

# Hazardous and Special Products: PRO Performance Reporting Guide

Mercury-containing devices  
(barometers, thermometers and thermostats)



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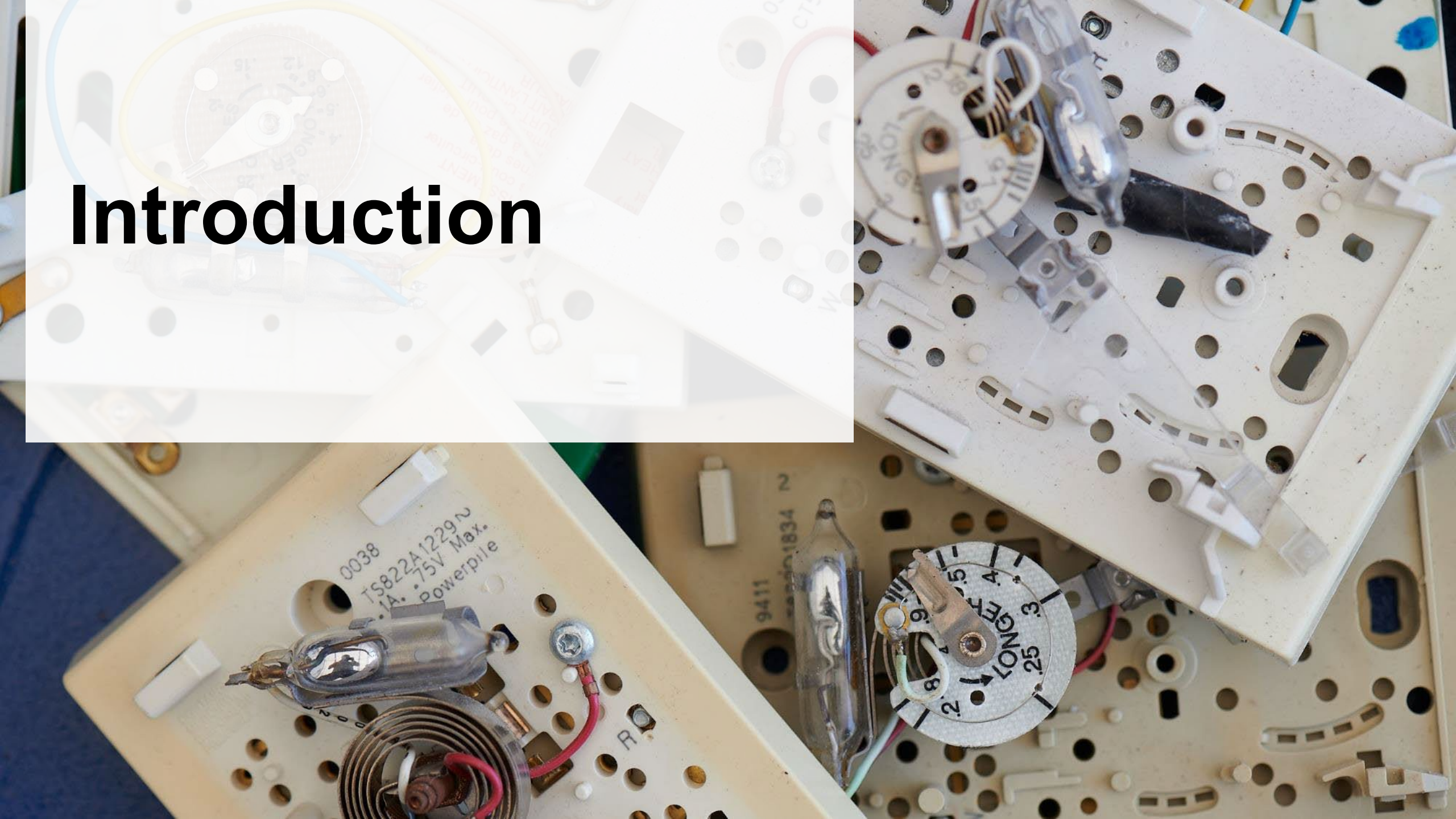
- Step-by step instructions on how to complete your report

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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](mailto: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](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.

