

Hazardous and Special Products: PRO Performance Reporting Guide

Mercury-containing devices
(barometers, thermometers and thermostats)

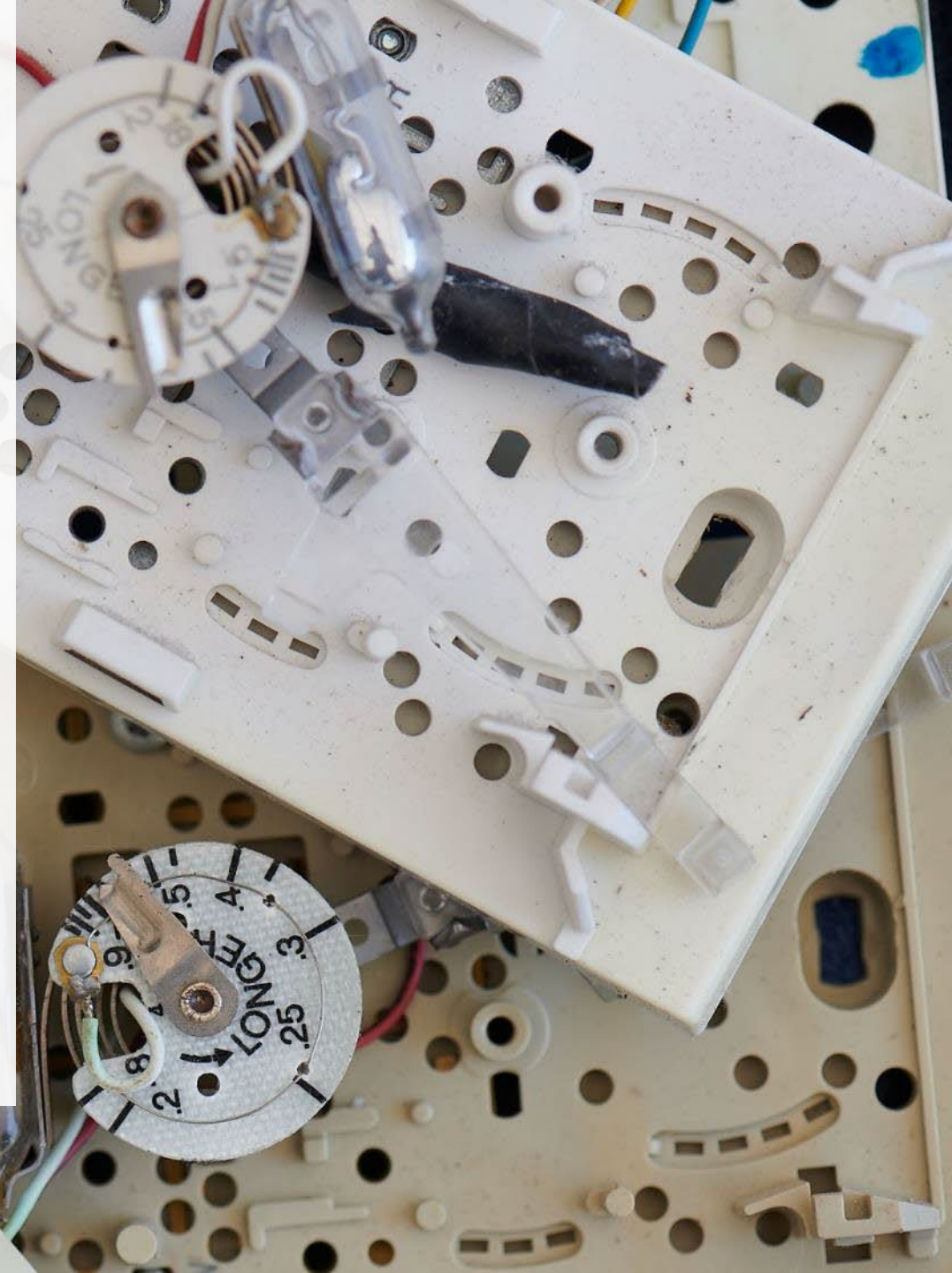


Table of Contents

Introduction

- What is HSP performance reporting?
- What data needs to be reported?
- How to log into the Registry
- How to manage contacts in your Registry account

