

Hazardous and Special Products Performance Processor Reporting Guide

Mercury-containing devices
(barometers, thermometers and thermostats)

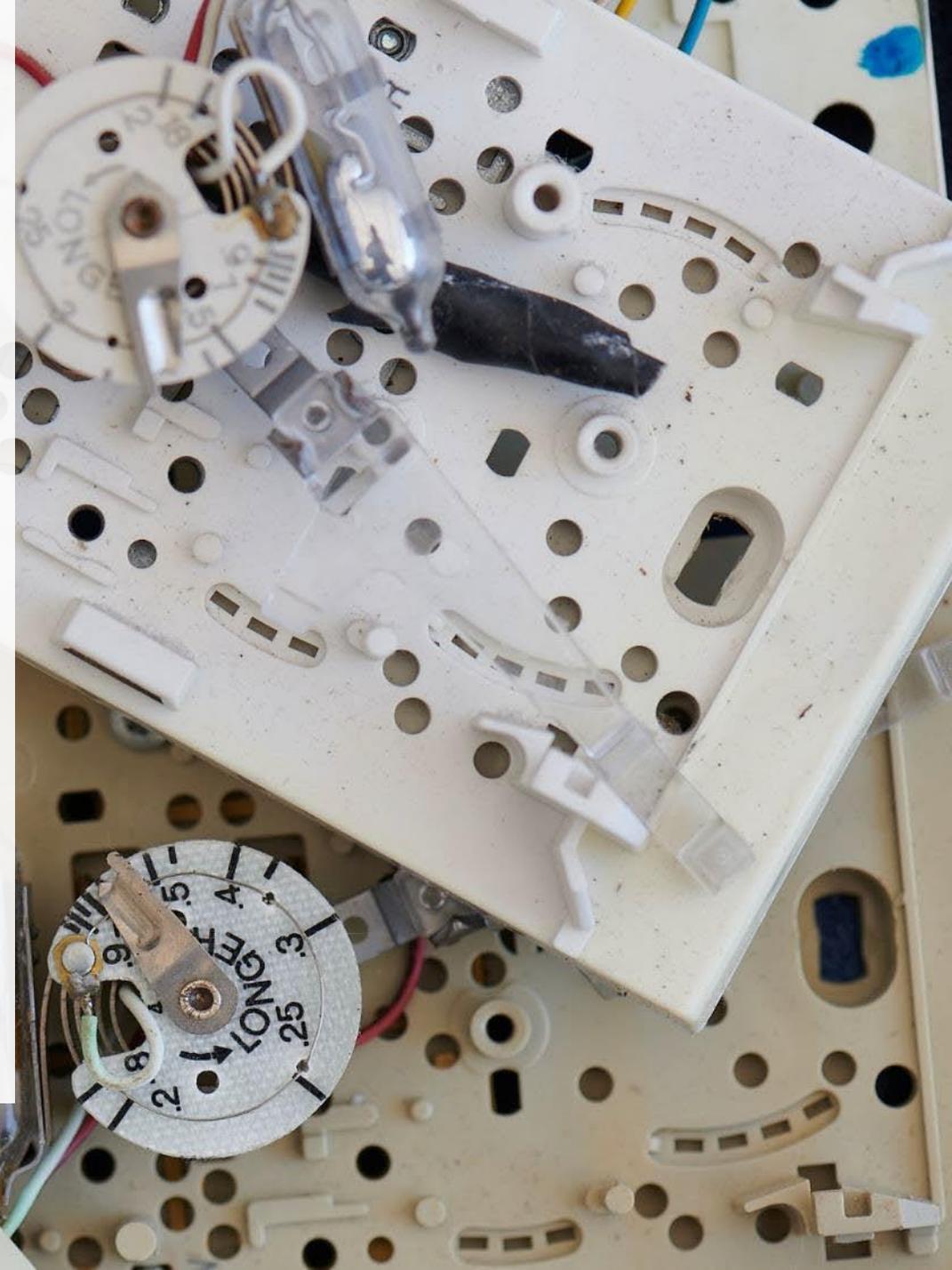


Table of Contents

Introduction

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

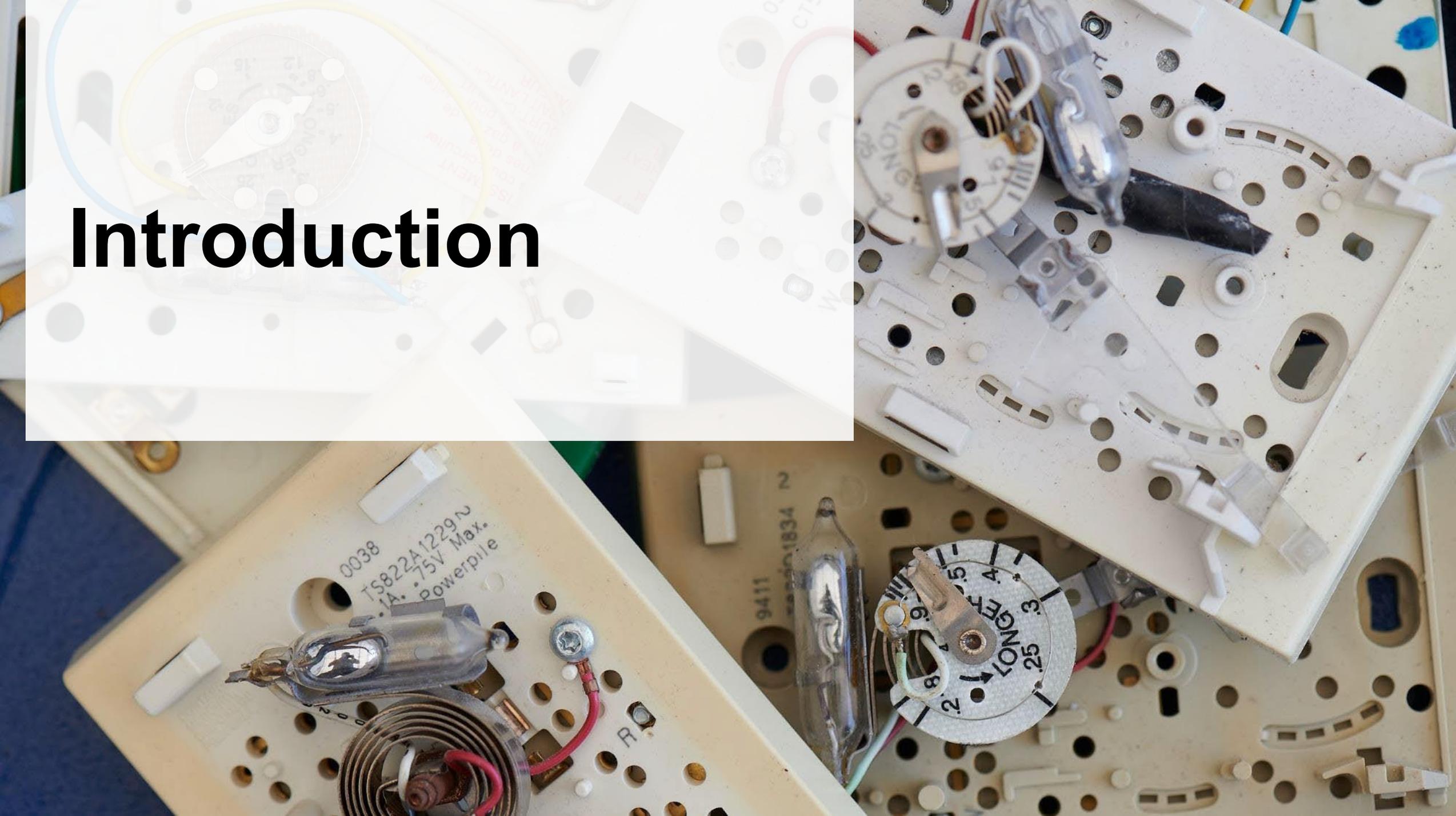
How to submit your processor performance report

