Hazardous and Special Products Performance
Processor Reporting Guide

**Automotive materials
(oil filters, oil containers, antifreeze)**

RPRA Resource Productivity
& Recovery Authority

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Introduction

What is Hazardous and Special Products performance reporting?

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

This guide will assist HSP processors with understanding what data they need to report and provide step- by-step instructions on how to complete the report in the 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 needs to be reported?

If you are a processor of **oil filters, oil containers or antifreeze,** you are required to report the following information from the previous calendar year:

- Actual weight of HSP material received from each hauler

- Actual weight of HSP material received from a person other than a hauler

- Actual weight of recovered resources (e.g. paper, plastic, metal, oil, etc)

- Actual 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 needs to be reported? cont.

Processors of **oil filters, oil containers, and antifreeze** are required to report the following information from the previous calendar year:

- Actual weight of material that was sent by the processor to another person for the purpose of making recovered resources and the types of products made by that other person.

- Actual weight of any materials received from outside of Ontario.

- Name, contact information and RPRA registration number of the PRO(s), if the processor belongs to a PRO(s) management system.

Note:

RPRA is delaying the requirement for HSP processors to submit a Recycling Efficiency Rate (RER) verification report for antifreeze and oil containers. HSP processors will be required to submit an RER verification report, in accordance with the finalized procedure. RPRA will communicate directly with processors about their RER verification report requirements later this year.

Processors of oil filters are no longer required to calculate and report on their RER. Learn more.

How to log into the Registry as an account admin

The performance 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 in your Registry account

Account admins must add any new, or manage existing 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**
Example User	user@email.com			Manage Disable

2

⊕ Add New User

1

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.**

Note: a **Primary** contact will be able to add Secondary contacts to a specific program.

Manage Users

Email
user@email.com

First Name
Example

Last Name
User

Job Title

Business Phone Number
9059867891

Phone Extension

Mobile Phone Number
9059867891

Program   User Access Level ⓘ
Automotive Materials   ○ Primary ⦿ Secondary   **3**

⊕ Add Another Program

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

Cancel   Save   **5**

How to submit your Performance Report

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

Performance report
Access your program

1. After logging in, click on the icon for the **Automotive Materials** program on your dashboard.

Performance report
Starting your report

1. On the **Automotive Materials Homepage**, click on the **Processor** tab to navigate to the processor reports.

Note: Only the roles you are enrolled in will be clickable (e.g., if you are only a processor, you cannot click into the other role tabs).

2. Under **Action**, click on **Start** to begin completing the report for Automotive Materials Performance – Processor.

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

TESTLEGAL
Automotive Materials Homepage

Registration #:00035247

Automotive Materials
Switch Programs

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

(1)

Producer *   Hauler   Processor *   PRO Status   Collection Activities   Invoices   Add Roles

Automotive Materials

Report ▼	Status	Last Updated By	Action
2024 Automotive Materials Performance ...	Not Started Due Date: Jun 30, 2025		Start **(2)**

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

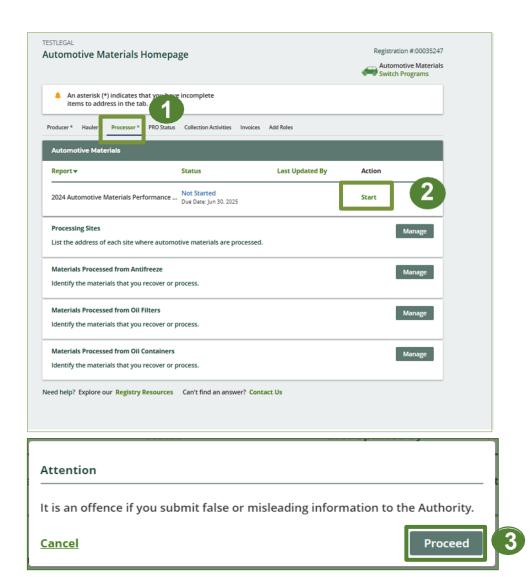**Materials Processed from Antifreeze**   Manage
Identify the materials that you recover or process.

Materials Processed from Oil Filters   Manage
Identify the materials that you recover or process.

Materials Processed from Oil Containers   Manage
Identify the materials that you recover or process.

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
Begin material received from hauler section

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 **Received from Haulers** in the **Inside Ontario** tab, click **Start** to report the total weight of automotive materials received from each hauler.

2024 Automotive Materials Performance - Processor

Report Status
Not Started

Report Summary

Received from Haulers

| **Inside Ontario** | Outside Ontario |

Input the weight of automotive materials received from inside Ontario.

Inside Ontario	Total Kilograms
Antifreeze and Oil Containers	
Antifreeze Liquid	
Oil Filters	
Total	

1 Start

Submit Report

Upload Audit Report ⓘ

[ ] Upload

Submit Report

Make sure to provide all the required data before submitting.

Performance report
Add haulers you received materials from

Add each hauler that you received **automotive materials** from to your report.

