-containing devices (i.e., barometer, thermometer, thermostat) collected.

HSPTestingPRO

2021/22 Mercury-Containing Devices Performance - PRO

Report Summary

Weight of Materials Collected

Collected

Total weight of mercury-containing devices collected inside Ontario.

Total Weight Collected	Total Kilograms
Barometers	
Thermometers	
Thermostats	
Total	

(1) Start

Report Status
Not Started

Submit Report

Upload Promotion & Education Report ⓘ

[ ] Upload

Upload Audit Report ⓘ

[ ] Upload

Submit Report

Make sure to provide all the required data before submitting.

Performance report
Enter your weight of collected data

1. Under the **Collected** tab, enter the total weight of mercury-containing devices collected under the **Total Kilograms**.

2. If you did not collect any mercury-containing devices, leave the kilograms field blank and click the check box for **I did not collect any mercury-containing devices**.

3. Click **Save & Next** to proceed.

Weight of Materials Collected

Collected

Total weight of mercury-containing devices collected inside Ontario.

1

Total Weight Collected | **Total Kilograms**

Barometers | 0

Thermometers | 0

Thermostats | 0

☐ I did not collect any mercury-containing devices. **2**

3

Clear Form | Save & Next

Performance report
Review your materials collected data

Once you have begun entering in 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 kilograms of mercury-containing devices collected (entered previously).

2. Click on **Edit** if you need to make a change to the weights.

HSPTestingPRO
2021/22 Mercury-Containing Devices Performance - PRO

Report Summary

Weight of Materials Collected

✓ Collected

Total weight of mercury-containing devices collected inside Ontario.

Total Weight Collected	**Total Kilograms**
Barometers	1,000
Thermometers	1,000
Thermostats	1,000
Total	**3,000**

Collected data last updated by: HSPTesting PRO on May 03, 2023 07:16 p.m.

Edit

1

2

Report Status
In Progress

Submit Report

Upload Promotion & Education Report ⓘ

Upload

Submit Report

Make sure to provide all the required data before submitting.

How to submit your PRO performance report

The next few slides will guide you with entering your **recovered** processed material(s) data.
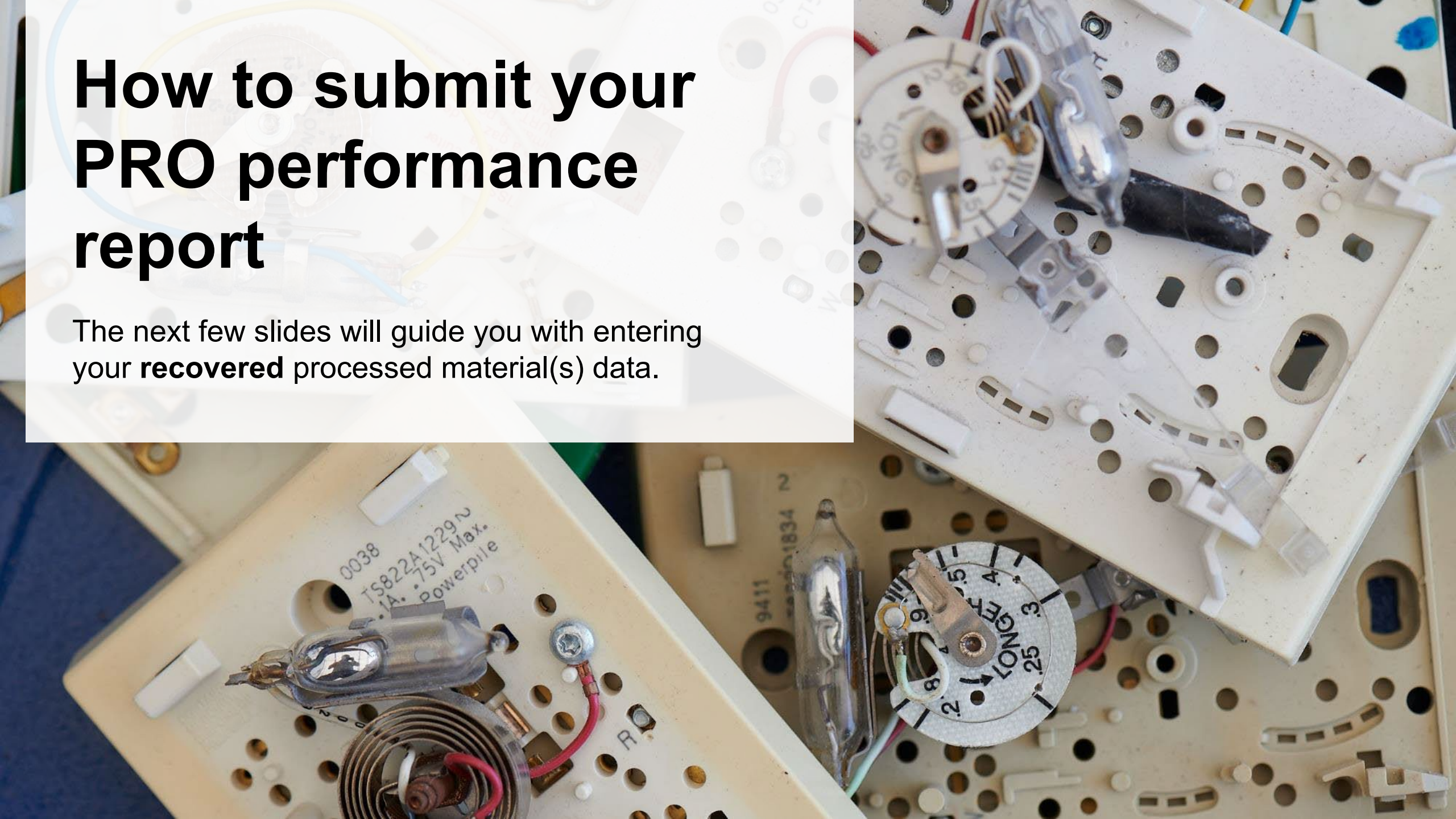
Performance report
Enter your data for weight of recovered materials