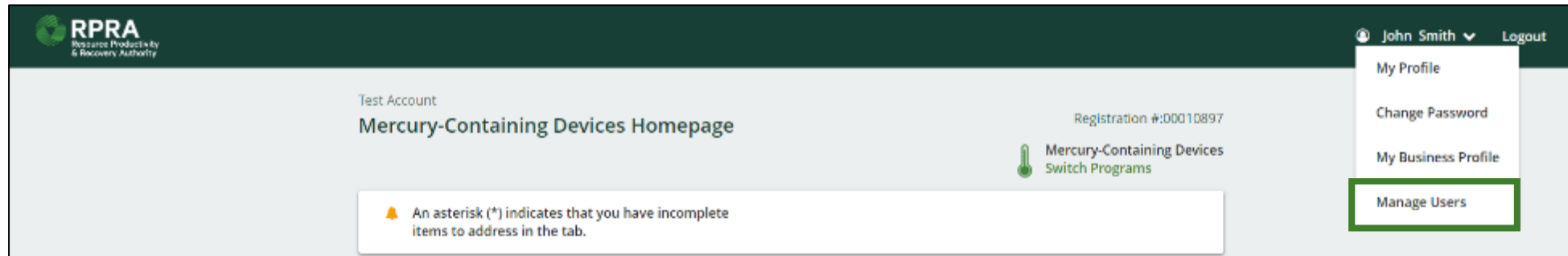


# How to manage contacts on your Registry account

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.

[< Back to Programs](#)

## Manage Users

Active Users				
User ▲	Email	Program	Last Login	Action 2
Example User	user@email.com			<a href="#">Manage</a> <a href="#">Disable</a>

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  Last Name

Job Title

Business Phone Number  Phone Extension

Mobile Phone Number  ☒ Same as Business Phone Number

Program  User Access Level 3

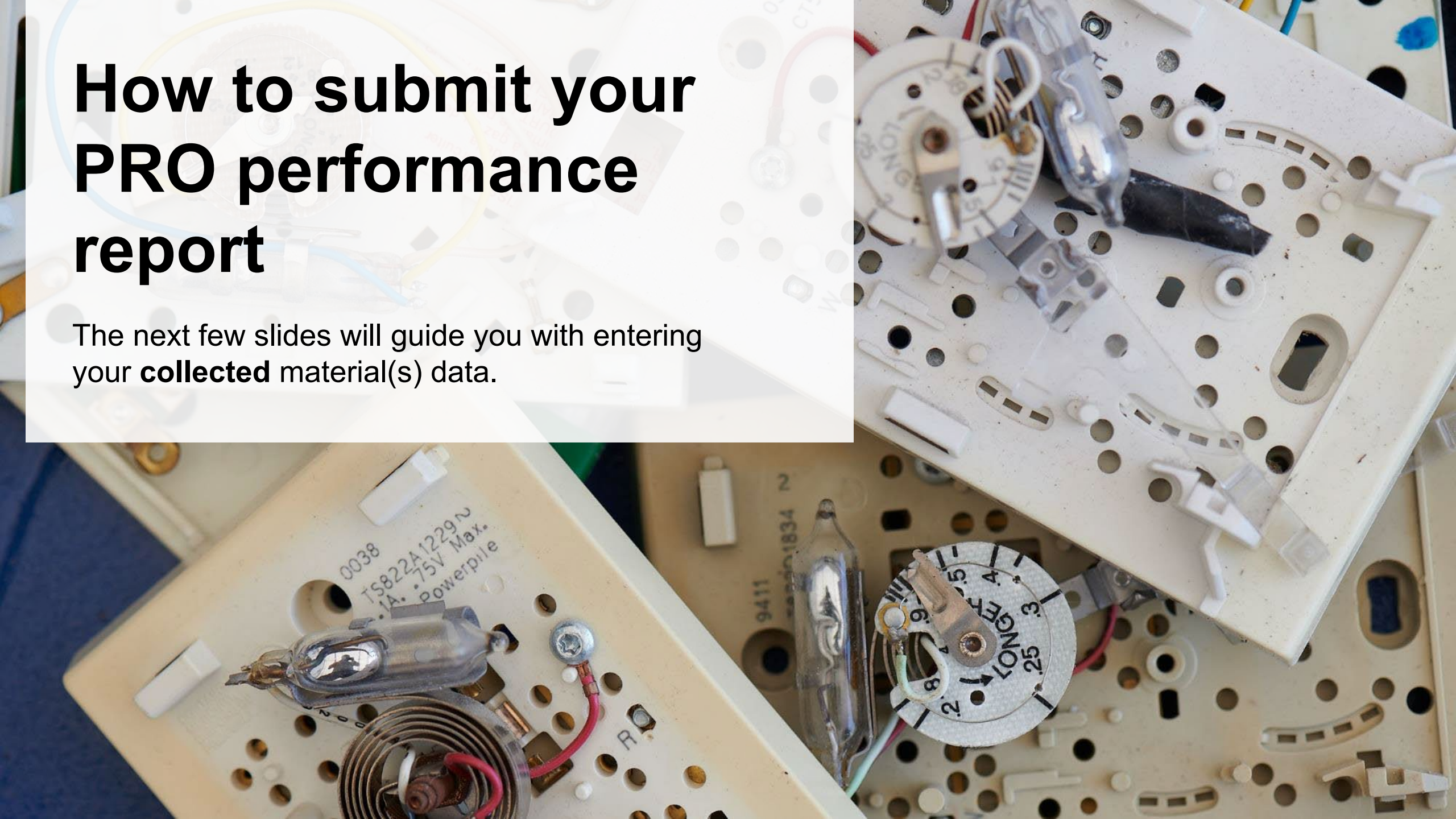
[+ Add Another Program](#)

