

Hazardous and Special Products Performance Processor Reporting Guide

Automotive materials
(oil filters, oil containers, antifreeze)



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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:

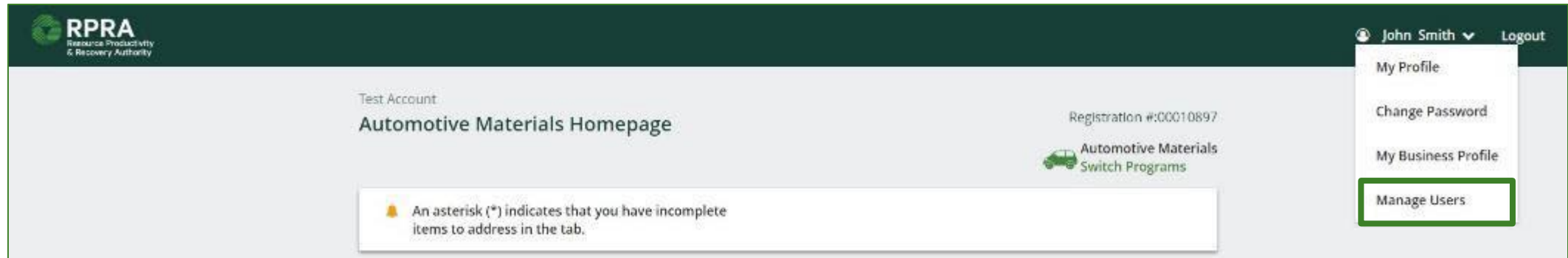
- If you already have an existing Registry account, you do not need to create a new one.
 - Simply log into your existing account, which will bring you to the homepage where you will see all programs you are enrolled in.
 - If you have forgotten your password, click "Forgot Password" on the login screen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

The screenshot shows the 'Manage Users' page with a header '< Back to Programs' and 'Manage Users'. Below is a table titled 'Active Users' with columns: User, Email, Program, Last Login, and Action. The table contains one row for 'Example User' with email 'user@email.com'. In the 'Action' column, there are two buttons: 'Manage' (highlighted with a green box and a green circle with the number 2) and 'Disable'. Below the table, there is a button '+ Add New User' (highlighted with a green box and a green circle with the number 1).