1. Click **Start** to begin entering the total weight of recovered materials.

2. Under the **Barometers** tab, enter the total kilograms of weight of materials recovered for each of the recovered material(s) under **Total Kilograms**.

   • If applicable, list any materials included in the **Other** category.

3. Click **Save & Next**.

Note: If you didn't collect any barometers, leave the total kilograms with zeros

Performance report
Enter your data for weight of recovered materials cont.

1. Under the **Thermometers** tab, enter the total kilograms of weight of materials recovered for each of the recovered material(s) under **Total Kilograms**.

    • If applicable, list any materials included in the **Other** category.

2. Click **Save & Next** to proceed.

Note: If you didn't collect any thermometers, leave the total kilograms with zeros

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

Weight of Recovered Materials

✔ Barometers   **Thermometers**   Thermostats

Input the weight of materials recovered from processing the collected thermometers.

Processed Materials   ❶   **Total Kilograms**

Plastic   0

Glass   0

Metal   0

Mercury   0

Other   0

List any materials included in the "Other" category (250 characters max.)

Clear Form   Previous   Save & Next   ❷

Performance report
Enter your data for weight of recovered materials cont.

1. Under the **Thermostats** tab, enter the total kilograms of weight of materials recovered from processing collected thermostats under **Total Kilograms**.

    • If applicable, list any materials included in the **Other** category.

2. Click **Save & Next** to proceed.

Note: If you didn't collect any thermostats, leave the total kilograms with zeros