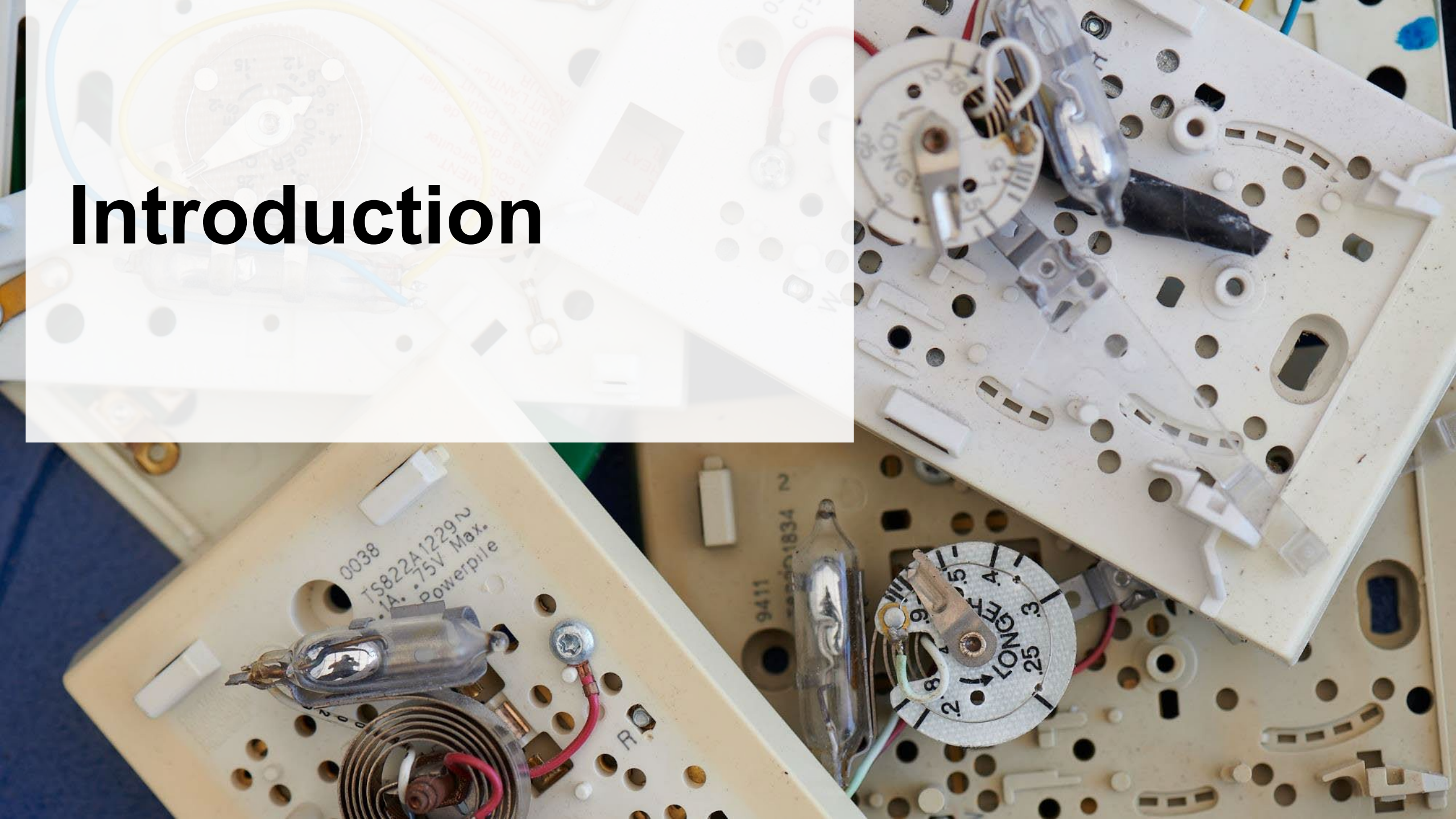
How to submit your PRO performance report

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

Additional resources

- More resources to help further answer your questions

Introduction



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25
3
4
5
6
7
8
9

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 October 1, 2021 to December 31, 2022. **The deadline to submit performance reports is September 15.**

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 October 1, 2021 to December 31, 2022 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 September 15 deadline. The performance audit will be required later in 2023 once the procedure is finalized.

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:

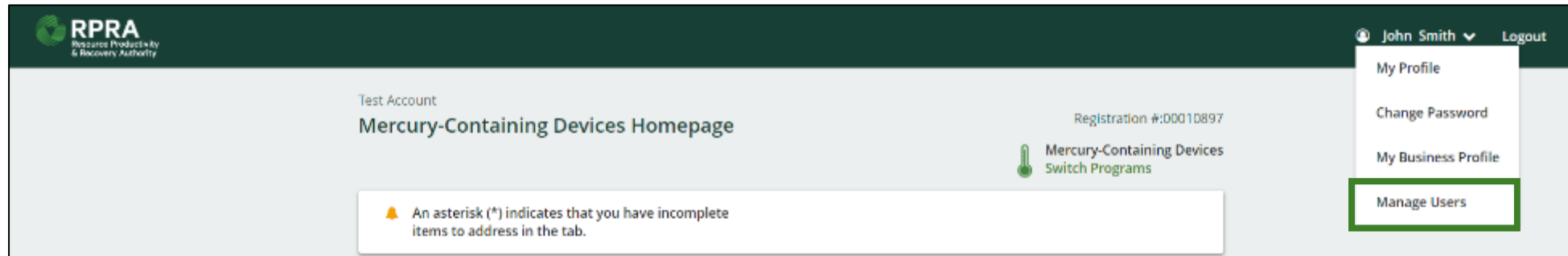
- If you already have an existing Registry account, you do not need to create a new one.
 - Simply log into your existing account, which will bring you to the homepage where you will see all programs you are enrolled in.
 - If you have forgotten your password, click "Forgot Password" on the login screen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