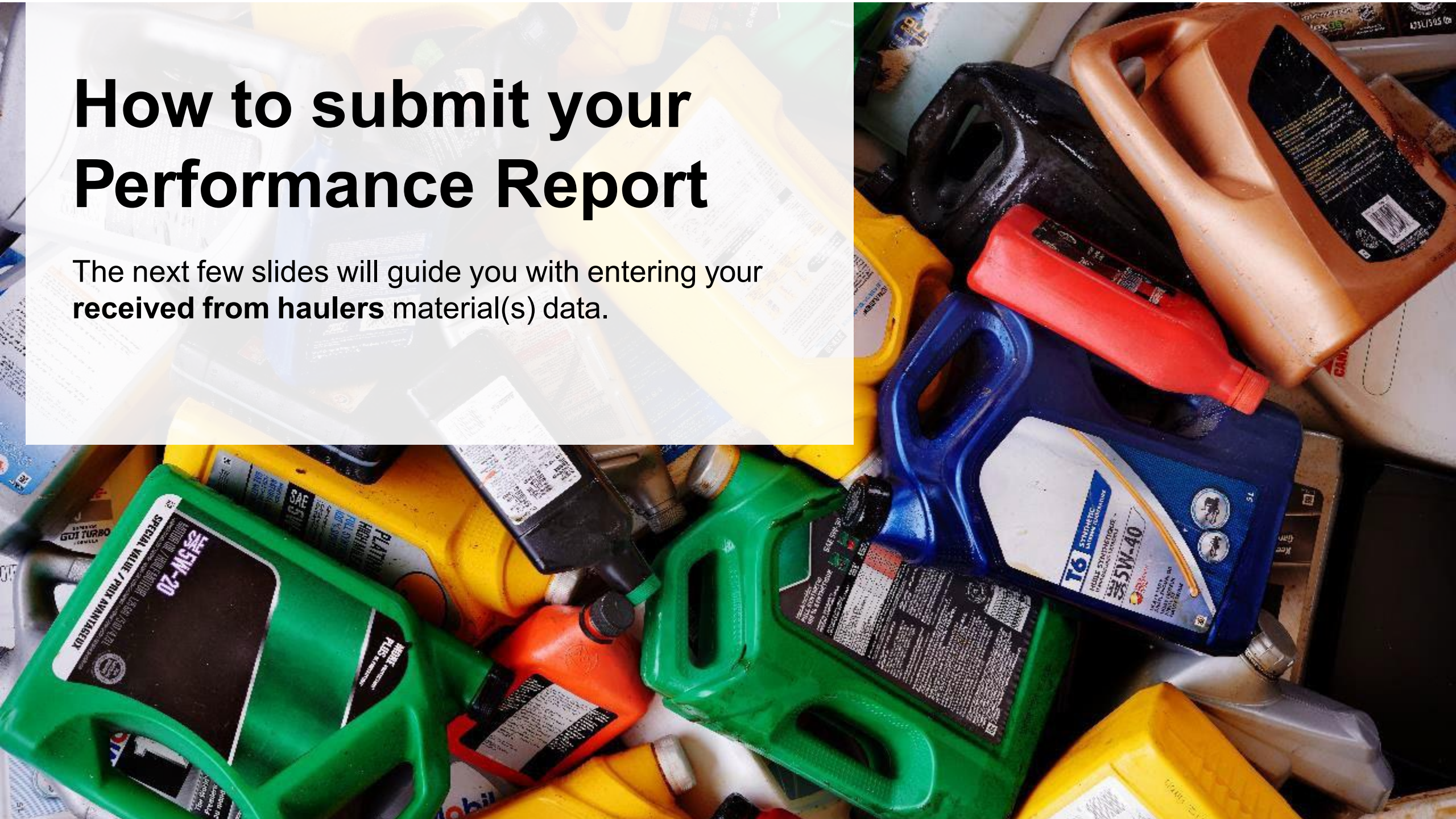
The screenshot shows the 'Manage Users' form with the following fields: Email (user@email.com), First Name (Example), Last Name (User), Job Title, Business Phone Number (9059867891), Phone Extension, and Mobile Phone Number (9059867891). Below these fields, there is a 'Program' dropdown menu (highlighted with a green box and a green circle with the number 3) set to 'Automotive Materials', and a 'User Access Level' section with radio buttons for 'Primary' and 'Secondary' (the 'Secondary' option is selected). Below the 'Program' dropdown is a button '+ Add Another Program'. At the bottom, there is a checkbox labeled 'I hereby authorize this user to create/modify data.' (highlighted with a green box and a green circle with the number 4), which is currently unchecked. To the right of the checkbox is a green circle with the number 5. At the bottom right, there are 'Cancel' and 'Save' buttons.

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.

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**.

The screenshot shows the 'Automotive Materials Homepage' with a navigation bar containing tabs: Producer *, Hauler, Processor *, PRO Status, Collection Activities, Invoices, and Add Roles. The 'Processor *' tab is selected and highlighted with a green box and a green circle with the number 1. Below the navigation bar, there is a table with columns: Report, Status, Last Updated By, and Action. The first row is for the '2024 Automotive Materials Performance' report, which has a status of 'Not Started' and a due date of 'Jun 30, 2025'. The 'Start' button in the Action column is highlighted with a green box and a green circle with the number 2. Below the table, there are four sections for managing processing sites and materials: 'Processing Sites', 'Materials Processed from Antifreeze', 'Materials Processed from Oil Filters', and 'Materials Processed from Oil Containers'. Each section has a 'Manage' button. At the bottom of the page, there is a footer with links for 'Need help?', 'Explore our Registry Resources', 'Can't find an answer?', and 'Contact Us'.

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Automotive Materials Homepage
Registration #:00035247
Automotive Materials Switch Programs

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

1

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

2

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

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

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

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

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.

The screenshot shows a web form titled "2024 Automotive Materials Performance - Processor". On the right side, a box indicates the "Report Status" is "Not Started". Below this is a "Submit Report" button. Further down is an "Upload Audit Report" section with a text input field and an "Upload" button. At the bottom right, another "Submit Report" button is shown with a note: "Make sure to provide all the required data before submitting." The main form area has a "Report Summary" header. Under "Received from Haulers", there are two tabs: "Inside Ontario" (selected) and "Outside Ontario". Below the tabs, a text prompt says "Input the weight of automotive materials received from inside Ontario." A table follows with the following structure:

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

At the bottom right of the form, there is a green circle with the number "1" and a "Start" button.