1. Use the **search bar** to look up the name of your hauler(s).

2. Once your hauler name appears in the list, click **Add**.
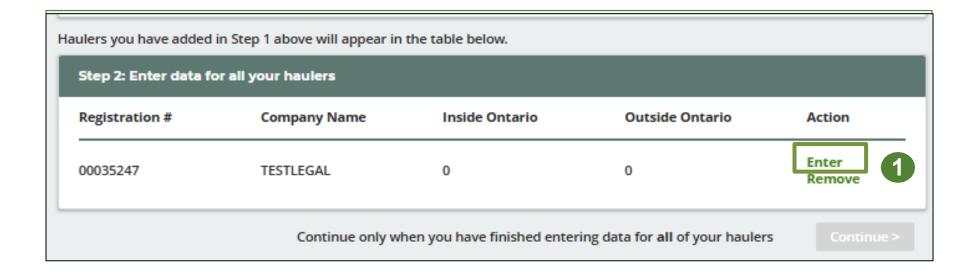
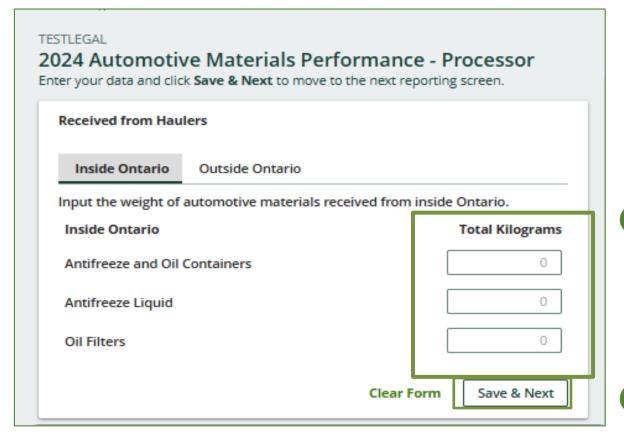3. Hauler(s) added will appear in the **Step 2: Enter data for all your haulers** section.

TESTLEGAL
2024 Automotive Materials Performance - Processor
Follow the steps below to identify and enter data for all the haulers you received automotive materials from. Click **Continue** once you have finished entering data for all of your haulers.

Received from Haulers

Enter your haulers' 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 haulers				TESTLEGAL	🔍
Registration #	**Company Name**	**Primary Contact**	**Address**		**Action**
00035247	TESTLEGAL	TSTA SAR	6822, Elmira		Add

①

②

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

③

Step 2: Enter data for all your haulers				
Registration #	**Company Name**	**Inside Ontario**	**Outside Ontario**	**Action**
00035247	TESTLEGAL	0	0	Enter Remove

Continue only when you have finished entering data for **all** of your haulers   Continue >

Performance report
Enter in actual weight of materials received from each hauler

1. Under **Action**, click **Enter** to add the total weight in kg of oil filters, oil containers and antifreeze received from each hauler.

Performance report
Enter in actual weight of materials received from each hauler cont.

1. Under the **Inside Ontario** tab, enter the **Total Kilograms** of antifreeze and oil containers, antifreeze liquid and oil filters collected from inside Ontario received from that hauler.
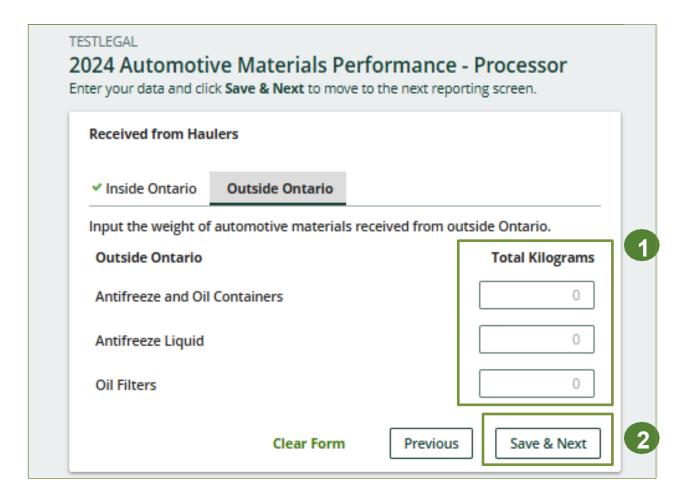
2. Click **Save & Next**.

TESTLEGAL
2024 Automotive Materials Performance - Processor
Enter your data and click **Save & Next** to move to the next reporting screen.

Received from Haulers

| Inside Ontario | Outside Ontario |

Input the weight of automotive materials received from inside Ontario.

Inside Ontario	Total Kilograms
Antifreeze and Oil Containers	0
Antifreeze Liquid	0
Oil Filters	0

1
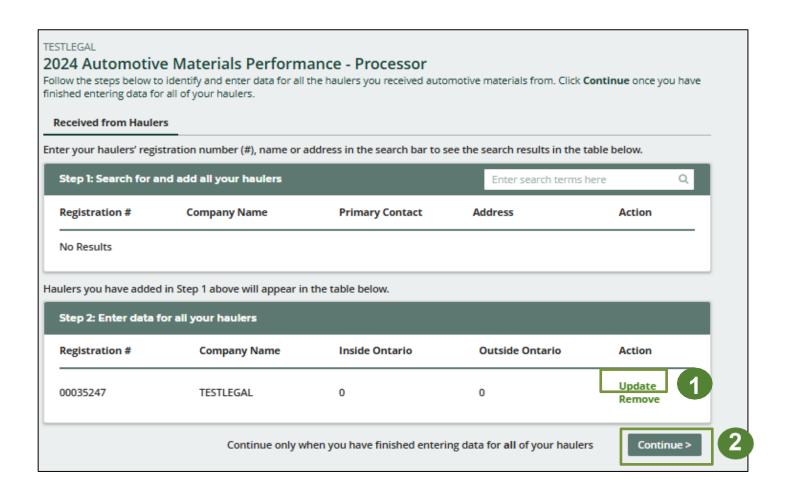
Clear Form   Save & Next

2

Performance report
Enter in actual weight of materials received from each hauler cont.