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

Cancel [Save](#) 5

# 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**.

The screenshot shows a web interface with a top navigation bar containing 'PRO Reporting' (highlighted with a green box and a green circle with the number 1), 'Producers', and 'Invoices'. Below the navigation bar is a section titled 'Mercury-Containing Devices'. Inside this section is a table with the following columns: 'Report', 'Status', 'Last Updated By', and 'Action'. The table contains one row with the text '2021/22 Mercury-Containing Devices Perf...' in the 'Report' column, 'Not Started' in the 'Status' column (with 'Due Date: Jul 31, 2023' below it), and a 'Start' button in the 'Action' column (highlighted with a green box and a green circle with the number 2). Below the table is a modal box titled 'Attention' with the text 'It is an offence if you submit false or misleading information to the Authority.' At the bottom of the modal box are two buttons: 'Cancel' and 'Proceed' (highlighted with a green box and a green circle with the number 3).

Report	Status	Last Updated By	Action
2021/22 Mercury-Containing Devices Perf...	Not Started Due Date: Jul 31, 2023		Start

**Attention**

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

[Cancel](#) [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

### Submit Report

Report Status  
**Not Started**

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.

The screenshot shows a web form titled "Weight of Materials Collected". At the top, there is a tab labeled "Collected". Below the tab, the text reads "Total weight of mercury-containing devices collected inside Ontario." followed by a circled number 1. Under this text, there are two columns. The left column is titled "Total Weight Collected" and lists "Barometers", "Thermometers", and "Thermostats". The right column is titled "Total Kilograms" and has three input fields, each containing the number "0". Below these columns, there is a checkbox labeled "I did not collect any mercury-containing devices." with a circled number 2. At the bottom right, there are two buttons: "Clear Form" and "Save & Next", with the latter having a circled number 3.