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.

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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

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Registration #	Company Name	Primary Contact	Address	Action
00035247	TESTLEGAL	TSTA SAR	6822, Elmira	Add

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	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.

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	<div>Enter Remove</div>

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 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**.

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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

Antifreeze and Oil Containers	<input type="text" value="0"/>
Antifreeze Liquid	<input type="text" value="0"/>
Oil Filters	<input type="text" value="0"/>

Total Kilograms

Clear Form **Save & Next**

1

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

Antifreeze and Oil Containers	<input type="text" value="0"/>
Antifreeze Liquid	<input type="text" value="0"/>
Oil Filters	<input type="text" value="0"/>

Clear Form Previous **Save & Next**

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.

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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	<div>Update</div> <div>Remove</div>

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

Continue >

1

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.

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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

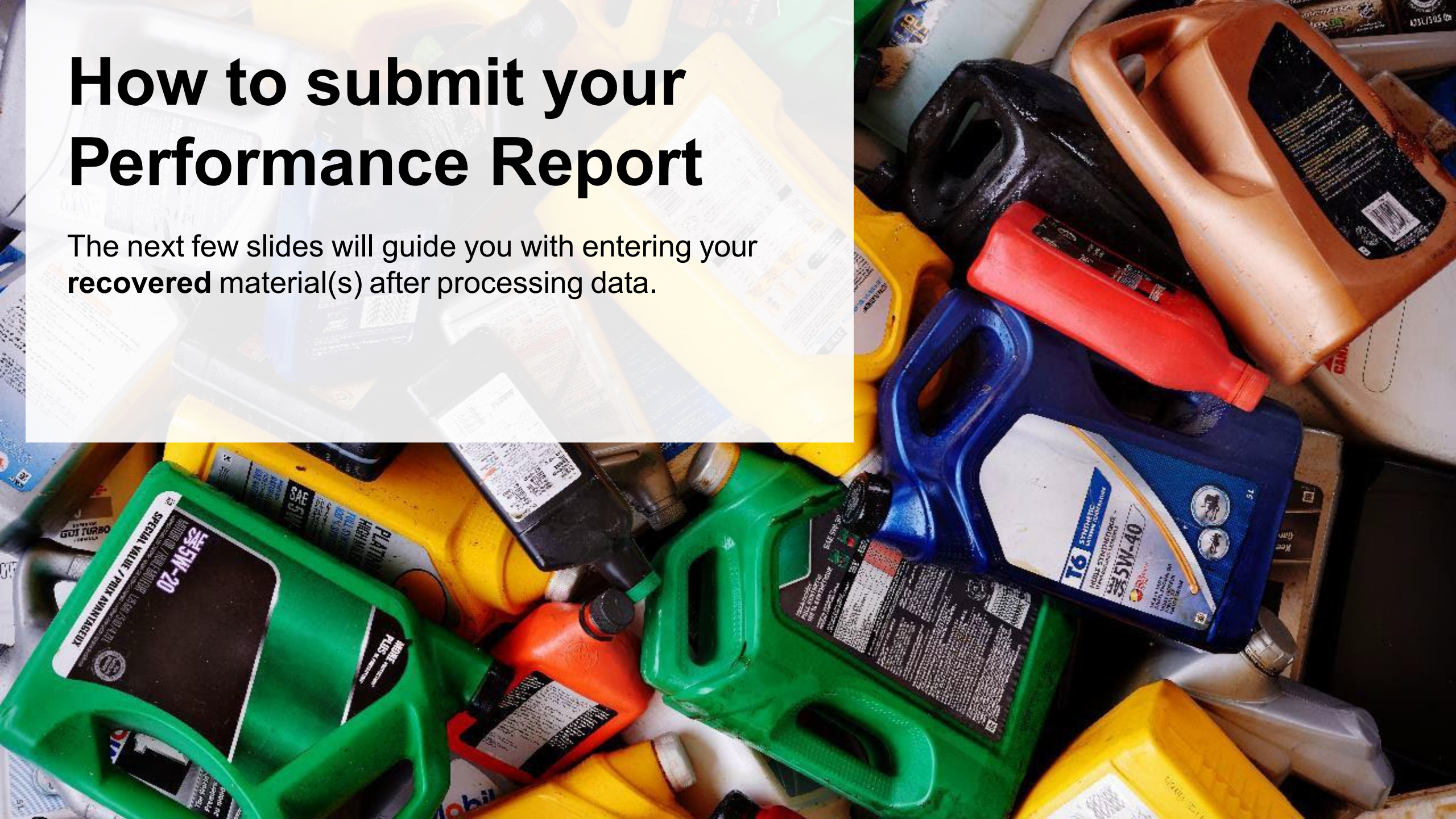
Inside Ontario data last updated by: TSTA SAR on Jun 03, 2025 12:09 p.m.