1. Under the **Outside Ontario** tab, enter the **Total Kilograms** of antifreeze and oil containers, antifreeze liquid and oil filters from outside Ontario received from that hauler.

2. Click **Save & Next**.

TESTLEGAL

2024 Automotive Materials Performance - Processor
Enter your data and click **Save & Next** to move to the next reporting screen.

Received from Haulers

✔ Inside Ontario   **Outside Ontario**

Input the weight of automotive materials received from outside Ontario.

Outside Ontario	Total Kilograms
Antifreeze and Oil Containers	0
Antifreeze Liquid	0
Oil Filters	0

1

Clear Form   Previous   Save & Next

2

Performance report
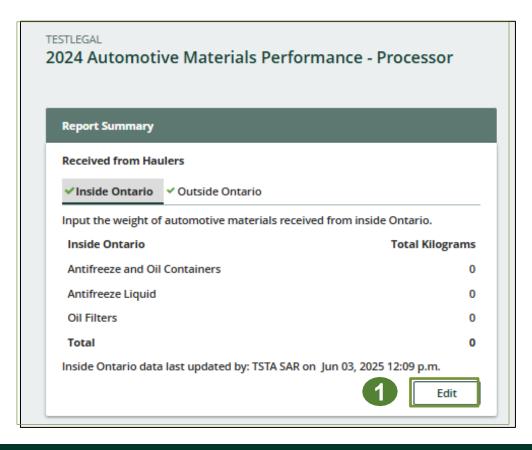## Enter in actual weight of materials received from each hauler cont.

1. Click on **Update** if you need to make a change to data entered for a specific hauler.
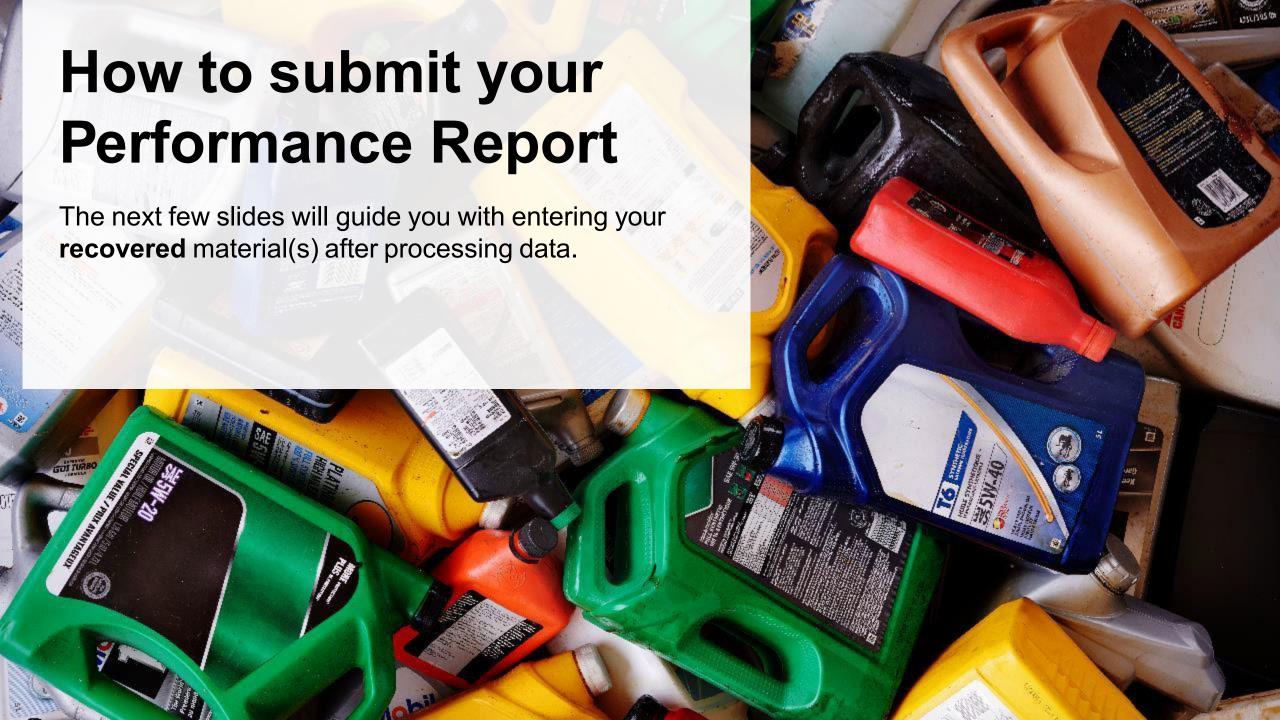
2. Click on **Continue** to proceed.

TESTLEGAL
2024 Automotive Materials Performance - Processor
Follow the steps below to identify and enter data for all the haulers you received automotive materials from. Click **Continue** once you have finished entering data for all of your haulers.

Received from Haulers

Enter your haulers' 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 haulers				Enter search terms here 🔍
Registration #	**Company Name**	**Primary Contact**	**Address**	**Action**
No Results				

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

Step 2: Enter data for all your haulers				
Registration #	**Company Name**	**Inside Ontario**	**Outside Ontario**	**Action**
00035247	TESTLEGAL	0	0	Update **(1)** Remove

Continue only when you have finished entering data for **all** of your haulers   Continue > **(2)**

Performance report
Report summary

On the report summary, you will see the total sum of kilograms dropped off by all haulers.