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

Additional Resources

- More resources to help further answer your questions

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 from the previous calendar year. **The deadline to submit performance reports is July 31.**

This guide will assist processors 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 needs to be reported?

If you are a processor of **barometers, thermometers and thermostats**, 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 hauler
- Actual weight of recovered resources (e.g. plastic, metal, 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 **barometers, thermometers and thermostats** 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 mercury-containing devices. 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. [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 an existing Registry account:

- 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:

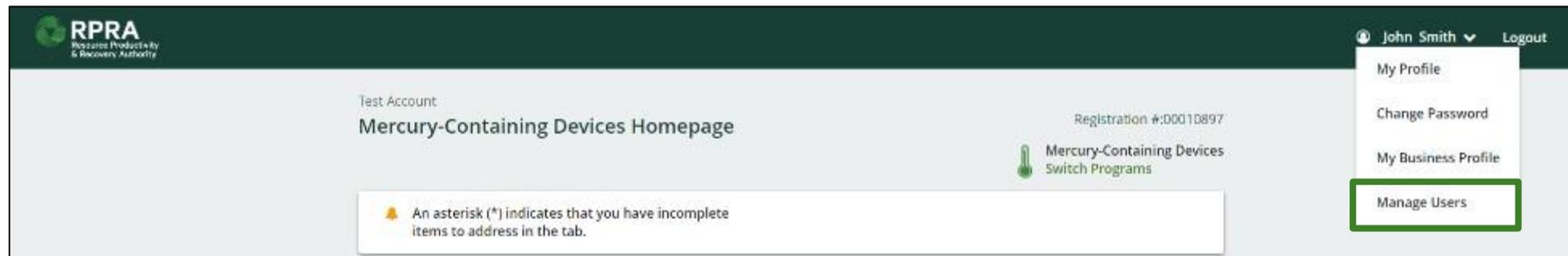
- If you already have an existing Registry account, you do not need to create a new one.
 - Simply log into your existing account, which will bring you to the homepage where you will see all programs you are enrolled in.
 - If you have forgotten your password, click "Forgot Password" on the login screen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

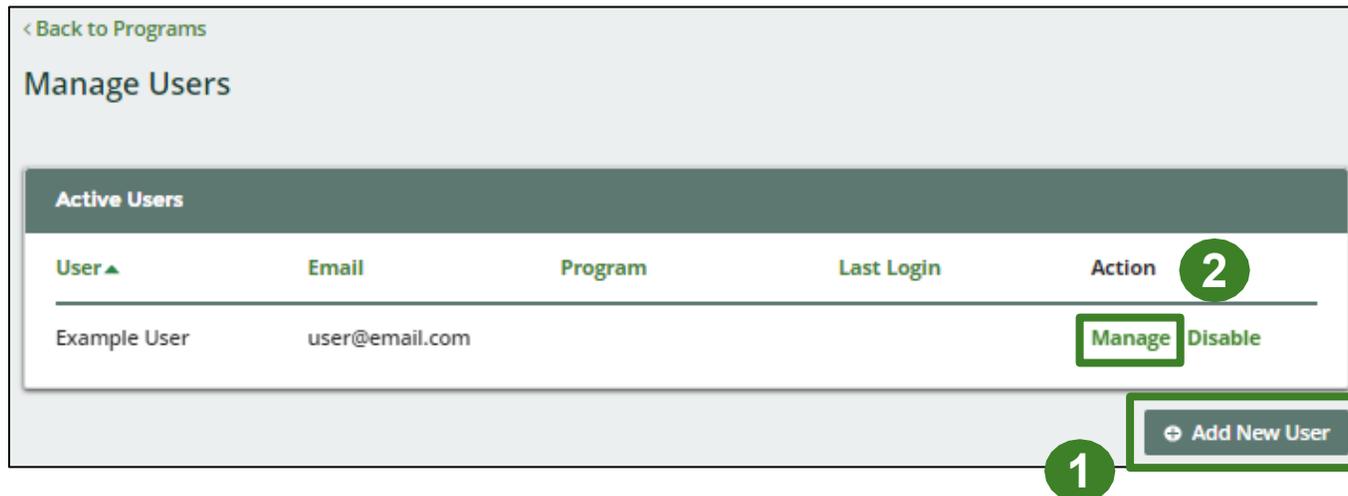
To manage contacts in your Registry account, see the following steps or watch our [how-to video](#):

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.