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.

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	
Distilled Glycol	
Filtered and Reconditioned Antifreeze	
Waste Water	
Other	
Total	

1

Start

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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 liquid.

Antifreeze Liquid	Total Kilograms
Clean Water	0
Distilled Glycol	0
Filtered and Reconditioned Antifreeze	0
Waste Water	0
Other	0

2

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

Clear Form

3

Save & Next

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	<input type="text" value="0"/>
Plastic	<input type="text" value="0"/>
Metal	<input type="text" value="0"/>
Oil	<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

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**

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

Oil Filters

	Total Kilograms
Metal	<input type="text" value="0"/>
Used Oil	<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**

Recovered Materials

✓ Antifreeze Liquid ✓ Containers ✓ Oil Filters

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

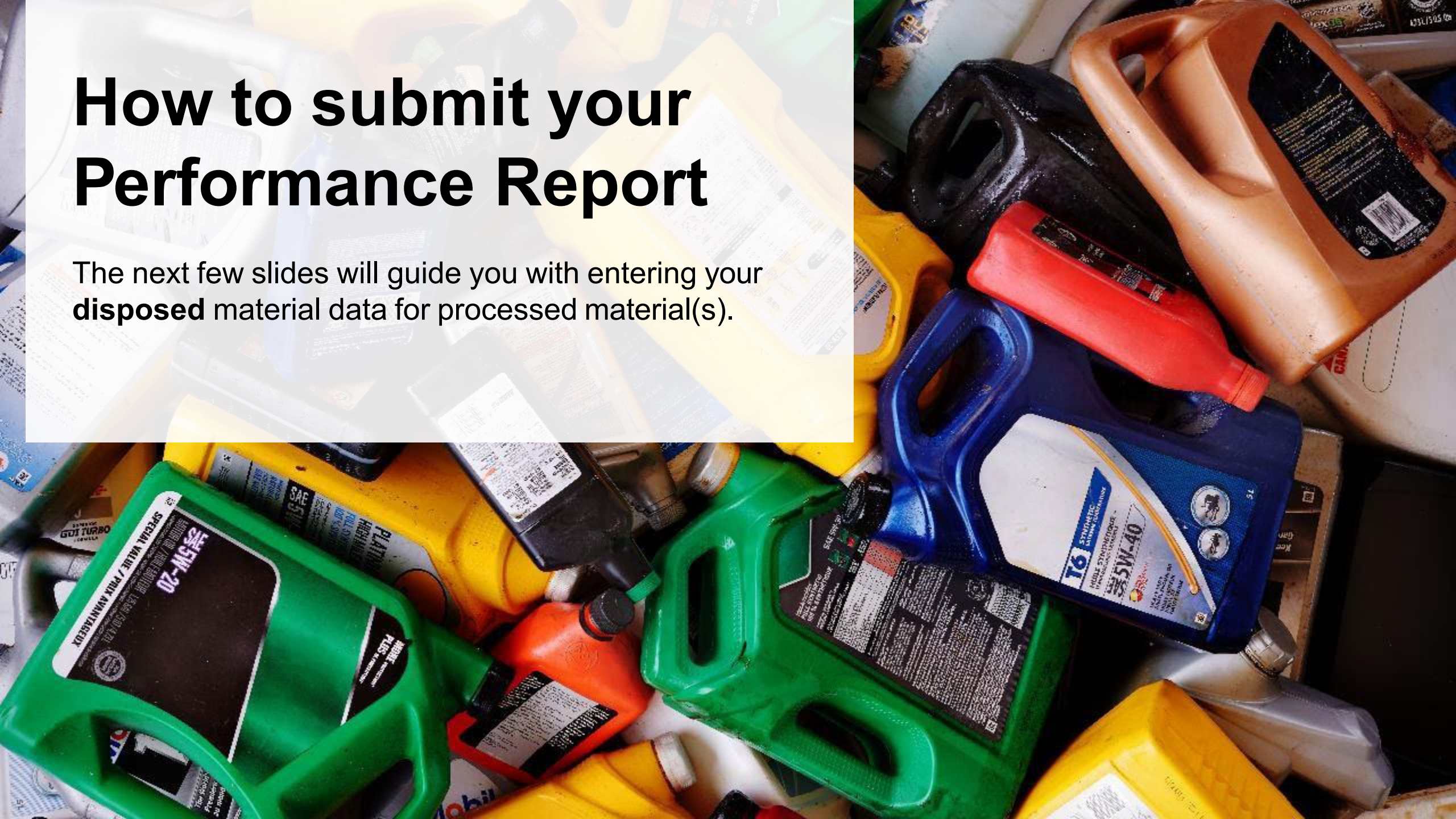
Antifreeze Liquid	Total Kilograms
Clean Water	1,000
Distilled Glycol	1,000
Filtered and Reconditioned Antifreeze	1,000
Waste Water	1,000
Other	0
Total	4,000