How to submit your PRO performance report

The next few slides will guide you with entering your **disposed** material data for processed material(s).
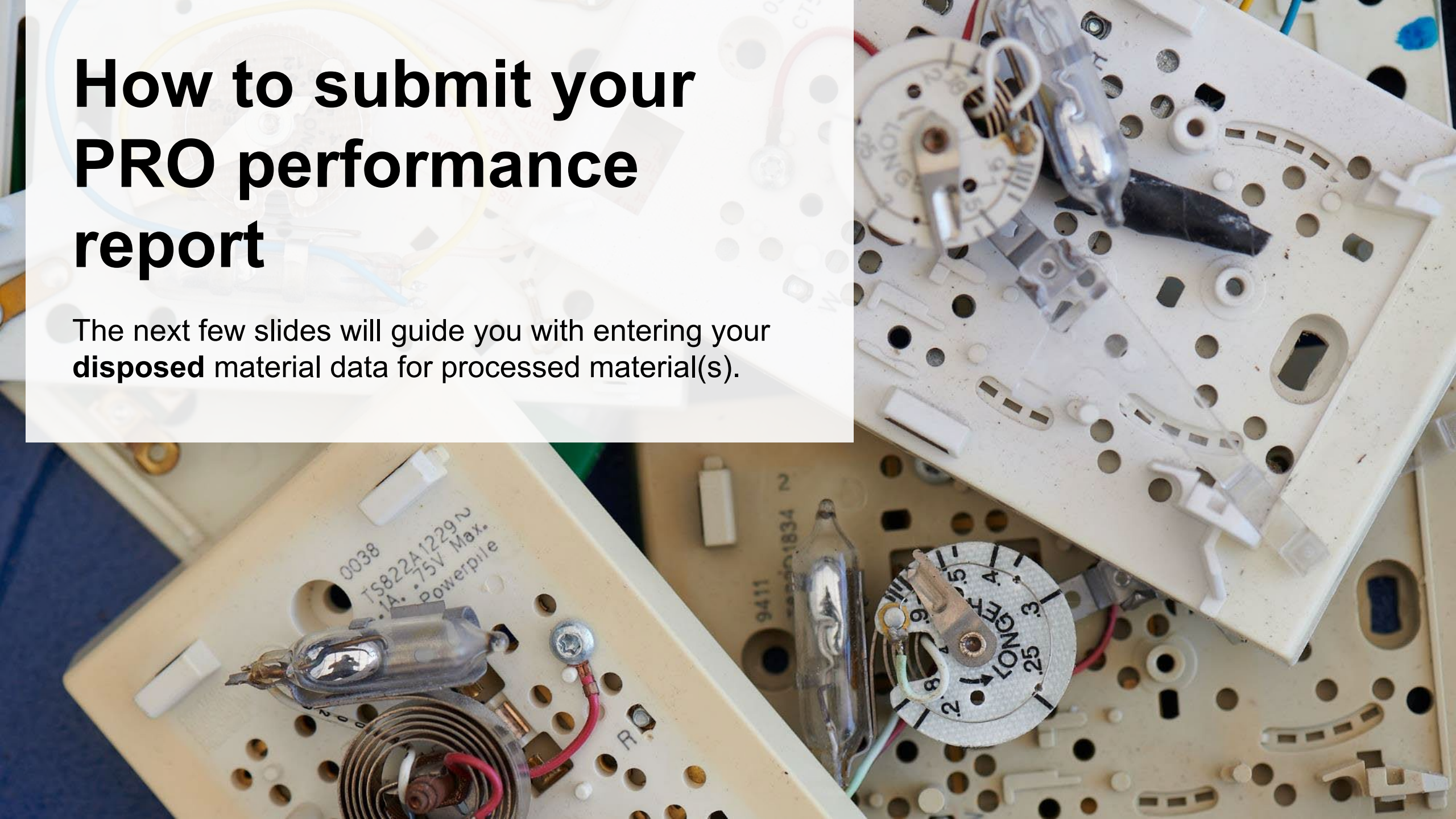
Performance report
Enter your processed material disposal data (barometers)

1. Click **Start** to enter weight of material(s), which includes materials sent to landfills and dumps.

Performance report
Enter your processed material disposal data (barometers) cont.

1. In each category (**Land Disposed**, **Incinerated**, **Used as Fuel**, **Stockpiled**), enter the total weight of processed materials for each of the material(s) under **Total Kilograms**.

   If applicable, list any materials included in the **Other** category.

2. For each tab, if you did not send any material for land disposal, incineration, used as fuel or stockpiled, leave the kilograms field blank and click the check box for **I did not send any material**.

3. Click **Save & Next**.

Performance report
Enter your processed material disposal data (thermometers)

1. Click **Start** to enter weight of material(s), which includes materials sent to landfills and dumps.

Processed Material Disposal Data (Thermometers)

| Land Disposed | Incinerated | Used as Fuel | Stockpiled |

Includes material sent to landfills and dumps.

Land Disposed	Total Kilograms
Plastic	
Glass	
Metal	
Mercury	
Other	
Total	

1 Start

Performance report
Enter your processed material disposal data (thermometers) cont.

1. Enter the total weight of processed materials for each of the material(s) under **Total Kilograms**, in **Each** category (**Land Disposed**, **Incinerated**, **Used as Fuel**, **Stockpiled**).
   - If applicable, state the materials included under **Other** category.

2. For each tab, if you did not send any material for land disposal, leave the kilograms field blank and click the check box for **I did not send any material for land disposal.**

3. Click **Save & Next**.

Performance report
Enter your processed material disposal data (thermostats)

1. Click **Start** to enter weight of material(s), which includes materials sent to landfills and dumps.

Processed Material Disposal Data (Thermostats)

Land Disposed	Incinerated	Used as Fuel	Stockpiled

Includes material sent to landfills and dumps.

Land Disposed	**Total Kilograms**
Plastic	
Glass	
Metal	
Mercury	
Other	
Total	

① Start

Performance report
Enter your processed material disposal data (thermostats) cont.

1. In each category (**Land Disposed**, **Incinerated**, **Used as Fuel**, **Stockpiled**), enter the total weight of processed materials for each of the material(s) under **Total Kilograms**.