Weight of Materials Collected

Collected

Total weight of mercury-containing devices collected inside Ontario. 1

Total Weight Collected

Barometers

Thermometers

Thermostats

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

Clear Form

Save & Next 3

# 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
<b>Total</b>	<b>3,000</b>

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

**Edit**

**Report Status**  
**In Progress**

**Submit Report**

**Upload Promotion & Education Report**

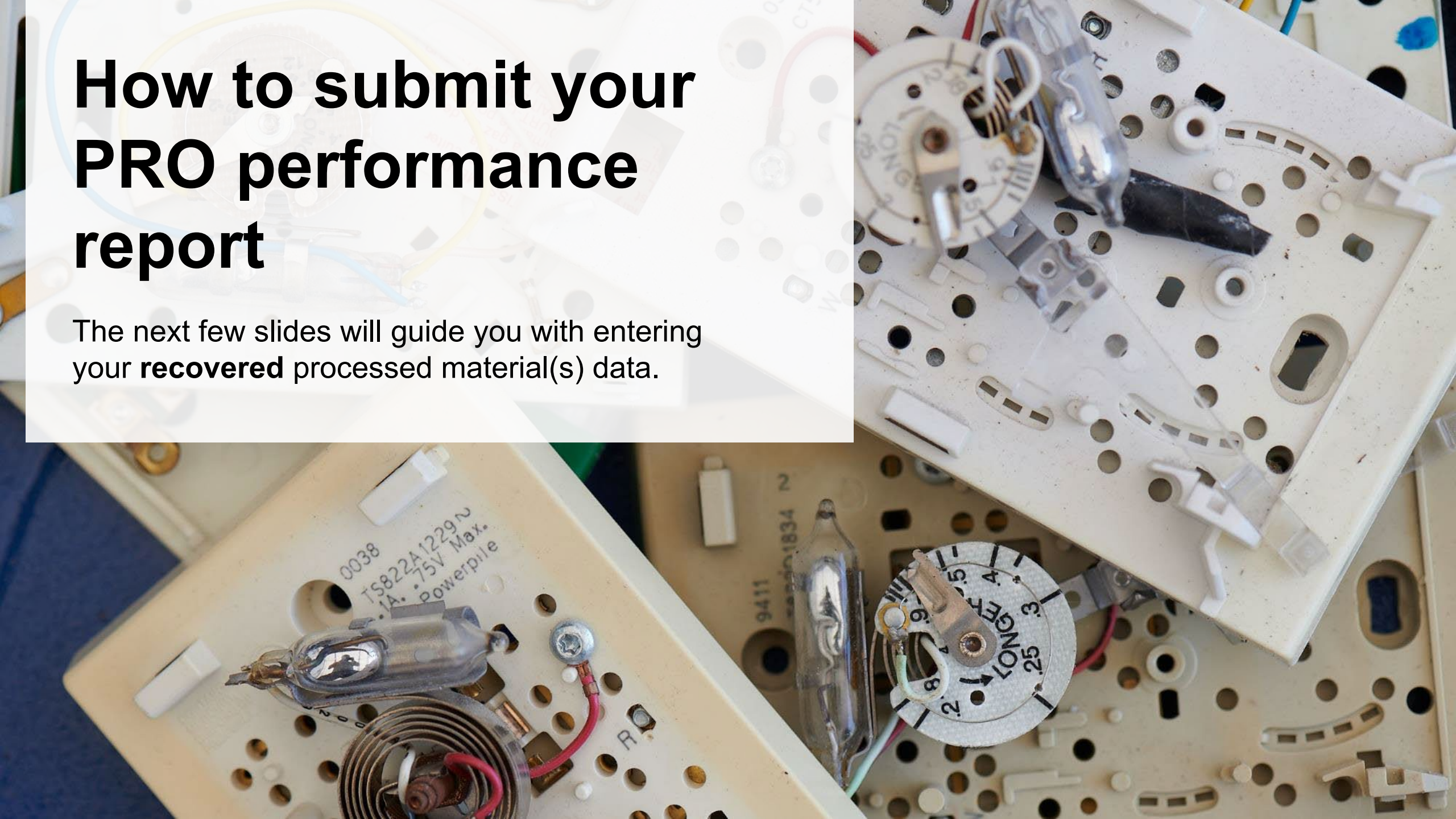
**Upload**

**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

Weight of Recovered Materials

**Barometers** Thermometers Thermostats

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

Processed Materials	Total Kilograms
Plastic	
Glass	
Metal	
Mercury	
Other	
Total	

1 **Start**

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 barometers.

Processed Materials	Total Kilograms
Plastic	<input type="text" value="0"/>
Glass	<input type="text" value="0"/>
Metal	<input type="text" value="0"/>
Mercury	<input type="text" value="0"/>
Other	<input type="text" value="0"/>

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

Clear Form **Save & Next** 3

# 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	Total Kilograms
Plastic	<input type="text" value="0"/>
Glass	<input type="text" value="0"/>
Metal	<input type="text" value="0"/>
Mercury	<input type="text" value="0"/>
Other	<input type="text" value="0"/>

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

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

# 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

### Weight of Recovered Materials

✓ Barometers ✓ Thermometers ✓ Thermostats

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

Processed Materials	Total Kilograms
Plastic	<input type="text" value="0"/>
Glass	<input type="text" value="0"/>
Metal	<input type="text" value="0"/>
Mercury	<input type="text" value="0"/>
Other	<input type="text" value="0"/>