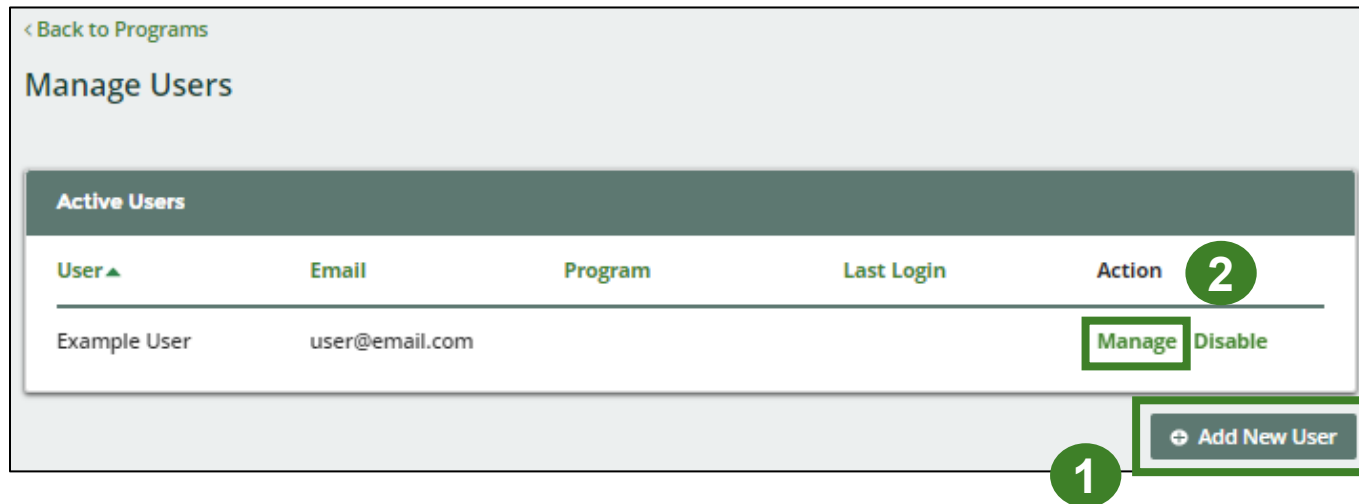
To manage contacts in your Registry account, see the following steps or watch our [how-to video](#):

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.



< Back to Programs

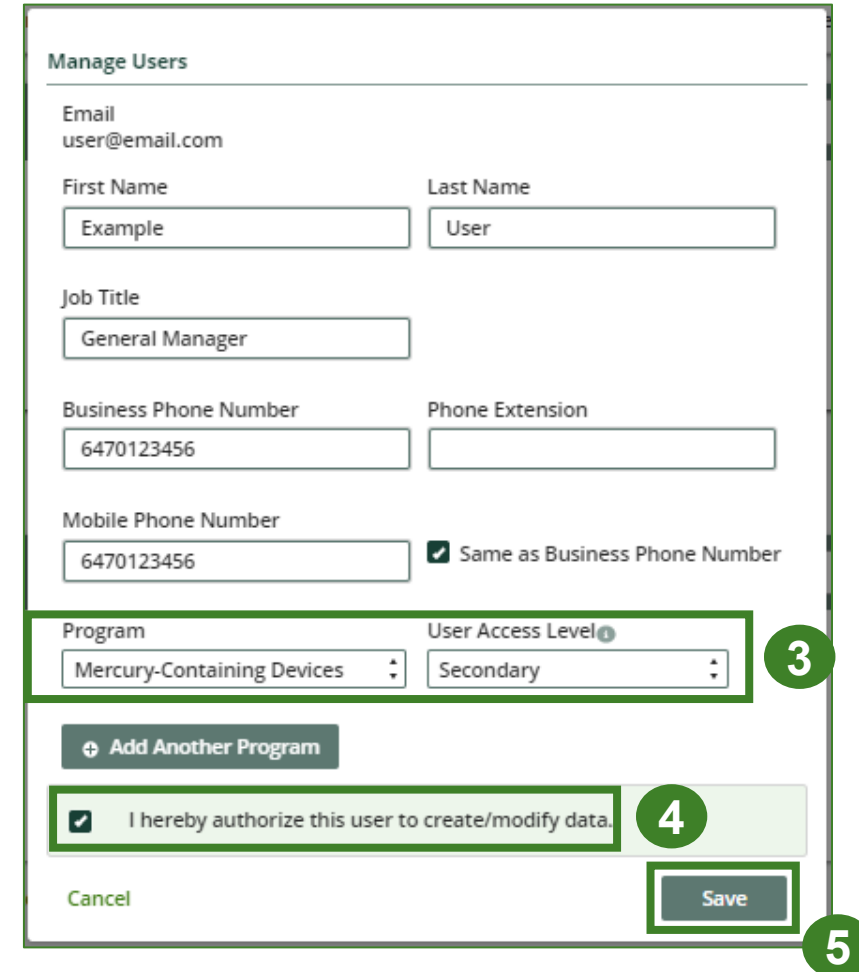
Manage Users

Active Users

User ▲	Email	Program	Last Login	Action 2
Example User	user@email.com			Manage 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