   - If applicable, list any materials included in the **Other** category.

2. For each tab, if you did not send any material for land disposal, incineration, used as fuel or stockpiled, leave the kilograms field blank and click the check box for **I did not send any material**.

3. Click **Save & Next**.

How to submit your PRO performance report

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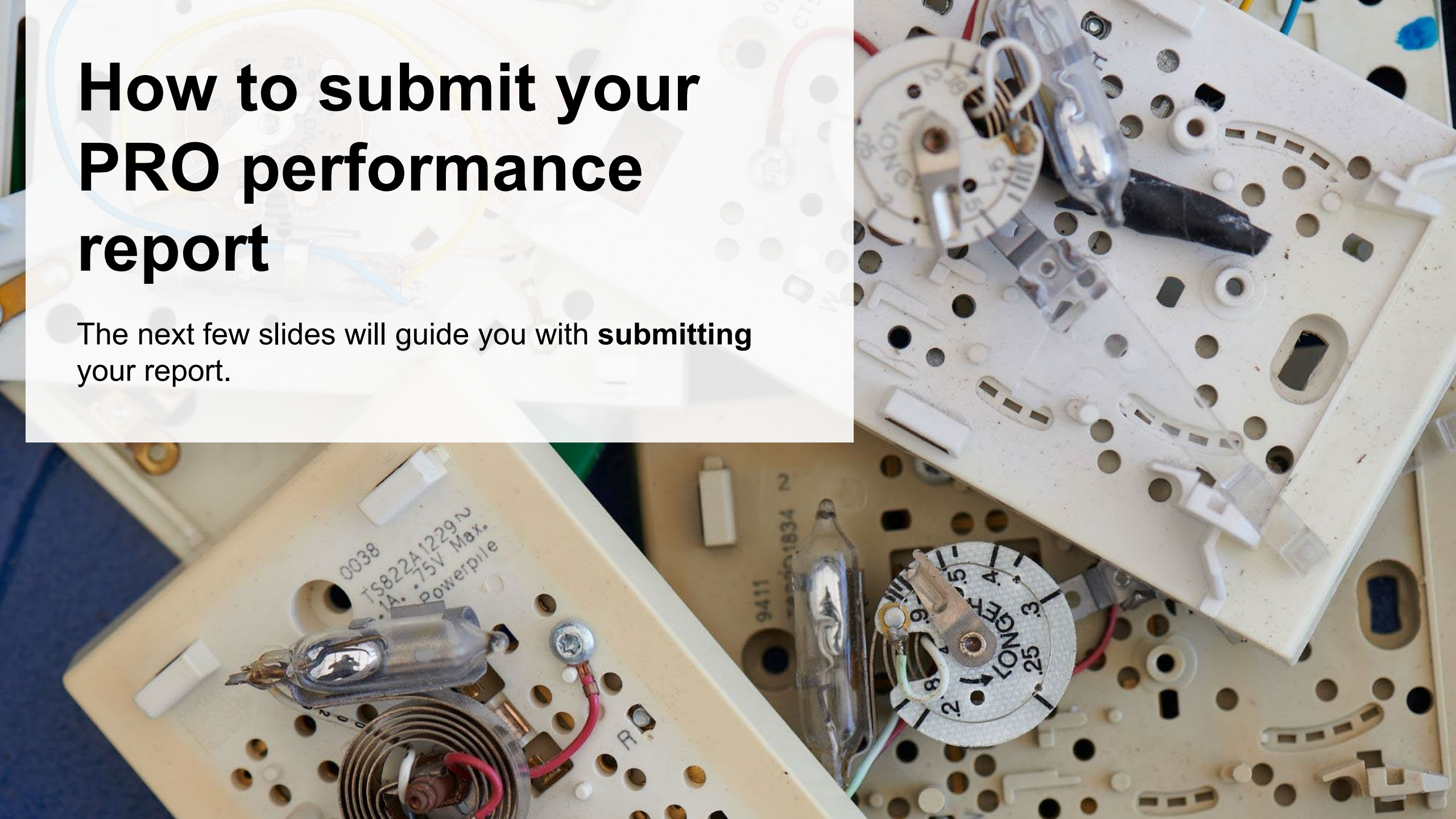
Performance report
Submit your report

1. Click on **Upload** to add your Promotion and Education report.

    • For more information on what to include in the promotion and education report, visit our website.

2. Under **Report Summary**, review the data previously entered and click **Edit** if you need to make changes.

HSPTestingPRO

2021/22 Mercury-Containing Devices Performance - PRO

Report Summary

Weight of Materials Collected

✓ Collected

Total weight of mercury-containing devices collected inside Ontario.