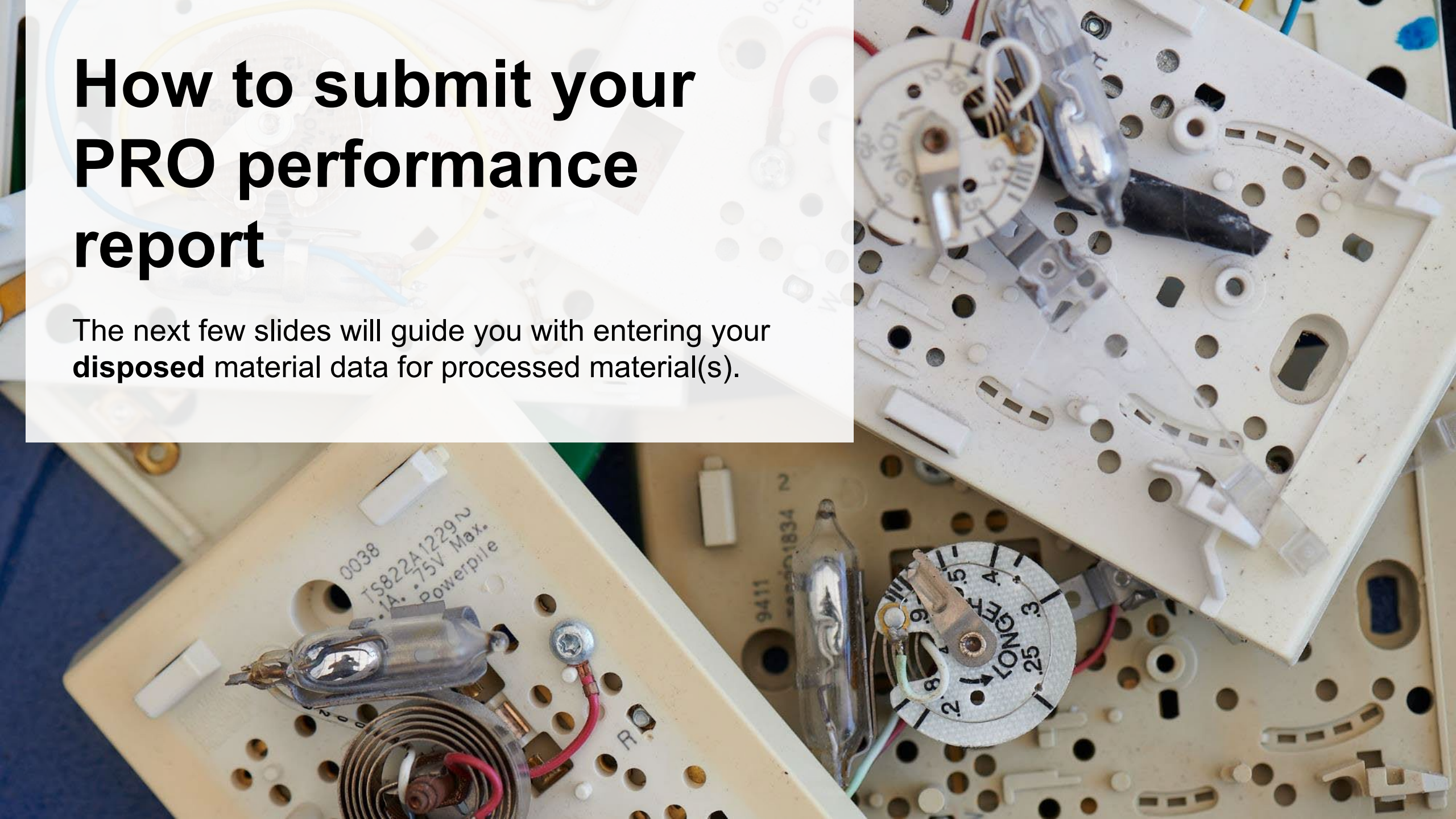
List any materials included in the "Other" category (250 characters max.)

Clear Form Previous Save & Next

Thermostats data last updated by: HSPTesting PRO on May 03, 2023 08:52 p.m.

# 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.

### Processed Material Disposal Data (Barometers)

**Land Disposed**IncineratedUsed as FuelStockpiled

Includes material sent to landfills and dumps.

Land Disposed	Total Kilograms
Plastic	
Glass	
Metal	
Mercury	
Other	
Total	

**Start**

# 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.

The image displays four sequential screenshots of the 'Processed Material Disposal Data (Barometers)' form, illustrating the process of entering data for different disposal methods. Each screenshot shows a tab for a specific disposal method: Land Disposed, Incinerated, Used as Fuel, and Stockpiled. The form includes a table for material types (Plastic, Glass, Metal, Mercury, Other) with input fields for 'Total Kilograms'. A 'Save & Next' button is highlighted in the first screenshot, and a 'Clear Form' button is highlighted in the last. Arrows indicate the flow from one tab to the next.