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

Edit

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.

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	
Distilled Glycol	
Filtered and Reconditioned Antifreeze	
Waste Water	
Other	
Total	

1

Start

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.

The figure shows four sequential screenshots of the '2024 Automotive Materials Performance - Processor' form, illustrating the process of entering disposal data for antifreeze liquid. Each screenshot shows a different category selected in the 'Processed Material Disposal Data (Antifreeze Liquid)' section: Land Disposed, Incinerated, Used as Fuel, and Stockpiled. The form includes a table for entering 'Total Kilograms' for various materials (Clean Water, Distilled Glycol, Filtered and Reconditioned Antifreeze, Waste Water, and Other). A green box highlights the 'Total Kilograms' field in the first screenshot, and a green box highlights the 'I did not send any material for land disposal.' checkbox in the second screenshot. A green box highlights the 'Save & Next' button in the third screenshot. A green box highlights the 'Stockpiled' tab in the fourth screenshot. Arrows indicate the flow from one category to the next.

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

Clean Water

Distilled Glycol

Filtered and Reconditioned Antifreeze

Waste Water

Other

Total Kilograms

0

0

0

0

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

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

Excludes material used as fuel or a fuel supplement.

Incinerated

Clean Water

Distilled Glycol

Filtered and Reconditioned Antifreeze

Waste Water

Other

Total Kilograms

0

0

0

0

0

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

☐ I did not send any material for incineration.

Clear Form Previous Save & Next

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

Material used as fuel or a fuel supplement.

Used as Fuel

Clean Water

Distilled Glycol

Filtered and Reconditioned Antifreeze

Waste Water

Other

Total Kilograms

0

0

0

0

0

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

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

Clear Form Previous Save & Next

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 stored, stockpiled or otherwise deposited on land.

Stockpiled

Clean Water

Distilled Glycol

Filtered and Reconditioned Antifreeze

Waste Water

Other

Total Kilograms

0

0

0

0

0

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

☐ 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

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

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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	<input type="text" value="1000"/>
Distilled Glycol	<input type="text" value="1000"/>
Filtered and Reconditioned Antifreeze	<input type="text" value="1000"/>
Waste Water	<input type="text" value="1000"/>
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.

[Clear Form](#) [Save & Next](#)

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

2

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 DisposedIncineratedUsed as FuelStockpiled

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.

The image displays four sequential screenshots of the '2024 Automotive Materials Performance - Processor' form, illustrating the process of entering disposal data for different categories. Each screenshot shows a 'Processed Material Disposal Data (Antifreeze and Oil Containers)' section with tabs for 'Land Disposed', 'Incinerated', 'Used as Fuel', and 'Stockpiled'. The form includes input fields for 'Total Kilograms' for various materials (Paper and Plastic Labels, Plastic, Metal, Oil, Other) and a checkbox for 'I did not send any material'. The 'Save & Next' button is highlighted in each screenshot.

Screenshot 1: Land Disposed

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 0

Plastic 0

Metal 0

Oil 0

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

Land Disposed data last updated by: TSTA SAR on Jun 03, 2025 02:41 p.m.

Screenshot 2: Incinerated

Processed Material Disposal Data (Antifreeze and Oil Containers)

✓ Land Disposed Incinerated Used as Fuel Stockpiled

Excludes material used as fuel or a fuel supplement.

Incinerated 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.)

☐ I did not send any material for incineration.