1. Click on **Edit** if you need to make a change to the antifreeze and oil containers, antifreeze liquid and oil filters weights.
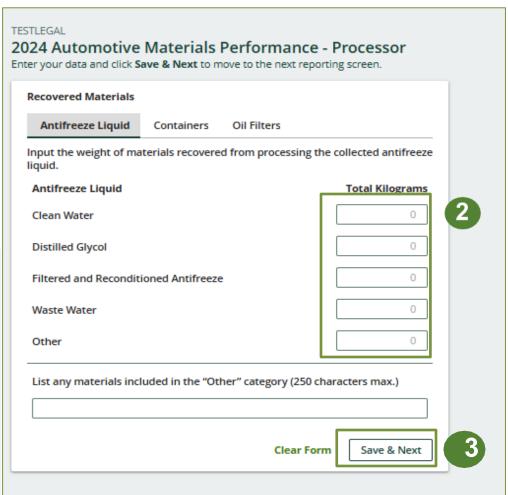
TESTLEGAL
2024 Automotive Materials Performance - Processor

Report Summary

Received from Haulers

✓Inside Ontario   ✓ Outside Ontario

Input the weight of automotive materials received from inside Ontario.

Inside Ontario	Total Kilograms
Antifreeze and Oil Containers	0
Antifreeze Liquid	0
Oil Filters	0
Total	**0**

Inside Ontario data last updated by: TSTA SAR on Jun 03, 2025 12:09 p.m.

1 Edit

How to submit your Performance Report

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

Performance report
Entering actual weight of recovered materials

1. To begin entering the total weight of recovered materials, click **Start.**

2. Under the **Antifreeze Liquid** tab, enter the total 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** to proceed.

Performance report
Entering actual weight of recovered materials cont.

1. Under the **Containers** tab, enter the total weight of materials recovered from antifreeze and oil containers under **Total Kilograms**.

   - If applicable, list any materials included in the **Other** category.
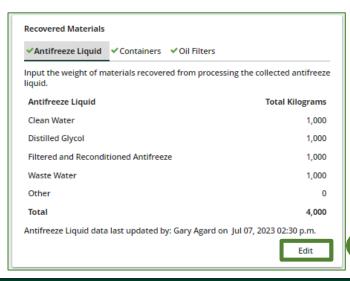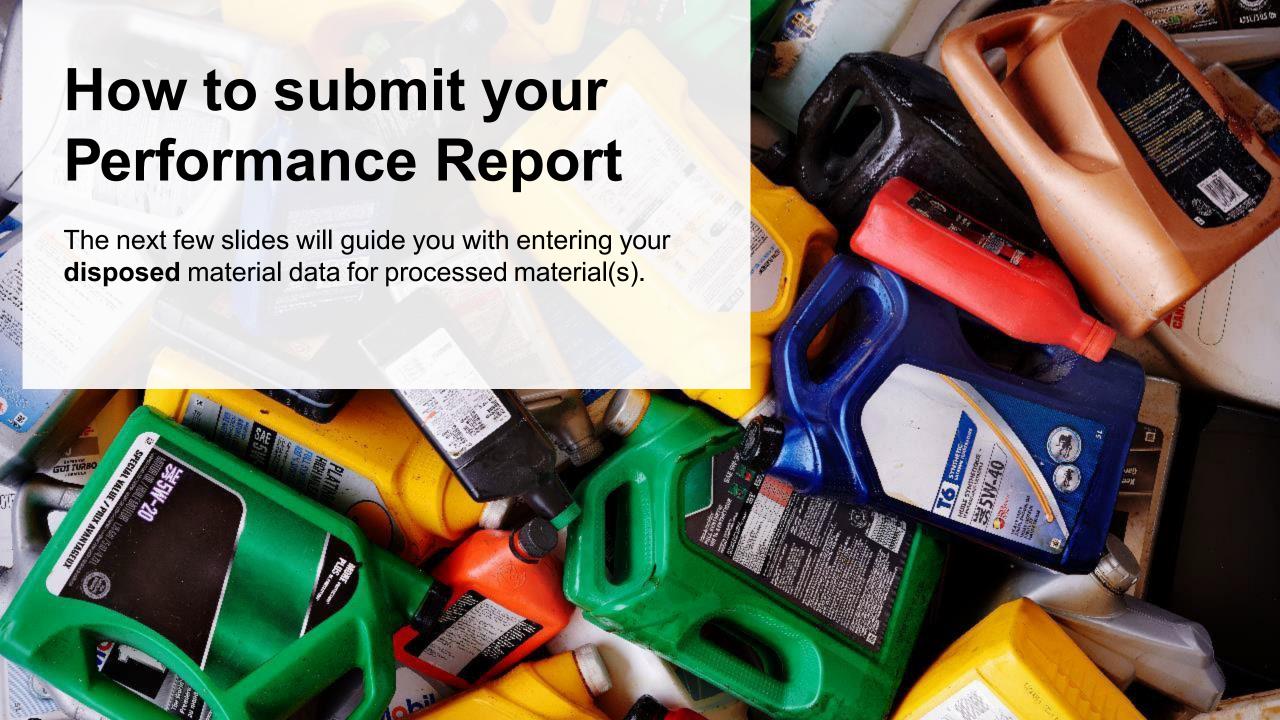
2. Click **Save & Next** to proceed.

TESTLEGAL

2024 Automotive Materials Performance - Processor
Enter your data and click **Save & Next** to move to the next reporting screen.