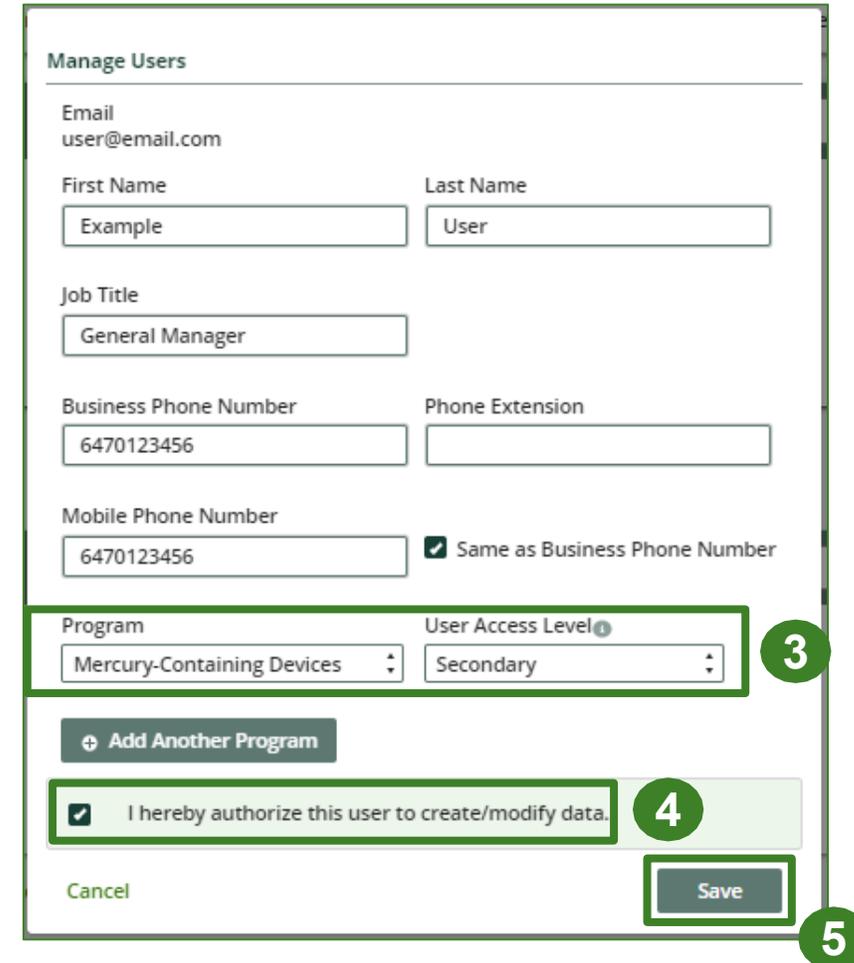
1. Click **Add New User** to add an additional user to your account.
2. Under Action, click **Manage** to update preferences of existing users.



The screenshot shows the 'Manage Users' interface. At the top left, there is a link '< Back to Programs'. Below it is the title 'Manage Users'. A table titled 'Active Users' contains one row with the following columns: 'User', 'Email', 'Program', 'Last Login', and 'Action'. The 'Action' column for the 'Example User' row contains 'Manage' and 'Disable' buttons. A green box highlights the 'Add New User' button at the bottom right of the table. A green circle with the number '1' is placed over the 'Add New User' button, and a green circle with the number '2' is placed over the 'Manage' button in the table.

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**.

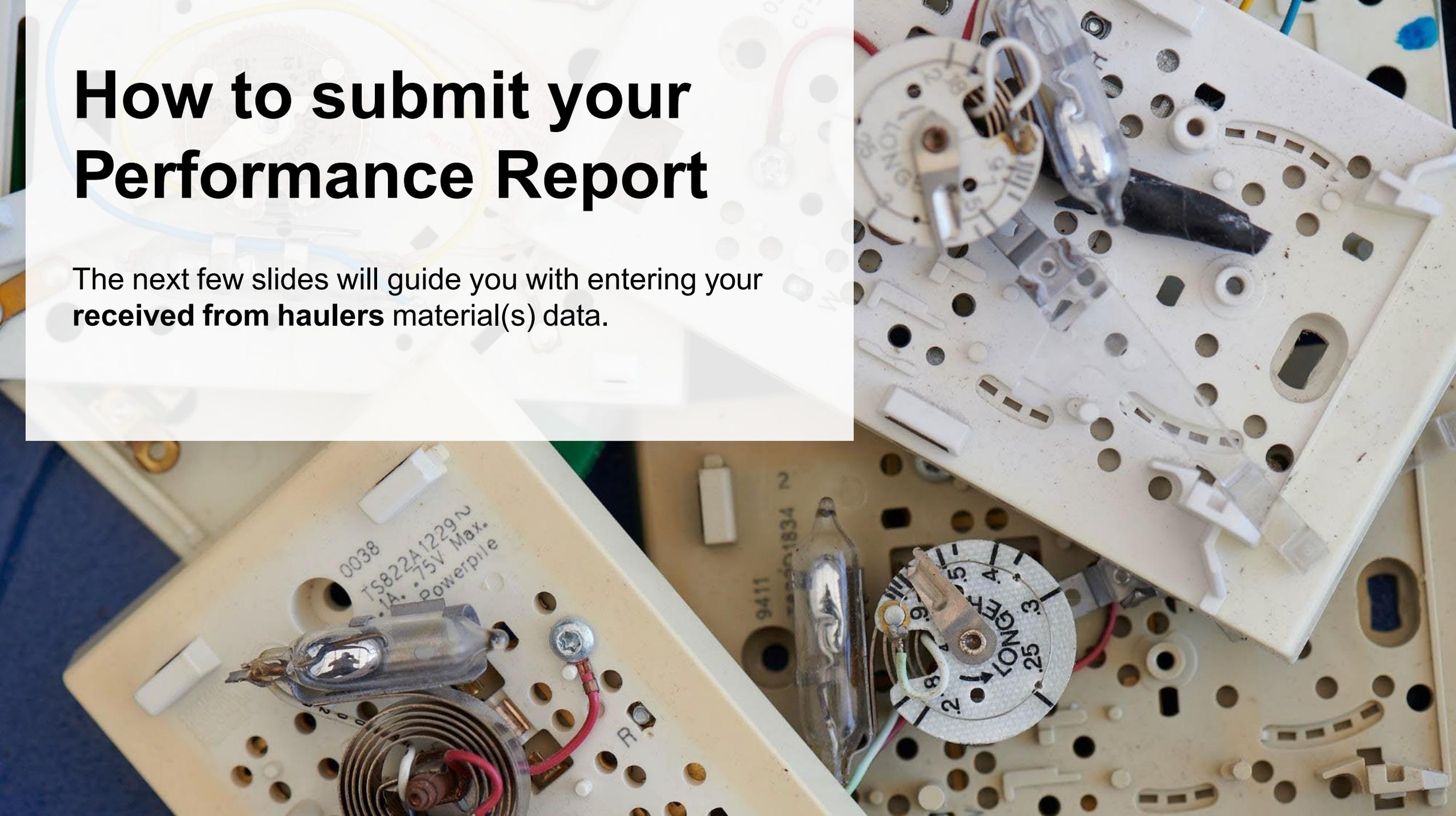
Note: a **Primary** contact will be able to add Secondary contacts to a specific program.