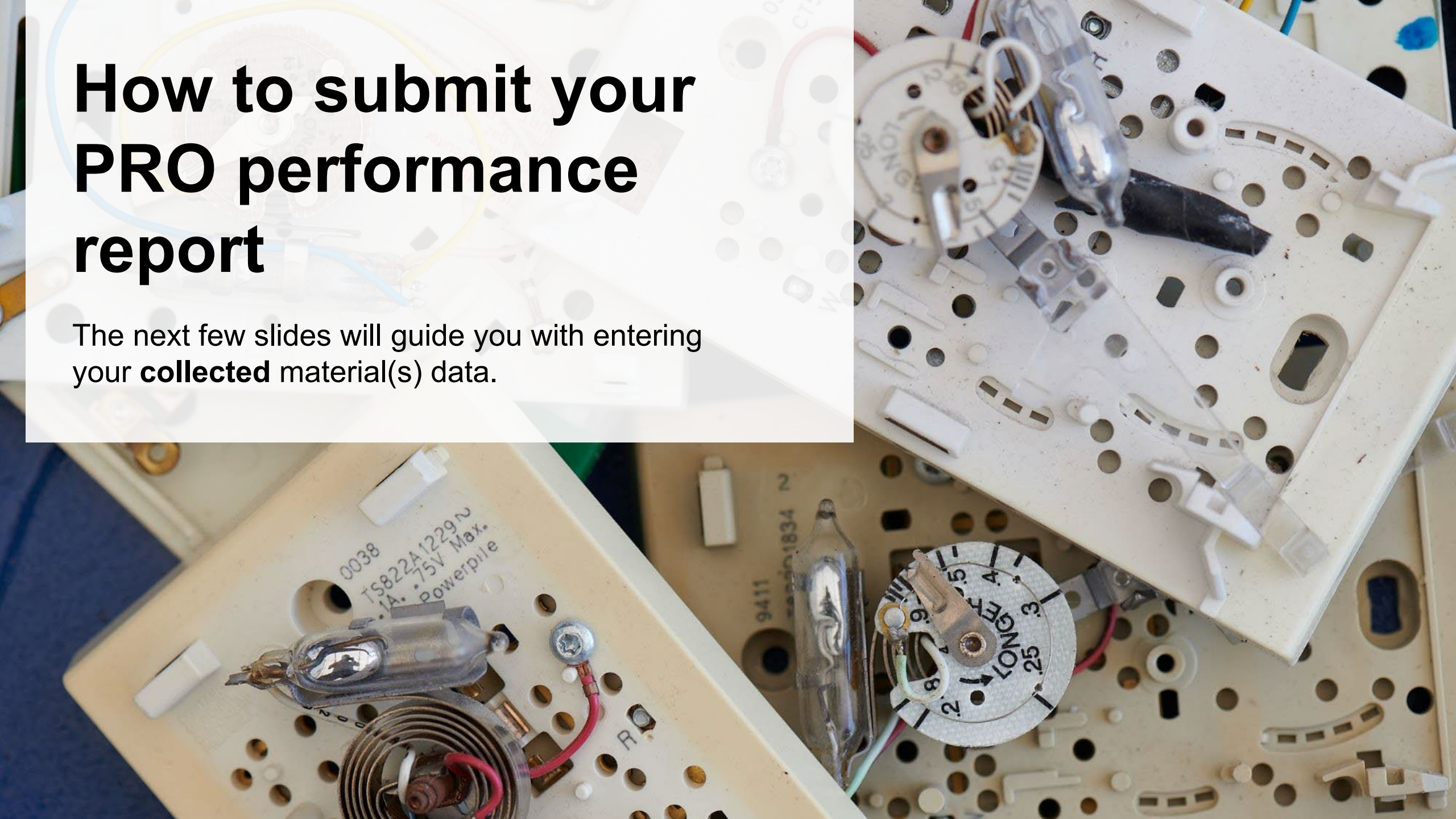
+ Add Another Program

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

Cancel Save 5

How to submit your PRO performance report

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



Performance report

Accessing your program

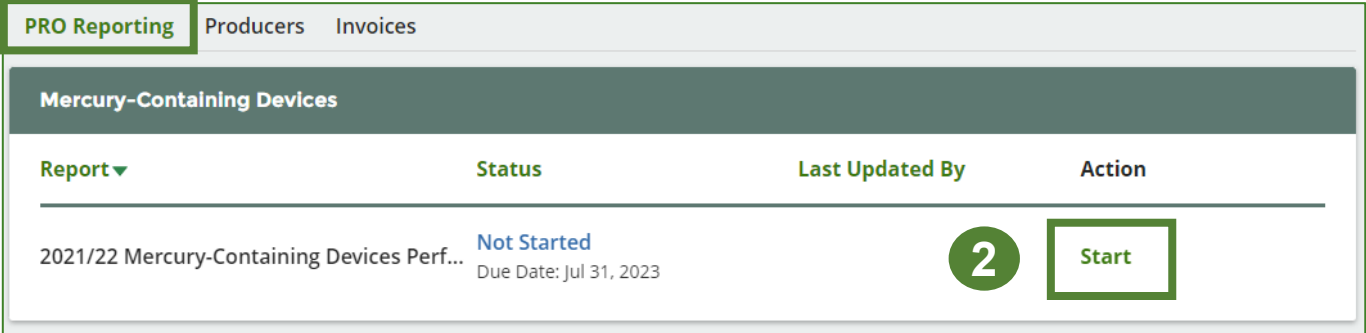
1. After logging in, click on the icon for the **Mercury-Containing Devices** program on your dashboard.