Clear Form Previous Save & Next

Screenshot 3: Used as Fuel

Processed Material Disposal Data (Antifreeze and Oil Containers)

✓ Land Disposed ✓ Incinerated Used as Fuel Stockpiled

Material used as fuel or a fuel supplement.

Used as Fuel 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.)

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

Clear Form Previous Save & Next

Screenshot 4: Stockpiled

Processed Material Disposal Data (Antifreeze and Oil Containers)

✓ Land Disposed ✓ Incinerated ✓ Used as Fuel Stockpiled

Includes material stored, stockpiled or otherwise deposited on land.

Stockpiled 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.)

☐ 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

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.

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	1,000
Plastic	1,000
Metal	1,000
Oil	1,000
Other	0
Total	4,000

Land Disposed data last updated by: Gary Agard on Jul 07, 2023 02:56 p.m.

1

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2024 Automotive Materials Performance - Processor

Enter your data and click **Save & Next** to move to the next reporting screen.

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	<input type="text" value="1000"/>
Plastic	<input type="text" value="1000"/>
Metal	<input type="text" value="1000"/>
Oil	<input type="text" value="1000"/>
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.

2

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 DisposedIncineratedUsed as FuelStockpiled

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.

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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

Metal Total Kilograms

Used Oil

Other

List any materials included in the "Other" category (150 characters max.)

☐ I did not send any material for land disposal.

Clear Form Save & Next

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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

Excludes material used as fuel or a fuel supplement.

Incinerated Total Kilograms

Metal

Used Oil

Other

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

☐ I did not send any material for incineration.

Clear Form Previous Save & Next

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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

Material used as fuel or a fuel supplement.

Used as Fuel Total Kilograms

Metal

Used Oil

Other

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

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

Clear Form Previous Save & Next

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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 stored, stockpiled or otherwise deposited on land.

Stockpiled Total Kilograms

Metal

Used Oil

Other

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

☐ 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

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

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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	<input type="text" value="1000"/>
Used Oil	<input type="text" value="1000"/>
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.

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.

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

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	<input type="text" value="0"/>
Antifreeze Liquid	<input type="text" value="0"/>
Oil Filters	<input type="text" value="0"/>

[Clear Form](#) [Save & Next](#)

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	1,000
Antifreeze Liquid	1,000
Oil Filters	1,000
Total	3,000

Sent Downstream data last updated by: Gary Agard on Jul 07, 2023 03:10 p.m.

[Edit](#)

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**.

Products Made from Automotive Materials

My Products Downstream Processor Products

Enter the products that you create out of processed automotive materials (max. 250 characters).

My Products

Antifreeze and Oil Containers

Antifreeze Liquid

Oil Filters

Start

1

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2024 Automotive Materials Performance - Processor

Enter your data and click **Save & Next** to move to the next reporting screen.

Products Made from Automotive Materials

My Products Downstream Processor Products

Enter the products that you create out of processed automotive materials (max. 250 characters).

My Products

Antifreeze and Oil Containers

Antifreeze Liquid

Oil Filters

Clear Form **Save & Next**

2

3

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.

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Enter your data and click **Save & Next** to move to the next reporting screen.

Products Made from Automotive Materials

✓ My Products **Downstream Processor Products**

Enter the products made from materials you sent to a downstream processor (max. 250 characters).

Downstream Processor Products

Antifreeze and Oil Containers

Antifreeze Liquid

Oil Filters

[Clear Form](#) [Previous](#) [Save & Next](#)

Products Made from Automotive Materials

✓ My Products ✓ Downstream Processor Products

Enter the products that you create out of processed automotive materials (max. 250 characters).

My Products

Antifreeze and Oil Containers

Antifreeze Liquid

Oil Filters

My Products data last updated by: Gary Agard on Jul 07, 2023 03:17 p.m.

[Edit](#)

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.

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2024 Automotive Materials Performance - Processor

Report Status
In Progress

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	1,000
Antifreeze Liquid	1,000
Oil Filters	0
Total	2,000

Inside Ontario data last updated by: TSTA SAR on Jun 03, 2025 04:42 p.m.

Submit Report

Submit Report

Make sure to provide all the required data before submitting.