Recovered Materials

✓ Antifreeze Liquid   **Containers**   Oil Filters

Input the weight of materials recovered from processing the collected antifreeze and oil containers.

Containers	Total Kilograms
Paper and Plastic Labels	0
Plastic	0
Metal	0
Oil	0
Other	0

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

Clear Form   Previous   Save & Next

1

2

Performance report
Entering total weight of recovered materials cont.

1. Under the **Oil Filters** tab, enter the total 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.

3. Click on **Edit** if you need to change the previously entered data.

Note: The weight of recovered resources should not include residual oil. This material should be weighed when they are received by the processor, at the closest point in time to entering the processing line after residual oil has been drained.
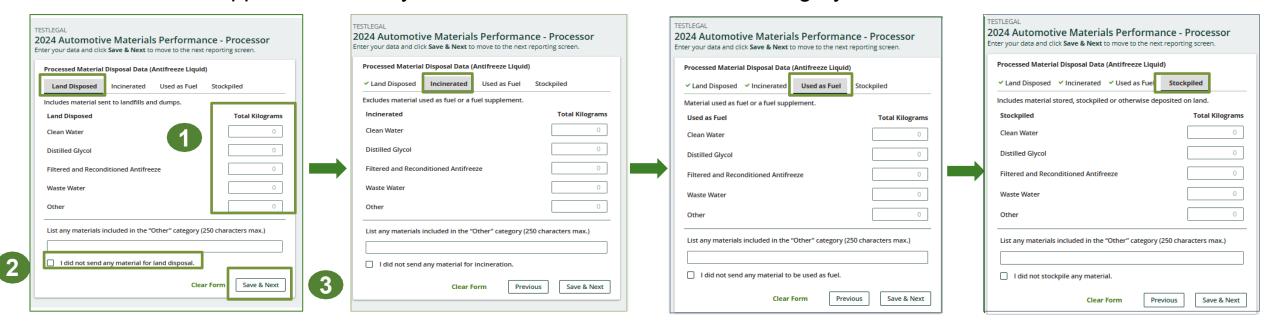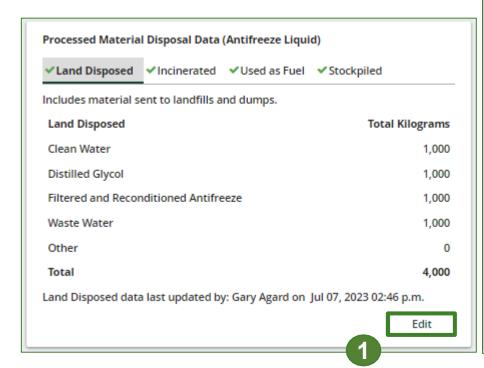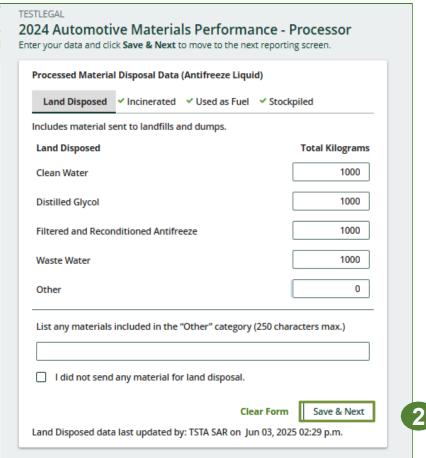
TESTLEGAL
2024 Automotive Materials Performance - Processor
Enter your data and click **Save & Next** to move to the next reporting screen.

Recovered Materials

✔ Antifreeze Liquid   ✔ Containers   **Oil Filters**   ⓵

Input the weight of materials recovered from processing the collected oil filters.

Oil Filters	Total Kilograms
Metal	0
Used Oil	0
Other	0

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

Clear Form   Previous   Save & Next   ⓶

Recovered Materials

✔Antifreeze Liquid   ✔Containers   ✔Oil Filters

Input the weight of materials recovered from processing the collected antifreeze liquid.

Antifreeze Liquid	Total Kilograms
Clean Water	1,000
Distilled Glycol	1,000
Filtered and Reconditioned Antifreeze	1,000
Waste Water	1,000
Other	0
Total	**4,000**

Antifreeze Liquid data last updated by: Gary Agard on Jul 07, 2023 02:30 p.m.

Edit   ⓷

How to submit your Performance Report

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

Performance report
Entering total weight of processed material disposal data (antifreeze liquid)

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

Performance report
Entering total weight of processed material disposal data (antifreeze liquid) 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
Entering total weight of processed material disposal data (antifreeze liquid) cont.