Performance report

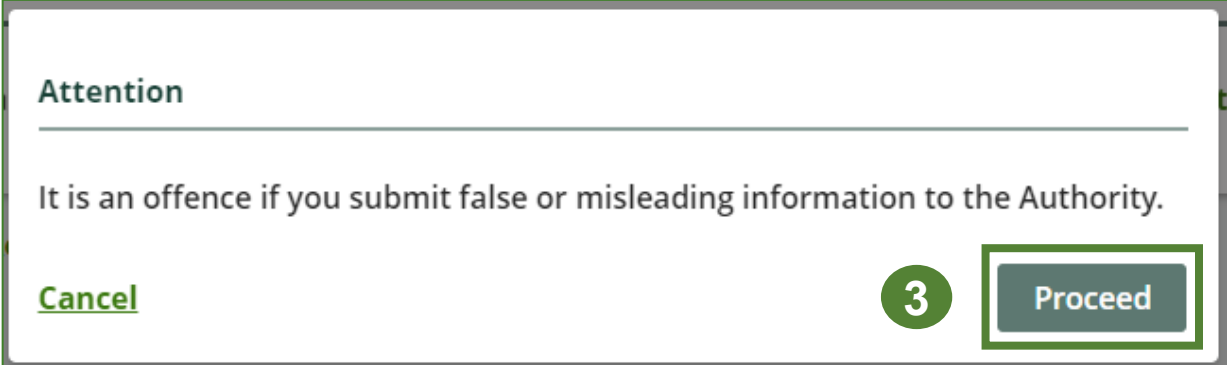
Starting your own report

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 navigation bar containing 'PRO Reporting', 'Producers', and 'Invoices'. The 'PRO Reporting' tab is highlighted with a green box and a circled '1'. Below the navigation bar is a table titled 'Mercury-Containing Devices'. The table has four columns: 'Report', 'Status', 'Last Updated By', and 'Action'. A single row is visible with the following data: '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. The 'Start' button is highlighted with a green box and a circled '2'.

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



The screenshot shows a dialog box with the title 'Attention'. The text inside reads: 'It is an offence if you submit false or misleading information to the Authority.' At the bottom left is a 'Cancel' link, and at the bottom right is a 'Proceed' button. The 'Proceed' button is highlighted with a green box and a circled '3'.

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

Report Status
Not Started

Submit Report

Upload Promotion & Education Report ⓘ

Upload Audit 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

Barometers

Thermometers

Thermostats

I did not collect any mercury-containing devices. 2

Total Kilograms

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
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 ⓘ