The screenshot shows the 'Manage Users' form. It includes fields for 'Email' (user@email.com), 'First Name' (Example), 'Last Name' (User), 'Job Title' (General Manager), 'Business Phone Number' (6470123456), 'Phone Extension', 'Mobile Phone Number' (6470123456), and a checked box for 'Same as Business Phone Number'. Below these fields are two drop-down menus: 'Program' (Mercury-Containing Devices) and 'User Access Level' (Secondary). A green box highlights the 'Program' and 'User Access Level' drop-downs, with a green circle with the number '3' next to it. Below the drop-downs is a button '+ Add Another Program'. A green box highlights the checkbox 'I hereby authorize this user to create/modify data.' with a green circle with the number '4' next to it. At the bottom, there are 'Cancel' and 'Save' buttons. A green box highlights the 'Save' button, with a green circle with the number '5' next to it.

How to submit your Performance Report

The next few slides will guide you with entering your received from haulers 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. On the **Mercury-Containing Devices Homepage**, click on the **Processor** tab to navigate to the processor reports.
2. Under **Action**, click on **Start** to begin completing the Mercury-Containing Devices Performance – Processor report.
3. After clicking **Start**, a notice will appear. After reading the notice, click **Proceed**.

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).

TESTLEGAL
Mercury-Containing Devices Homepage
Registration #:00035247
Mercury-Containing Devices
Switch Programs

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

1

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

Report	Status	Last Updated By	Action
2024 Mercury-Containing Devices Perfor...	Not Started Due Date: May 19, 2025		Start

Processing Sites
List the address of each site where mercury-containing devices are processed. **Manage**

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

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

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

Attention

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

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 begin entering the total weight of mercury-containing devices received from each haulers.

TESTLEGAL
2024 Mercury-Containing Devices Performance - Processor

Report Summary

Received from Haulers

Inside Ontario Outside Ontario

Input the weight of mercury-containing devices received from inside Ontario.

Inside Ontario	Total Kilograms
Barometers	
Thermometers	
Thermostats	
Total	

Start

1

Report Status
Not Started

Submit Report

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 **mercury-containing devices** 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 Mercury-Containing Devices Performance - Processor
Follow the steps below to identify and enter data for all the haulers you received mercury-containing devices 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

Hauler

Registration #	Company Name	Primary Contact	Address	Action
00025443	HaulerTesting	Hauler Testing	100 Fake St, Ottawa	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
00025443	HaulerTesting	0	0	Enter Remove

Continue only when you have finished entering data for all of your haulers [Continue >](#)

1

2

3

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 mercury-containing devices 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
00025443	HaulerTesting	0	0	Enter 1 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 cont.

1. Under the **Inside Ontario** tab, enter the **Total Kilograms** of barometers, thermometers and thermostats collected from inside Ontario received from that hauler.
2. Click **Save & Next**.

TESTLEGAL
2024 Mercury-Containing Devices 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 mercury-containing devices received from inside Ontario.

Inside Ontario

Barometers

Thermometers

Thermostats

1 Total Kilograms

0

0

0

Clear Form **2** Save & Next

Performance report

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

1. Under the **Outside Ontario** tab, enter the **Total Kilograms** of barometers, thermometers and thermostats collected from outside Ontario received from that hauler.
2. Click **Save & Next**.

TESTLEGAL
2024 Mercury-Containing Devices 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 mercury-containing devices received from outside Ontario.

1 **Total Kilograms**

Barometers

Thermometers

Thermostats

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 Mercury-Containing Devices Performance - Processor
Follow the steps below to identify and enter data for all the haulers you received mercury-containing devices 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

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
00025443	HaulerTesting	3,000	3,000	Update Remove

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 by all haulers.

1. Click on **Edit** if you need to make a change to the barometers, thermometers and thermostats weights.

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

Report Summary

Received from Haulers

Inside Ontario Outside Ontario

Input the weight of mercury-containing devices received from inside Ontario.

Inside Ontario	Total Kilograms
Barometers	1,000
Thermometers	1,000
Thermostats	1,000
Total	3,000