1. Click on **Edit** if you need to change the previously entered data.
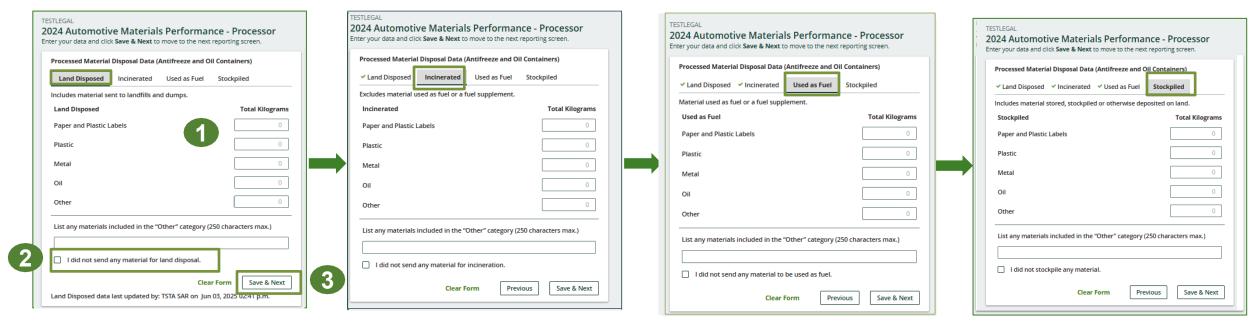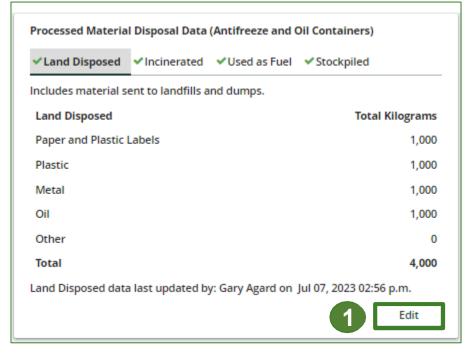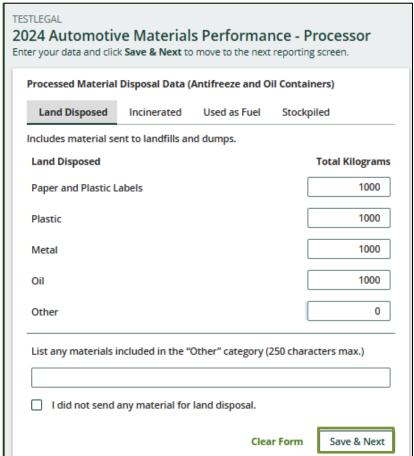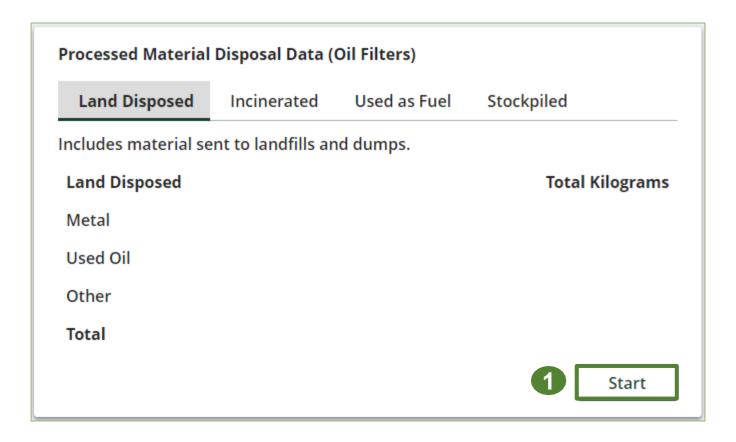
2. Click **Save & Next** to proceed.

Processed Material Disposal Data (Antifreeze Liquid)

✓Land Disposed ✓Incinerated ✓Used as Fuel ✓Stockpiled

Includes material sent to landfills and dumps.

Land Disposed	Total Kilograms
Clean Water	1,000
Distilled Glycol	1,000
Filtered and Reconditioned Antifreeze	1,000
Waste Water	1,000
Other	0
Total	**4,000**

Land Disposed data last updated by: Gary Agard on Jul 07, 2023 02:46 p.m.

Edit

1

TESTLEGAL
2024 Automotive Materials Performance - Processor
Enter your data and click **Save & Next** to move to the next reporting screen.

Processed Material Disposal Data (Antifreeze Liquid)

Land Disposed ✓ Incinerated ✓ Used as Fuel ✓ Stockpiled

Includes material sent to landfills and dumps.

Land Disposed	Total Kilograms
Clean Water	1000
Distilled Glycol	1000
Filtered and Reconditioned Antifreeze	1000
Waste Water	1000
Other	0

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

☐ I did not send any material for land disposal.

Clear Form   Save & Next

2

Land Disposed data last updated by: TSTA SAR on Jun 03, 2025 02:29 p.m.
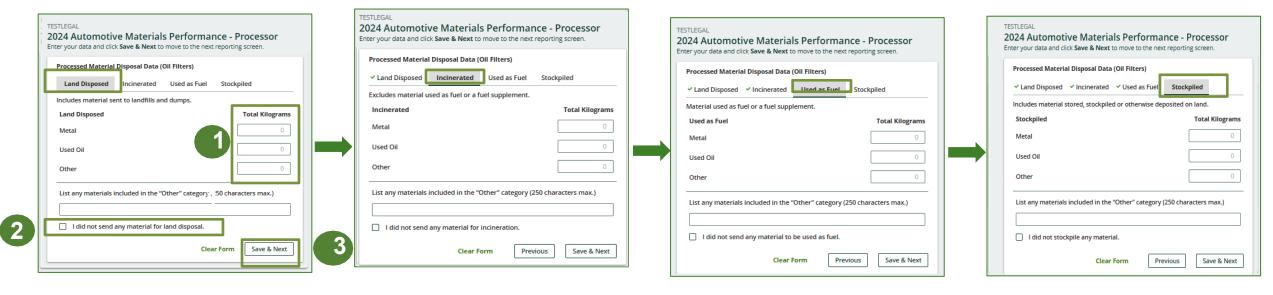
Performance report

Entering total weight of processed material disposal data (antifreeze and oil containers)

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

Processed Material Disposal Data (Antifreeze and Oil Containers)

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

Includes material sent to landfills and dumps.