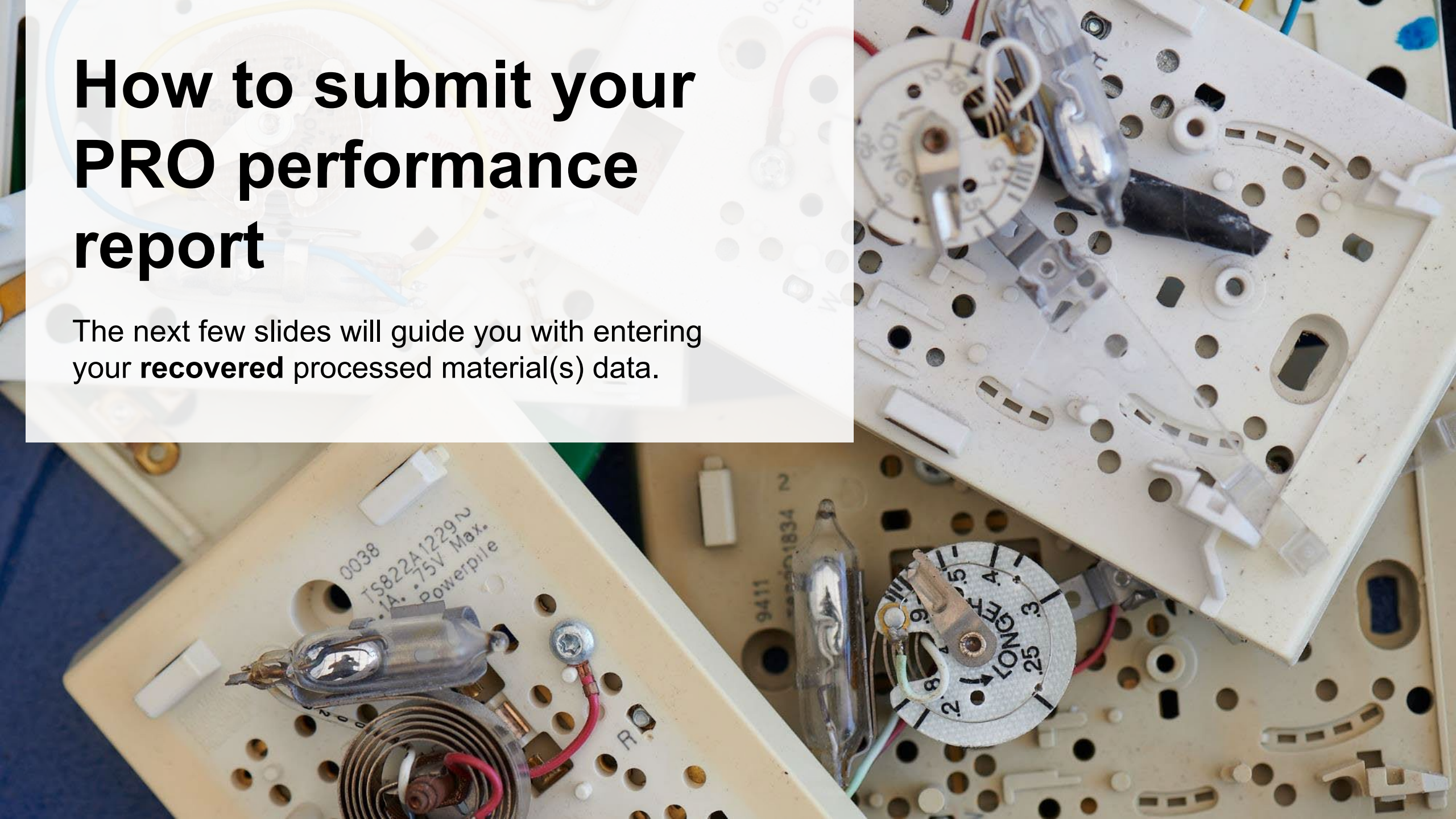
Upload

Submit Report

Make sure to provide all the required data before submitting.

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

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**

1 Start

2

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"/>

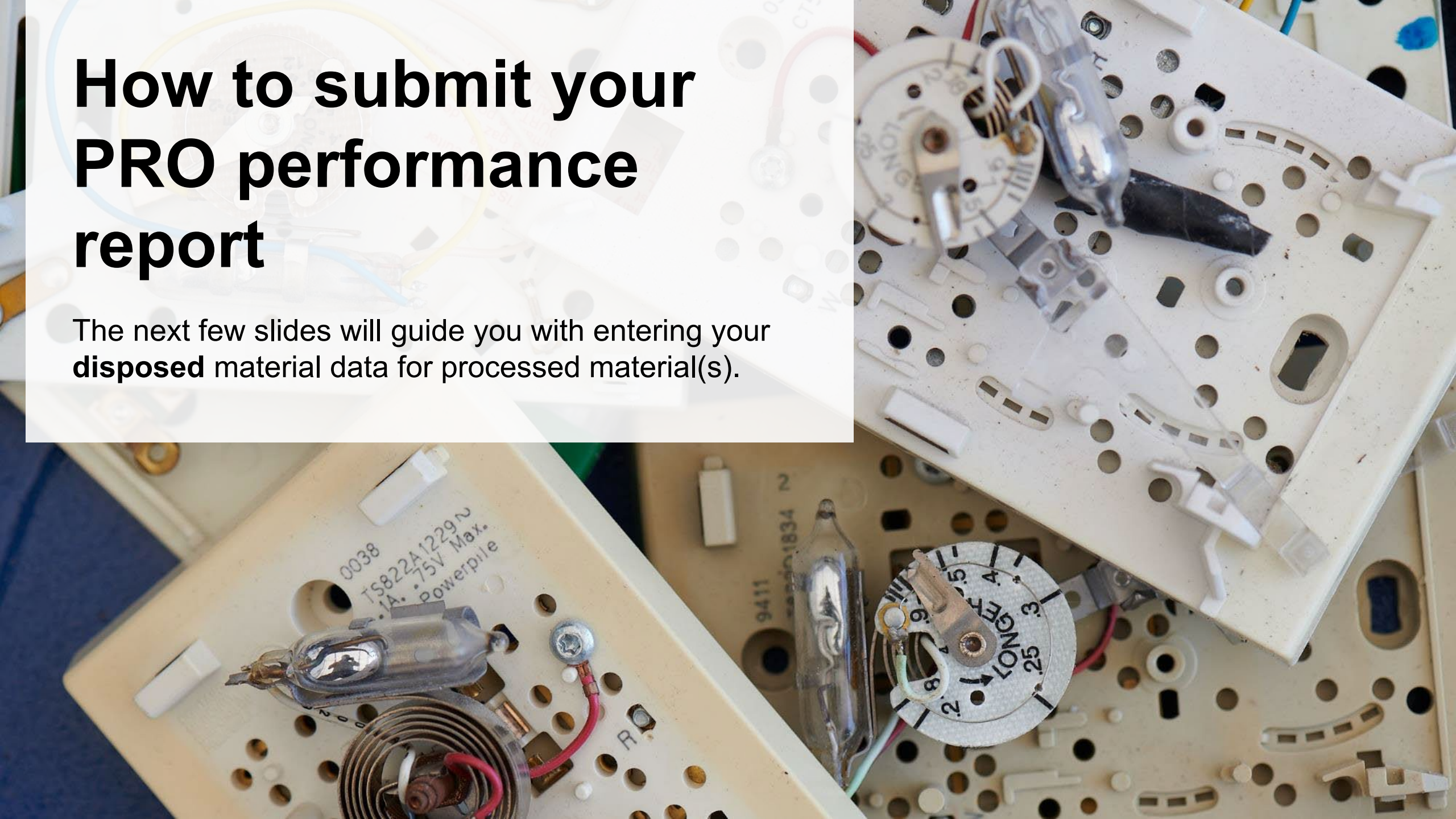
List any materials included in the "Other" category (250 characters max.)