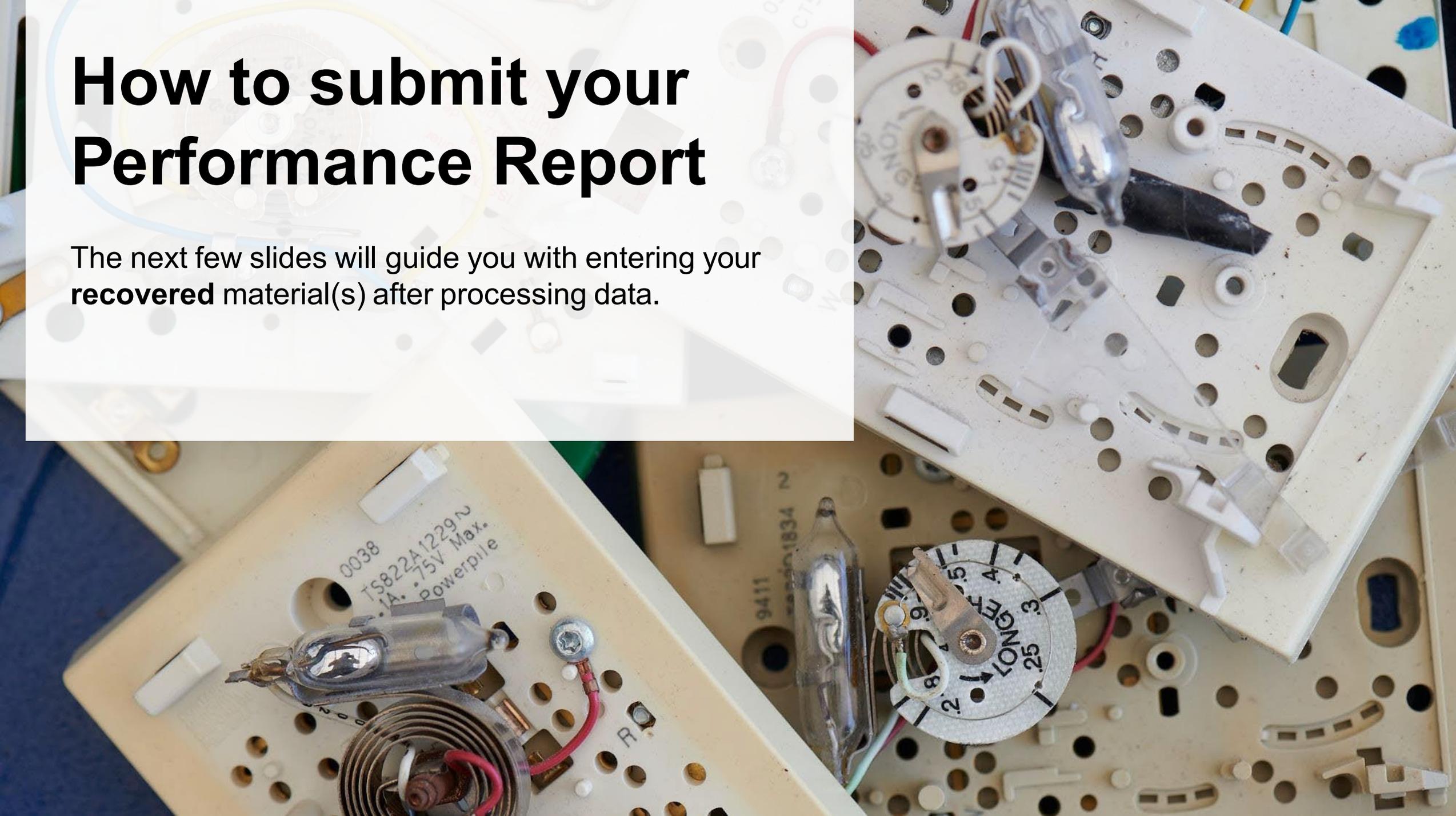
Inside Ontario data last updated by: HSP Testing on May 04, 2023 04:56 p.m.

[Edit](#)

1

How to submit your Performance Report

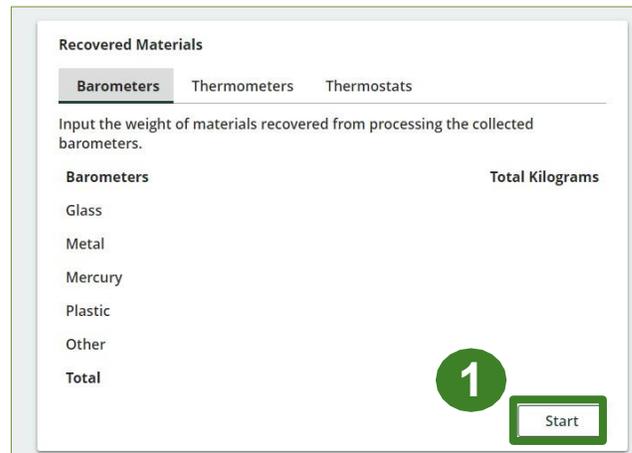
The next few slides will guide you with entering your **recovered** material(s) after processing data.



Performance report

Entering actual weight of recovered materials

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



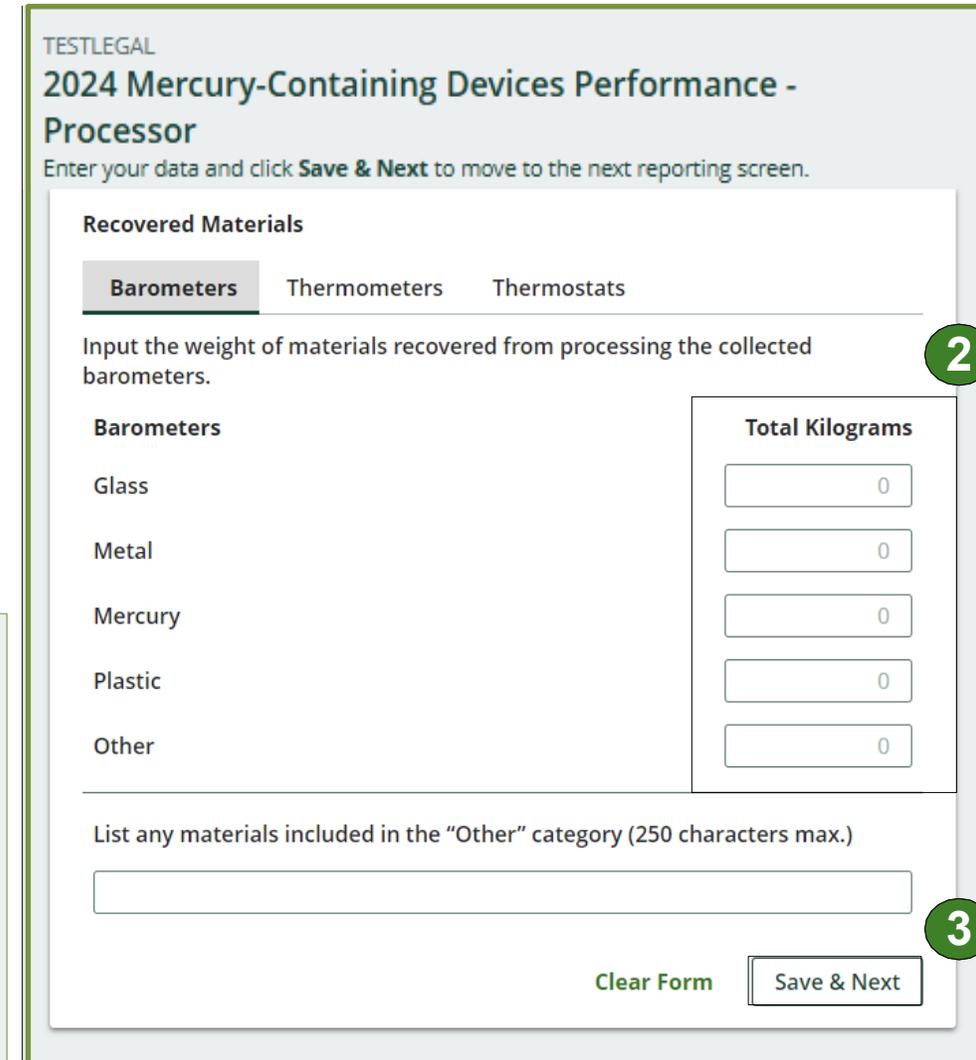
Recovered Materials

Barometers Thermometers Thermostats

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

Barometers	Total Kilograms
Glass	
Metal	
Mercury	
Plastic	
Other	
Total	

Start



TESTLEGAL

2024 Mercury-Containing Devices Performance - Processor

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

Recovered Materials

Barometers Thermometers Thermostats

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

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

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

Clear Form

Performance report

Entering actual-weight of recovered materials cont.