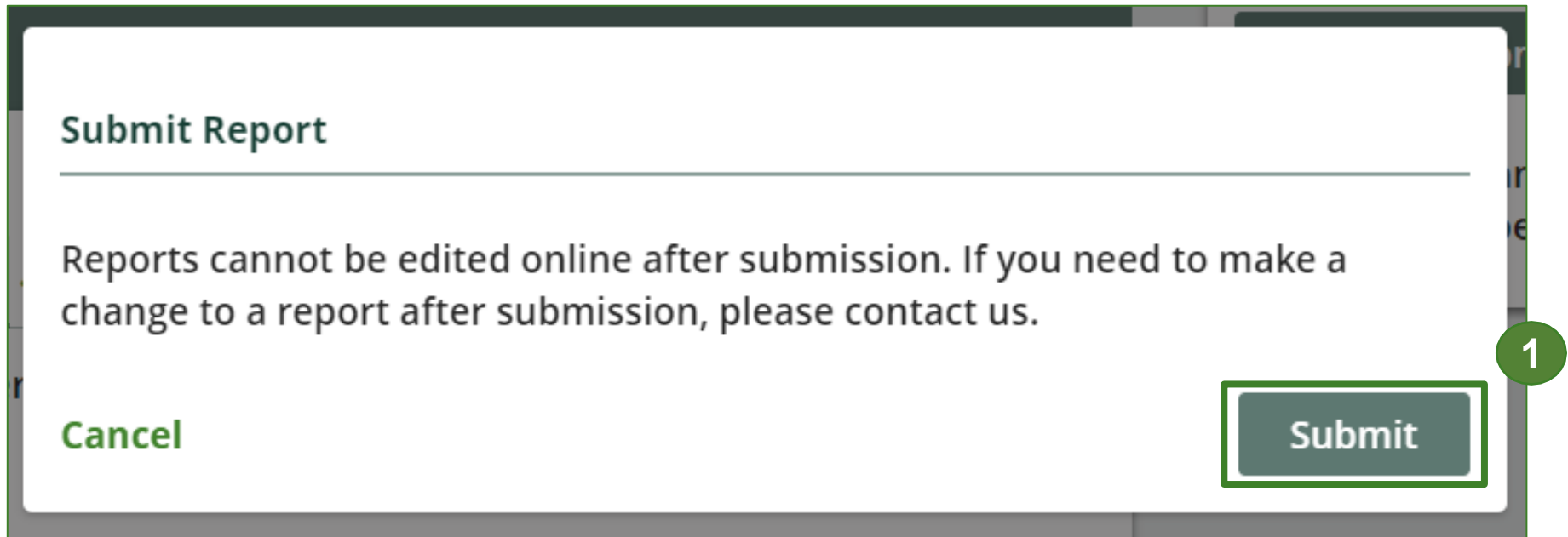
Edit

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

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.

2

< Back to Dashboard

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2024 Automotive Materials Performance - Processor

Report Status

Submitted

Jun 03, 2025 04:46 p.m.

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	1,000
Antifreeze Liquid	1,000
Oil Filters	0
Total	2,000

Inside Ontario data last updated by: TSTA SAR on Jun 03, 2025 04:46 p.m.

View

Submit Report

1

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.

The screenshot displays the TESTLEGAL Automotive Materials Homepage. At the top right, the registration number is 00035247, and there is a link to 'Automotive Materials Switch Programs'. A notification banner states: 'An asterisk (*) indicates that you have incomplete items to address in the tab.' Below this is a navigation bar with tabs: 'Producer *', 'Hauler *', 'Processor' (selected), 'PRO Status', 'Collection Activities', 'Invoices', and 'Add Roles'. The main content area is titled 'Automotive Materials' and contains a table with the following columns: 'Report', 'Status', 'Last Updated By', and 'Action'. The first row shows a report titled '2024 Automotive Materials Performance ...' with a status of 'Submitted' (dated Jun 03, 2025 04:46 p.m.), updated by 'TSTA SAR', and actions 'View' and 'Download'. Below the table are four sections: 'Processing Sites', 'Materials Processed from Antifreeze', 'Materials Processed from Oil Filters', and 'Materials Processed from Oil Containers', each with a 'Manage' button. Red annotations include a circle with the number '1' pointing to the 'Submitted' status and a circle with the number '2' pointing to the 'View' and 'Download' buttons.

TESTLEGAL
Automotive Materials Homepage
Registration #:00035247
Automotive Materials Switch Programs

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

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

Report	Status	Last Updated By	Action
2024 Automotive Materials Performance ...	Submitted Jun 03, 2025 04:46 p.m.	TSTA SAR	View Download

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

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

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

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

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.