Total Weight Collected	Total Kilograms
Barometers	1,000
Thermometers	1,000
Thermostats	1,000
Total	**3,000**

Collected data last updated by: HSPTesting PRO on May 03, 2023 07:16 p.m.

Edit

2

Report Status
In Progress

Submit Report

Upload Promotion & Education Report ⓘ

Upload

1

Submit Report

Make sure to provide all the required data before submitting.

Performance report
Submit your report cont.

1. Click on **Submit Report** once you are finish reviewing and are ready to submit.

Report Summary

Weight of Materials Collected

✓ Collected

Total weight of mercury-containing devices collected inside Ontario.

Total Weight Collected	Total Kilograms
Barometers	1,000
Thermometers	1,000
Thermostats	1,000
Total	**3,000**

Collected data last updated by: HSPTesting PRO on May 03, 2023 07:16 p.m.

Edit

Report Status
In Progress

Submit Report

File has been successfully uploaded

Promotion & Education Report ⓘ

P&E Report.pdf
Remove

Replace

Submit Report   **1**

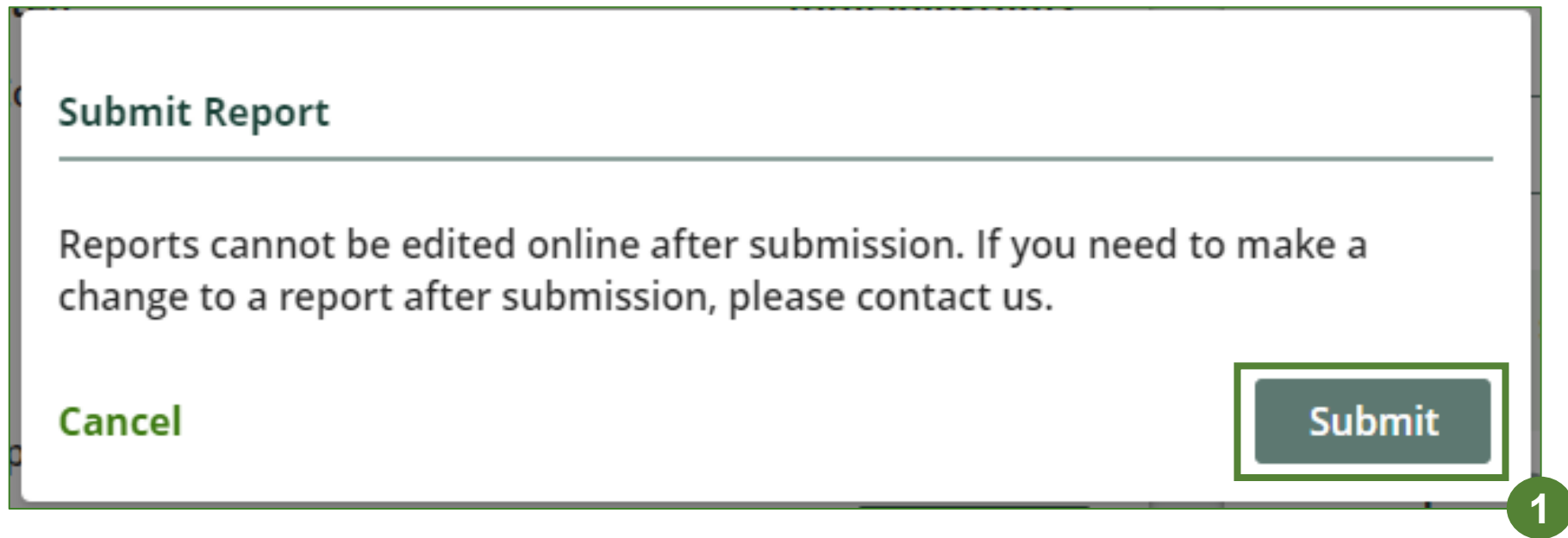Make sure to provide all the required data before submitting.

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.

Submit Report

Reports cannot be edited online after submission. If you need to make a change to a report after submission, please contact us.

Cancel

Submit

1

Performance report
View submitted report

1. On the **Mercury-Containing Devices Homepage**, under the **PRO Reporting** tab, your Mercury-Containing Devices Performance – PRO report status should show **Submitted**, and who it was last updated by.

2. Under **Action**, you can **View** the report submission.

Additional resources

Have a question?

Resources to help you submit your report(s):

- Visit our HSP PRO 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 or call 1-833-600-0530.