1. Under the **Thermometers** 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.

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

Recovered Materials

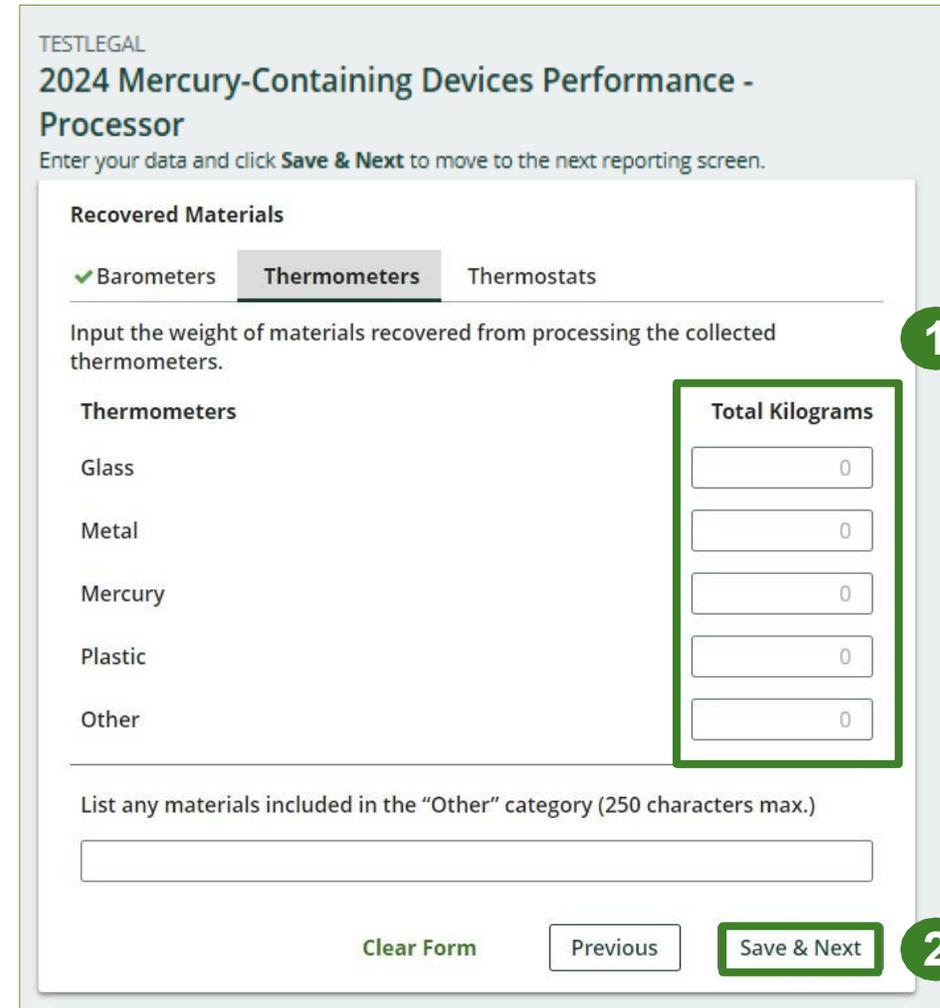
✓ Barometers **Thermometers** Thermostats

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

Thermometers	Total Kilograms
Glass	<input type="text" value="0"/>
Metal	<input type="text" value="0"/>
Mercury	<input type="text" value="0"/>
Plastic	<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 actual weight of recovered materials cont.

1. Under the **Thermostats** 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.

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

Recovered Materials

✓ Barometers ✓ Thermometers **Thermostats**

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

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

1

2

Recovered Materials

✓ Barometers ✓ Thermometers ✓ Thermostats

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

Barometers	Total Kilograms
Glass	1,000
Metal	1,000
Mercury	1,000
Plastic	1,000
Other	0
Total	4,000