**Land Disposed** (Tab 1): Includes material sent to landfills and dumps. Materials: Plastic, Glass, Metal, Mercury, Other. Total Kilograms: 0. ☐ I did not send any material for land disposal. **Save & Next**

**Incinerated** (Tab 2): Excludes material used as fuel or a fuel supplement. Materials: Plastic, Glass, Metal, Mercury, Other. Total Kilograms: 0. ☐ I did not send any material for incineration. **Clear Form** Previous **Save & Next**

**Used as Fuel** (Tab 3): Material used as fuel or a fuel supplement. Materials: Plastic, Glass, Metal, Mercury, Other. Total Kilograms: 0. ☐ I did not send any material to be used as fuel. **Clear Form** Previous **Save & Next**

**Stockpiled** (Tab 4): Includes material stored, stockpiled or otherwise deposited on land. Materials: Plastic, Glass, Metal, Mercury, Other. Total Kilograms: 0. ☐ I did not stockpile any material. **Clear Form** Previous **Save & Next**

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.

The image shows four sequential screenshots of the 'Processed Material Disposal Data (Thermometers)' form, illustrating the steps to enter data for different disposal methods. Each screenshot shows a tab for a specific disposal method: Land Disposed, Incinerated, Used as Fuel, and Stockpiled. The form includes a table for material types (Plastic, Glass, Metal, Mercury, Other) with 'Total Kilograms' input fields. A green box highlights the 'Total Kilograms' field in the first tab, and a green box highlights the 'I did not send any material for land disposal.' checkbox in the first tab. Arrows indicate the flow from one tab to the next.

**Land Disposed** (Tab 1): Includes material sent to landfills and dumps. Total Kilograms input fields for Plastic, Glass, Metal, Mercury, and Other. A checkbox for 'I did not send any material for land disposal.' is present. A green box highlights the 'Total Kilograms' field for Plastic. A green box highlights the 'I did not send any material for land disposal.' checkbox. A green box highlights the 'Save & Next' button.

**Incinerated** (Tab 2): Excludes material used as fuel or a fuel supplement. Total Kilograms input fields for Plastic, Glass, Metal, Mercury, and Other. A checkbox for 'I did not send any material for incineration.' is present.

**Used as Fuel** (Tab 3): Material used as fuel or a fuel supplement. Total Kilograms input fields for Plastic, Glass, Metal, Mercury, and Other. A checkbox for 'I did not send any material to be used as fuel.' is present.

**Stockpiled** (Tab 4): Includes material stored, stockpiled or otherwise deposited on land. Total Kilograms input fields for Plastic, Glass, Metal, Mercury, and Other. A checkbox for 'I did not stockpile any material.' is present.

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.

The figure displays four sequential screenshots of the 'Processed Material Disposal Data (Thermostats)' form, illustrating the process of entering data for different disposal methods. Each screenshot shows a table for material types (Plastic, Glass, Metal, Mercury, Other) and a 'Total Kilograms' column. Arrows indicate the flow from one tab to the next.

**Screenshot 1: Land Disposed**

- Tab: **Land Disposed** (highlighted with a green box and a green circle with the number 1).
- Form description: Includes material sent to landfills and dumps.
- Table: Columns for material type and Total Kilograms (input field with 0).
- Other category: List any materials included in the "Other" category (250 characters max.).
- Check box: ☐ I did not send any material for land disposal. (highlighted with a green box and a green circle with the number 2).
- Buttons: Clear Form, Save & Next (highlighted with a green box and a green circle with the number 3).

**Screenshot 2: Incinerated**

- Tab: **Incinerated** (highlighted with a green box).
- Form description: Excludes material used as fuel or a fuel supplement.
- Table: Columns for material type and Total Kilograms (input field with 0).
- Other category: List any materials included in the "Other" category (250 characters max.).
- Check box: ☐ I did not send any material for incineration.
- Buttons: Clear Form, Previous, Save & Next.

**Screenshot 3: Used as Fuel**

- Tab: **Used as Fuel** (highlighted with a green box).
- Form description: Material used as fuel or a fuel supplement.
- Table: Columns for material type and Total Kilograms (input field with 0).
- Other category: List any materials included in the "Other" category (250 characters max.).
- Check box: ☐ I did not send any material to be used as fuel.
- Buttons: Clear Form, Previous, Save & Next.