Land Disposed	**Total Kilograms**
Paper and Plastic Labels	
Plastic	
Metal	
Oil	
Other	
Total	

1 Start

Performance report
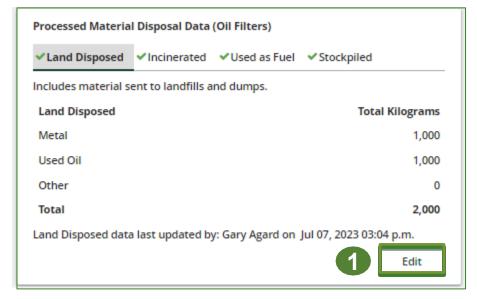**Entering total weight of processed material disposal data (antifreeze and oil containers) cont.**

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**.

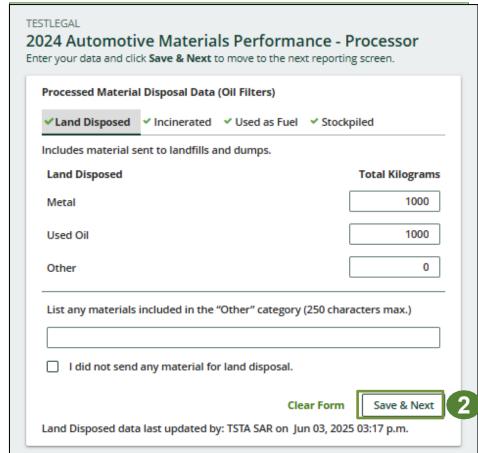   - If applicable, list any materials included in the **Other** category.

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

Entering total weight of processed material disposal data (antifreeze and oil containers) cont.

1. Click on **Edit** if you need to change the previously entered data.

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

Performance report
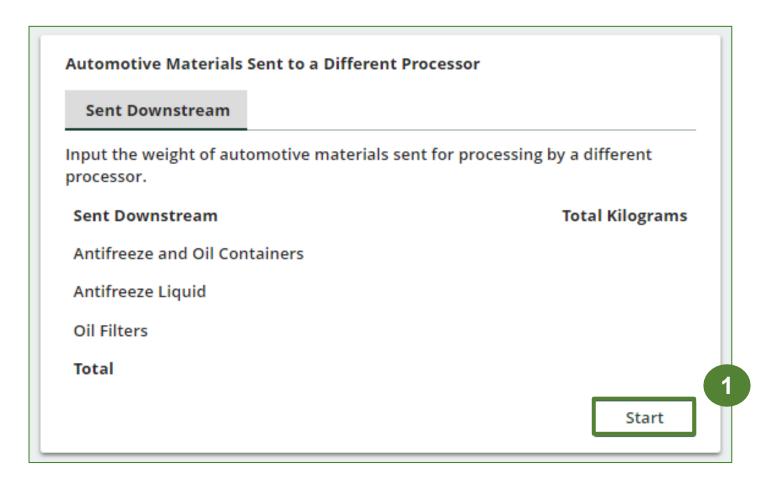## Entering total weight of processed material disposal data (oil filters)

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

Processed Material Disposal Data (Oil Filters)

Land Disposed	Incinerated	Used as Fuel	Stockpiled

Includes material sent to landfills and dumps.

Land Disposed	Total Kilograms
Metal	
Used Oil	
Other	
Total	

1 Start

Performance report
Entering total weight of processed material disposal data (oil filters) 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
Entering total weight of processed material disposal data (oil filters) cont.

1. Click on **Edit** if you need to change the previously entered data.
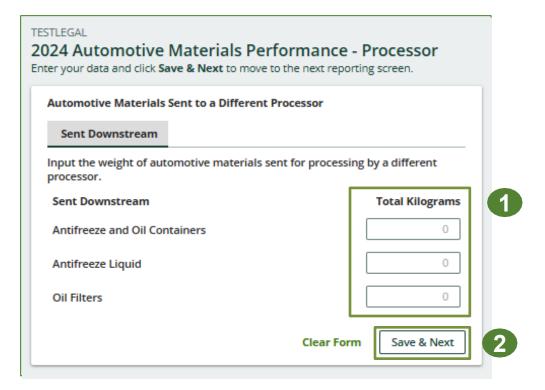
2. Click **Save & Next** to proceed.

Processed Material Disposal Data (Oil Filters)

✓Land Disposed ✓Incinerated ✓Used as Fuel ✓Stockpiled

Includes material sent to landfills and dumps.

Land Disposed	Total Kilograms
Metal	1,000
Used Oil	1,000
Other	0
Total	**2,000**

Land Disposed data last updated by: Gary Agard on Jul 07, 2023 03:04 p.m.

1 Edit

TESTLEGAL
2024 Automotive Materials Performance - Processor
Enter your data and click **Save & Next** to move to the next reporting screen.

Processed Material Disposal Data (Oil Filters)

✓Land Disposed ✓Incinerated ✓Used as Fuel ✓Stockpiled

Includes material sent to landfills and dumps.

Land Disposed	Total Kilograms
Metal	1000
Used Oil	1000
Other	0

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

☐ I did not send any material for land disposal.

Clear Form   Save & Next **2**

Land Disposed data last updated by: TSTA SAR on Jun 03, 2025 03:17 p.m.

How to submit your Performance Report

Enter the weight of materials **sent to a different processor**.

Performance report
Entering the weight of materials sent to a different processor

1. Click **Start** to begin entering the weight of automotive materials sent to a different processor.

Automotive Materials Sent to a Different Processor

Sent Downstream

Input the weight of automotive materials sent for processing by a different processor.