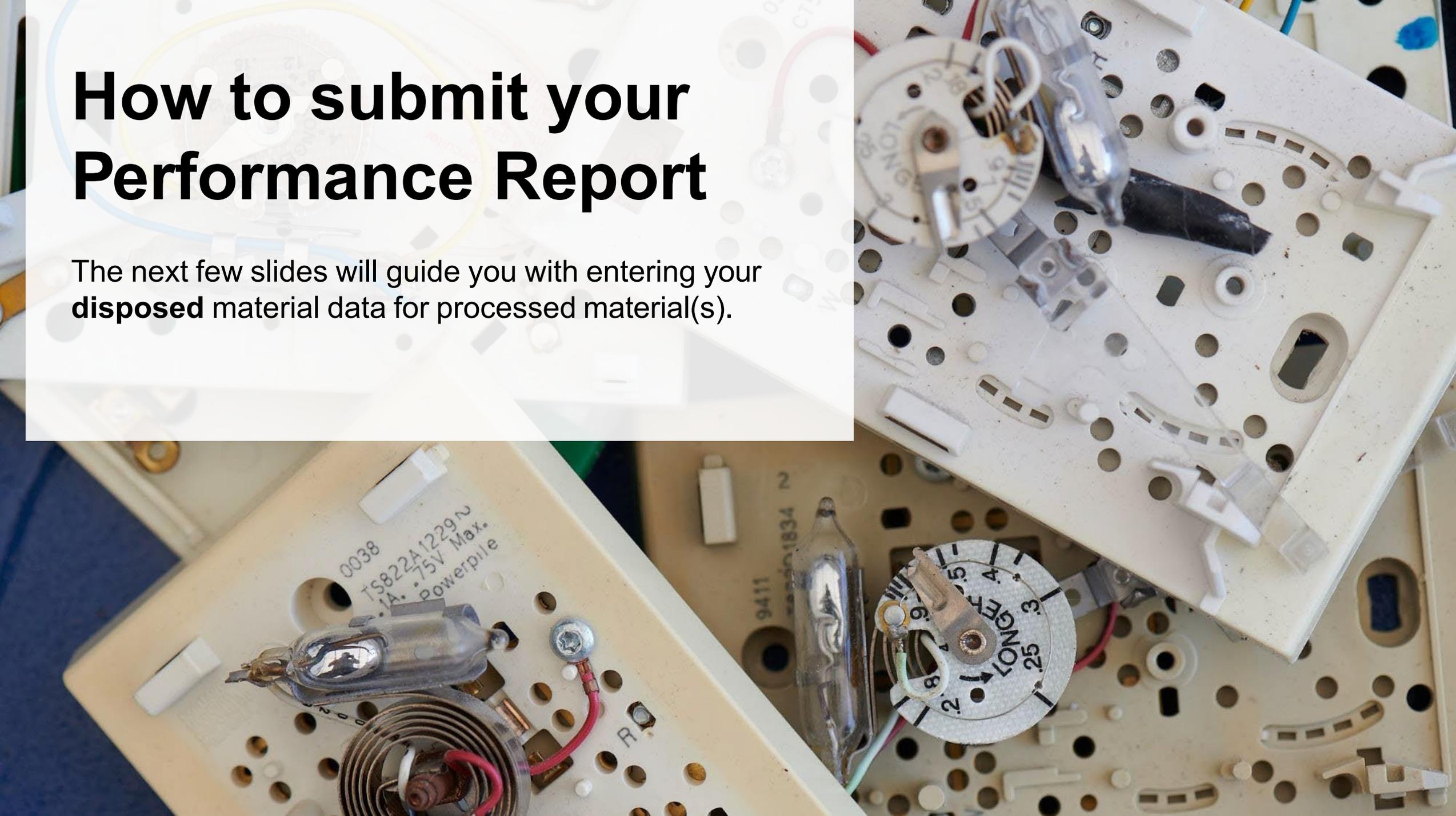
Barometers data last updated by: HSP Testing on May 04, 2023 05:20 p.m.

Edit

3

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 (barometers)

1. Click **Start** to enter the weight of the material(s) disposed, 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
Glass	
Metal	
Mercury	
Plastic	
Other	
Total	

1 **Start**

Performance report

Entering total weight of 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.

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

Processed Material Disposal Data (Barometers)

Land Disposed Incinerated Used as Fuel Stockpiled

Includes material sent to landfills and dumps.

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

Clear Form **Save & Next**

Land Disposed data last updated by: Gary Agard on Jul 13, 2023 02:26 p.m.

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

Processed Material Disposal Data (Barometers)

Land Disposed Incinerated Used as Fuel Stockpiled

Excludes material used as fuel or a fuel supplement.

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

Clear Form Previous **Save & Next**

Incinerated data last updated by: Gary Agard on Jul 13, 2023 02:26 p.m.

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

Processed Material Disposal Data (Barometers)

Land Disposed Incinerated Used as Fuel Stockpiled

Material used as fuel or a fuel supplement.

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

Clear Form Previous **Save & Next**

Used as Fuel data last updated by: Gary Agard on Jul 13, 2023 02:26 p.m.

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

Processed Material Disposal Data (Barometers)

Land Disposed Incinerated Used as Fuel Stockpiled

Includes material stored, stockpiled or otherwise deposited on land.

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

Clear Form Previous **Save & Next**

Stockpiled data last updated by: Gary Agard on Jul 13, 2023 02:26 p.m.

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 (barometers) cont.

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

TESTLEGAL

2024 Mercury-Containing Devices Performance - Processor

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

Processed Material Disposal Data (Barometers)

Land Disposed Incinerated Used as Fuel Stockpiled

Includes material sent to landfills and dumps.

Land Disposed	Total Kilograms
Glass	0
Metal	0
Mercury	0
Plastic	0
Other	0
Total	0

Land Disposed data last updated by: Gary Agard on Jul 14, 2023 10:03 a.m.

1

TESTLEGAL

2024 Mercury-Containing Devices Performance - Processor

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

Processed Material Disposal Data (Barometers)

Land Disposed Incinerated Used as Fuel Stockpiled

Includes material sent to landfills and dumps.

Land Disposed	Total Kilograms
Glass	<input type="text" value="0"/>
Metal	<input type="text" value="0"/>
Mercury	<input type="text" value="0"/>
Plastic	<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.

Land Disposed data last updated by: Gary Agard on Jul 14, 2023 10:03 a.m.

2

Performance report

Entering total weight of your processed material disposal data (thermometers)

1. Click **Start** to enter the weight of the material(s) disposed, 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
Glass	
Metal	
Mercury	
Plastic	
Other	
Total	

1 **Start**

Performance report

Entering total weight of processed material disposal data (thermometers) 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.

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

Processed Material Disposal Data (Thermometers)

Land Disposed Incinerated Used as Fuel Stockpiled

Includes material sent to landfills and dumps.

Land Disposed	Total Kilograms
Glass	<input type="text" value="0"/>
Metal	<input type="text" value="0"/>
Mercury	<input type="text" value="0"/>
Plastic	<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.

Clear Form **Save & Next**

Land Disposed data last updated by: Gary Agard on Jul 13, 2023 02:26 p.m.

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

Processed Material Disposal Data (Thermometers)

Land Disposed Incinerated Used as Fuel Stockpiled

Excludes material used as fuel or a fuel supplement.

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

Clear Form Previous **Save & Next**

Incinerated data last updated by: Gary Agard on Jul 13, 2023 02:26 p.m.

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

Processed Material Disposal Data (Thermometers)

Land Disposed Incinerated Used as Fuel Stockpiled

Material used as fuel or a fuel supplement.

Used as Fuel	Total Kilograms
Glass	<input type="text" value="0"/>
Metal	<input type="text" value="0"/>
Mercury	<input type="text" value="0"/>
Plastic	<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.

Clear Form Previous **Save & Next**

Used as Fuel data last updated by: Gary Agard on Jul 13, 2023 02:26 p.m.