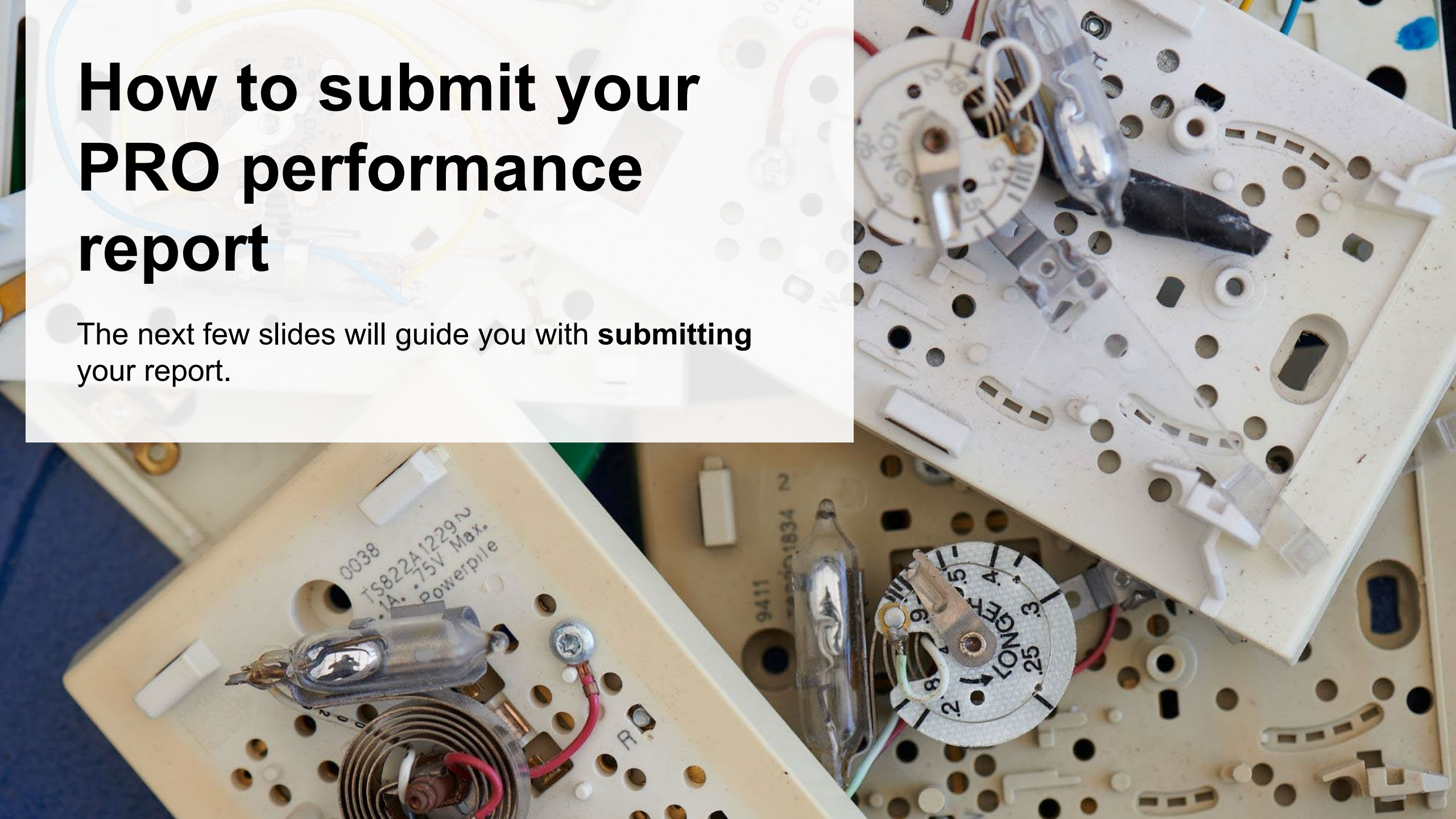
**Screenshot 4: Stockpiled**

- Tab: **Stockpiled** (highlighted with a green box).
- Form description: Includes material stored, stockpiled or otherwise deposited on land.
- Table: Columns for material type and Total Kilograms (input field with 0).
- Other category: List any materials included in the "Other" category (250 characters max.).
- Check box: ☐ I did not stockpile any material.
- Buttons: Clear Form, Previous, Save & Next.