Sent Downstream	Total Kilograms
Antifreeze and Oil Containers	
Antifreeze Liquid	
Oil Filters	
Total	

Start

Performance report
Entering total weight of materials sent to a different processor cont.

1. Enter the total weight of antifreeze and oil containers, antifreeze liquid and oil filters sent for processing by a different processor under **Total Kilograms**.

2. Click **Save & Next**.

3. Click on **Edit** if you need to change the previously entered data.

How to submit your Performance Report

Enter the **products made** from automotive materials.

Performance report
Products made from automotive materials

1. Click **Start** to enter your data for products that you created out of processed antifreeze and oil containers, antifreeze liquid and oil filters.

2. Under **My Products,** enter the name of the product you created from processed materials (e.g., plastic flakes).

   • Write "Not Applicable or "None" on the materials that do not apply to you.

3. Click **Save & Next**.

Performance report
Products made from automotive materials cont.

1. Under **Downstream Processor Products** enter the products made from antifreeze and oil containers, antifreeze liquid and oil filters you sent to a downstream processor.

   • Write "Not Applicable or "None" on the materials that do not apply to you.

2. Click **Save & Next**.

3. Click on **Edit** if you need to change the previously entered data.
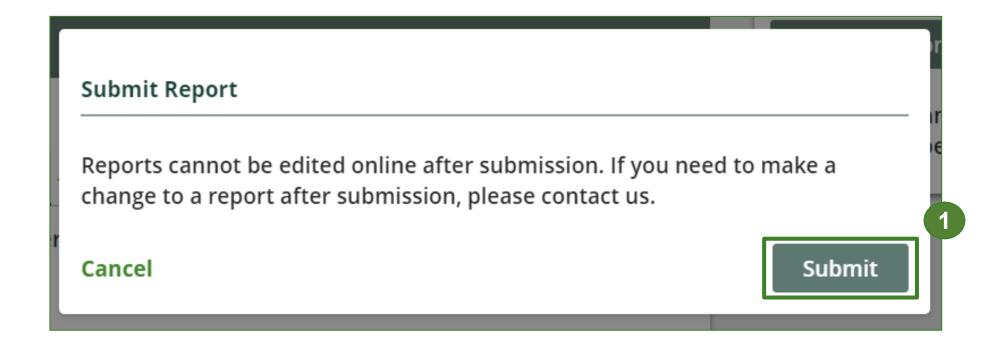
How to submit your Performance Report

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.
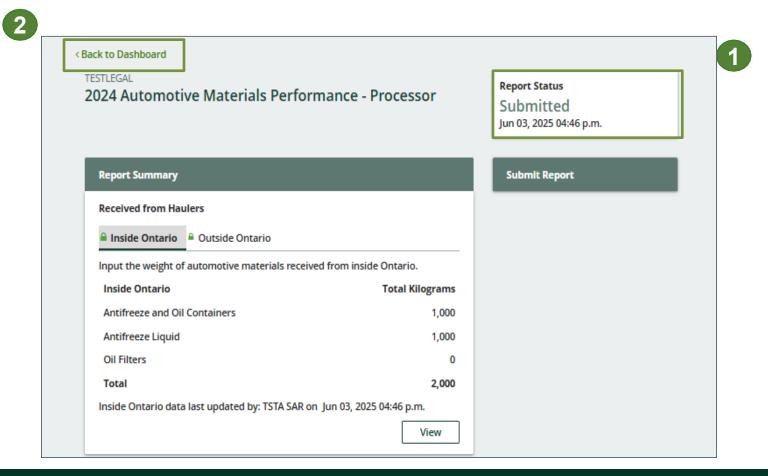
Performance report
Submit your report cont.

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

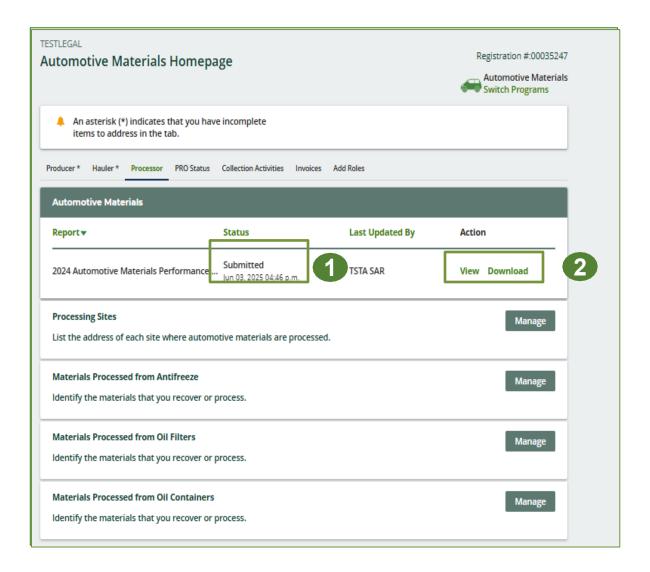**Note:** Once the report is submitted you are not able to make any changes.

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
Submit your report cont.

1. Your report status should now read as **Submitted**.

2. Click on **Back to Dashboard** to return to the Automotive Materials homepage.

Performance report
View submitted report

1. On the **Automotive Materials** homepage, under the **Processor** tab, your Automotive Materials Performance – Processor 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.

Additional resources

Have a question?

Resources to help you submit your report:

- Visit our [HSP service provider 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.