[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 Incinerated Used as Fuel Stockpiled

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 categories. Each screenshot shows a different tab selected, with the selected tab highlighted in green. The form includes a table for entering 'Total Kilograms' for various materials (Plastic, Glass, Metal, Mercury, Other) and a checkbox for 'I did not send any material for [category]'. The 'Save & Next' button is highlighted in green in each screenshot.

Screenshot 1: Land Disposed

Processed Material Disposal Data (Barometers)

Land Disposed Incinerated Used as Fuel Stockpiled

Includes material sent to landfills and dumps.

Material	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.)

I did not send any material for land disposal.

Screenshot 2: Incinerated

Processed Material Disposal Data (Barometers)

Land Disposed Incinerated Used as Fuel Stockpiled

Excludes material used as fuel or a fuel supplement.

Material	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.)

I did not send any material for incineration.

Screenshot 3: Used as Fuel

Processed Material Disposal Data (Barometers)

Land Disposed Incinerated Used as Fuel Stockpiled

Material used as fuel or a fuel supplement.

Material	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.)

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

Screenshot 4: Stockpiled

Processed Material Disposal Data (Barometers)

Land Disposed Incinerated Used as Fuel Stockpiled

Includes material stored, stockpiled or otherwise deposited on land.

Material	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.)

I did not stockpile any material.

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 displays four sequential screenshots of a web form titled "Processed Material Disposal Data (Thermometers)". Each screenshot shows a different tab selected: "Land Disposed", "Incinerated", "Used as Fuel", and "Stockpiled".

- Land Disposed Tab:** Shows input fields for Plastic, Glass, Metal, Mercury, and Other. A "Total Kilograms" field is highlighted with a green box and a circled "1". A checkbox "I did not send any material for land disposal." is highlighted with a green box and a circled "2". A "Save & Next" button is highlighted with a green box and a circled "3".
- Incinerated Tab:** Shows input fields for Plastic, Glass, Metal, Mercury, and Other. A "Total Kilograms" field is present.
- Used as Fuel Tab:** Shows input fields for Plastic, Glass, Metal, Mercury, and Other. A "Total Kilograms" field is present.
- Stockpiled Tab:** Shows input fields for Plastic, Glass, Metal, Mercury, and Other. A "Total Kilograms" field is present.

Arrows indicate the flow from one tab to the next. The form also includes a "Clear Form" button and a "Previous" button.

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 image displays four sequential screenshots of the 'Processed Material Disposal Data (Thermostats)' form, illustrating the process of entering data for different disposal categories. Each screenshot shows a table with columns for material types and 'Total Kilograms'. A 'Save & Next' button is highlighted in the first screenshot.

Screenshot 1: Land Disposed

Material	Total Kilograms
Plastic	0
Glass	0
Metal	0
Mercury	0
Other	0

I did not send any material for land disposal.

Save & Next

Screenshot 2: Incinerated

Material	Total Kilograms
Plastic	0
Glass	0
Metal	0
Mercury	0
Other	0

I did not send any material for incineration.

Save & Next

Screenshot 3: Used as Fuel

Material	Total Kilograms
Plastic	0
Glass	0
Metal	0
Mercury	0
Other	0

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

Save & Next

Screenshot 4: Stockpiled

Material	Total Kilograms
Plastic	0
Glass	0
Metal	0
Mercury	0
Other	0

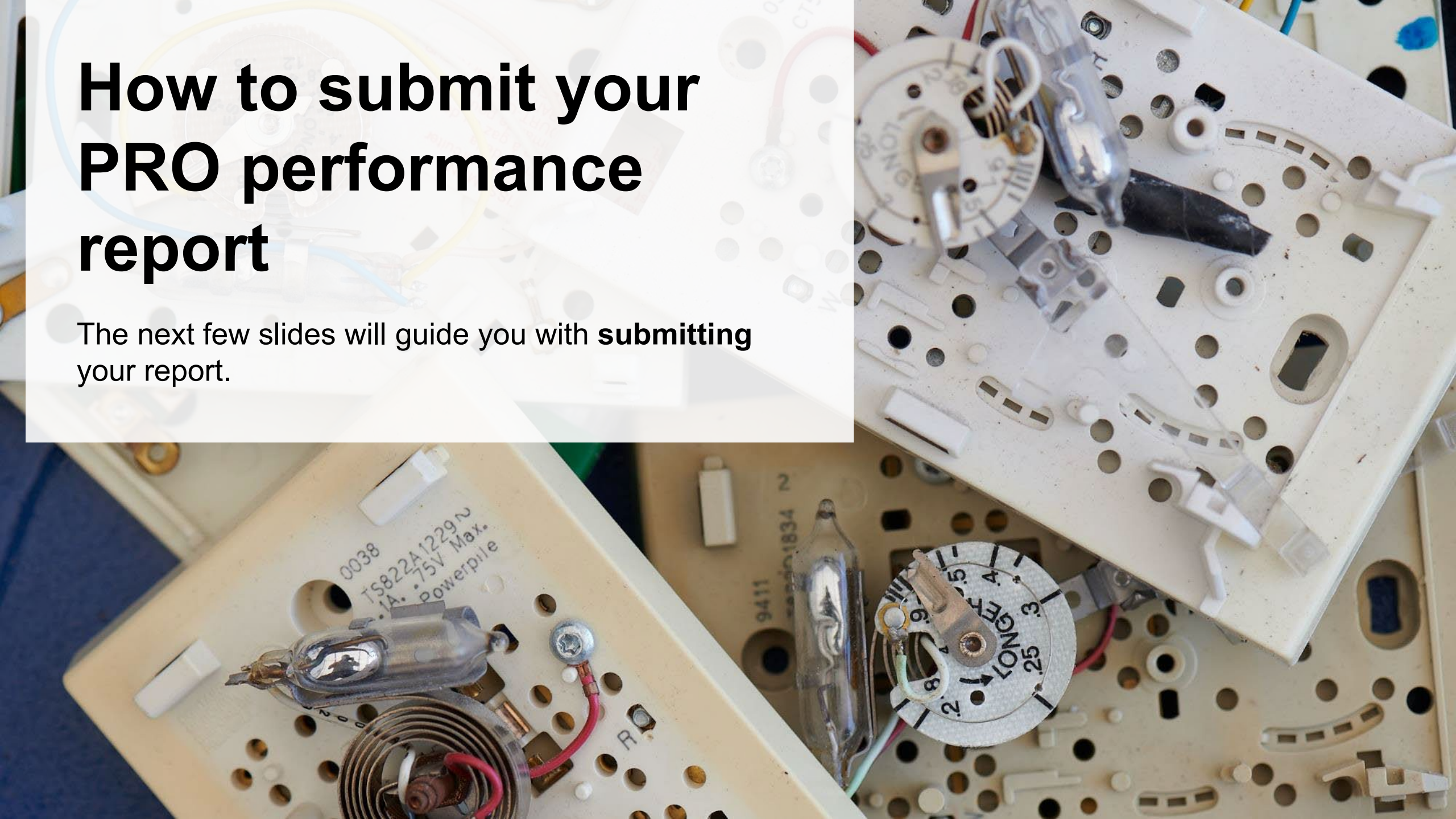
I did not stockpile any material.