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

Report Status

In Progress

Submit Report

Upload Promotion & Education Report ⓘ

Upload

Submit Report

Make sure to provide all the required data before submitting.

1

2



# 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
<b>Total</b>	<b>3,000</b>

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

Make sure to provide all the required data before submitting.

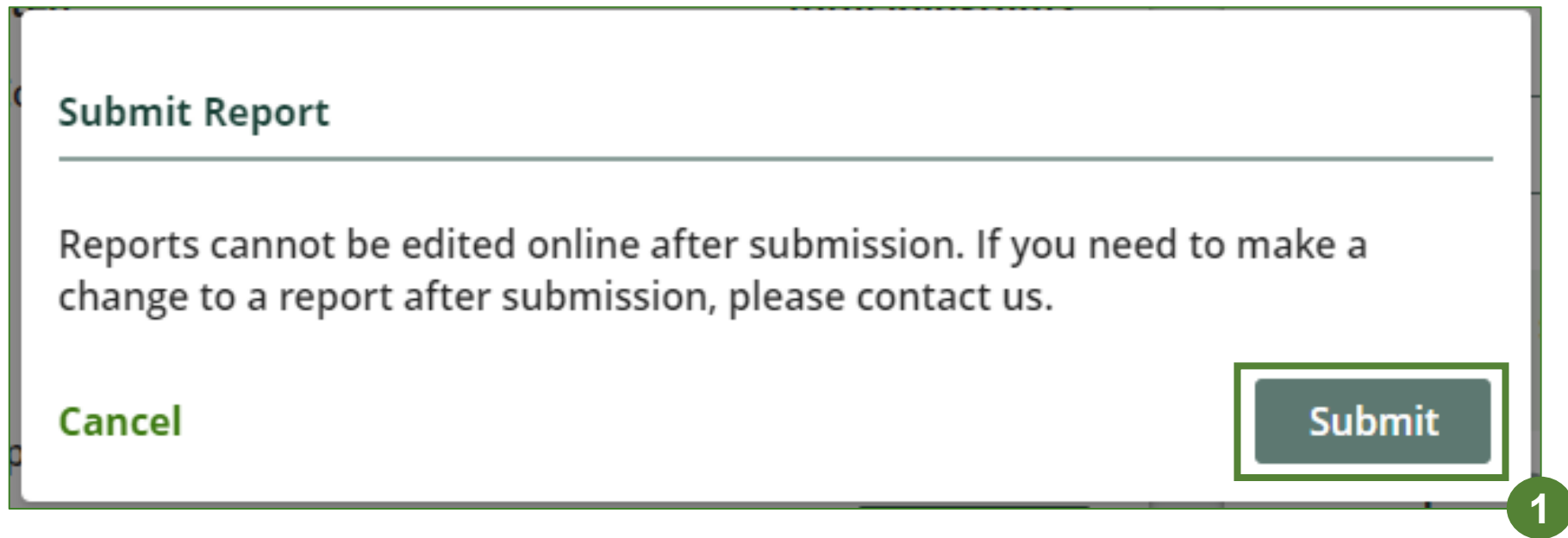
1

# 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. 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.

The screenshot shows the 'Mercury-Containing Devices Homepage' for 'HSPTestingPRO'. The page has a navigation bar with 'PRO Reporting', 'Producers', and 'Invoices'. The 'PRO Reporting' tab is active. Below the navigation bar, there's a section titled 'Mercury-Containing Devices' which contains a table. The table has four columns: 'Report', 'Status', 'Last Updated By', and 'Action'. A green circle with the number '1' points to the first row of the table. The first row contains the text '2021/22 Mercury-Containing Devices Perf...', 'Submitted' with a timestamp 'May 18, 2023 05:50 p.m.', and 'HSPTesting PRO'. A green circle with the number '2' points to the 'View' button in the 'Action' column of the first row. At the bottom of the page, there's a footer with links: 'Need help? Explore our Registry Resources' and 'Can't find an answer? Contact Us'.

HSPTestingPRO  
Mercury-Containing Devices Homepage  
Registration #:00025442  
Mercury-Containing Devices  
Switch Programs

PRO Reporting Producers Invoices

Report ▼	Status	Last Updated By	Action
2021/22 Mercury-Containing Devices Perf...	Submitted May 18, 2023 05:50 p.m.	HSPTesting PRO	View

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 [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](mailto:registry@rpra.ca) or call 1-833-600-0530.