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.

2

1

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

Make sure to provide all the required data before submitting.

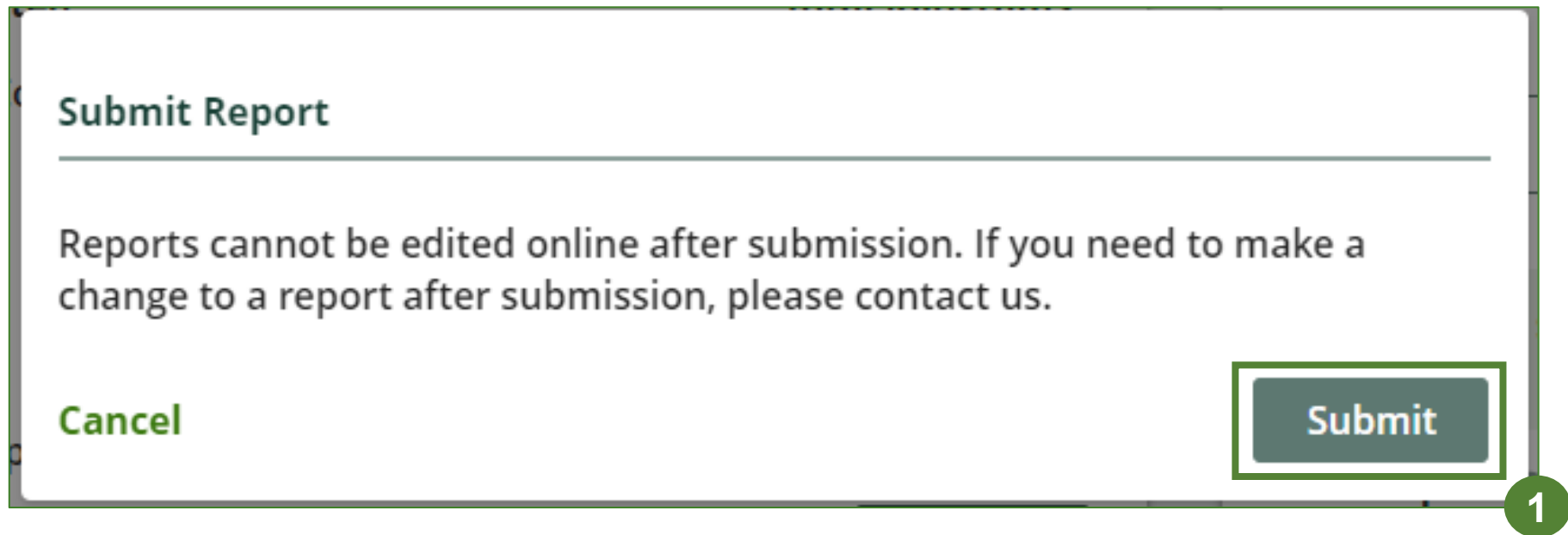
1

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 Performance' report submission table. The table has four columns: Report, Status, Last Updated By, and Action. A green box highlights the first row, which contains the report title '2021/22 Mercury-Containing Devices Perf...', the status 'Submitted' with a timestamp 'May 18, 2023 05:50 p.m.', and the user 'HSPTesting PRO'. A 'View' button is located in the Action column for this row. A green circle with the number '1' is positioned to the left of the table, and a green circle with the number '2' is positioned to the right of the 'View' button.

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 or call 1-833-600-0530.