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

Processed Material Disposal Data (Thermometers)

Land Disposed Incinerated Used as Fuel Stockpiled

Includes material stored, stockpiled or otherwise deposited on land.

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

Clear Form Previous **Save & Next**

Stockpiled data last updated by: Gary Agard on Jul 13, 2023 02:26 p.m.

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 (thermometers) cont.

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

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

Processed Material Disposal Data (Thermometers)

Land Disposed Incinerated Used as Fuel Stockpiled

Includes material sent to landfills and dumps.

Land Disposed	Total Kilograms
Glass	0
Metal	0
Mercury	0
Plastic	0
Other	0
Total	0

Land Disposed data last updated by: Gary Agard on Jul 13, 2023 02:26 p.m.

1

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

Processed Material Disposal Data (Thermometers)

Land Disposed Incinerated Used as Fuel Stockpiled

Includes material sent to landfills and dumps.

Land Disposed	Total Kilograms
Glass	<input type="text" value="0"/>
Metal	<input type="text" value="0"/>
Mercury	<input type="text" value="0"/>
Plastic	<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.

2

Land Disposed data last updated by: Gary Agard on Jul 13, 2023 02:26 p.m.

Performance report

Entering total weight of processed material disposal data (thermostats)

1. Click **Start** to enter the weight of the material(s) disposed, 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
Glass	
Metal	
Mercury	
Plastic	
Other	
Total	

1 **Start**

Performance report

Entering total weight of 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.

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

Processed Material Disposal Data (Thermostats)

Land Disposed Incinerated Used as Fuel Stockpiled

Includes material sent to landfills and dumps.

Material	Total Kilograms
Glass	0
Metal	0
Mercury	0
Plastic	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: Gary Agard on Jul 13, 2023 02:26 p.m.

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

Processed Material Disposal Data (Thermostats)

Land Disposed Incinerated Used as Fuel Stockpiled

Excludes material used as fuel or a fuel supplement.

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

Incinerated data last updated by: Gary Agard on Jul 13, 2023 02:27 p.m.

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

Processed Material Disposal Data (Thermostats)

Land Disposed Incinerated Used as Fuel Stockpiled

Material used as fuel or a fuel supplement.

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

Used as Fuel data last updated by: Gary Agard on Jul 13, 2023 02:27 p.m.

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

Processed Material Disposal Data (Thermostats)

Land Disposed Incinerated Used as Fuel Stockpiled

Includes material stored, stockpiled or otherwise deposited on land.

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

Stockpiled data last updated by: Gary Agard on Jul 13, 2023 02:27 p.m.

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 (thermostats) cont.

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

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

Processed Material Disposal Data (Thermostats)

Land Disposed Incinerated Used as Fuel Stockpiled

Includes material sent to landfills and dumps.

Land Disposed	Total Kilograms
Glass	0
Metal	0
Mercury	0
Plastic	0
Other	0
Total	0

Land Disposed data last updated by: Gary Agard on Jul 13, 2023 02:26 p.m.

1

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

Processed Material Disposal Data (Thermostats)

Land Disposed Incinerated Used as Fuel Stockpiled

Includes material sent to landfills and dumps.

Land Disposed	Total Kilograms
Glass	<input type="text" value="0"/>
Metal	<input type="text" value="0"/>
Mercury	<input type="text" value="0"/>
Plastic	<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.

2

Land Disposed data last updated by: Gary Agard on Jul 13, 2023 02:26 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 total weight of materials sent to a different processor.

Mercury-Containing Devices Sent to a Different Processor

Sent Downstream

Input the weight of mercury-containing devices sent for processing by a different processor.

Sent Downstream	Total Kilograms
Barometers	
Thermometers	
Thermostats	
Total	

Start

1

Performance report

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

1. Enter the total weight of barometers, thermometers and thermostats devices sent for processing by a different processor under **Total Kilograms**.
2. Click **Save & Next**.
3. Once you go back to the report summary, you can click on **Edit** if you need to make a change to the weight of materials sent to a different processor.

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

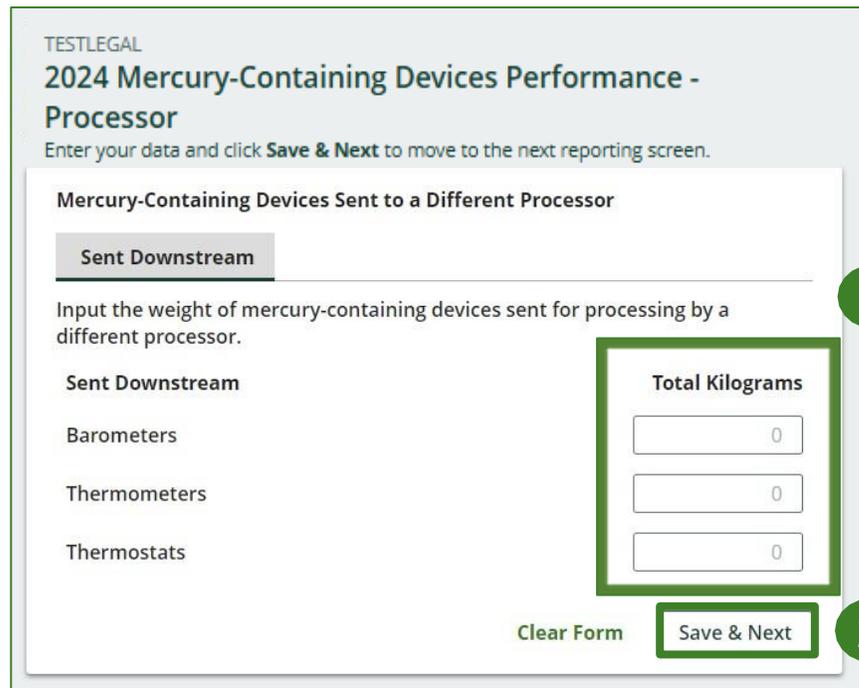
Mercury-Containing Devices Sent to a Different Processor

Sent Downstream

Input the weight of mercury-containing devices sent for processing by a different processor.

Sent Downstream	Total Kilograms
Barometers	<input type="text" value="0"/>
Thermometers	<input type="text" value="0"/>
Thermostats	<input type="text" value="0"/>

Clear Form **Save & Next**



Mercury-Containing Devices Sent to a Different Processor

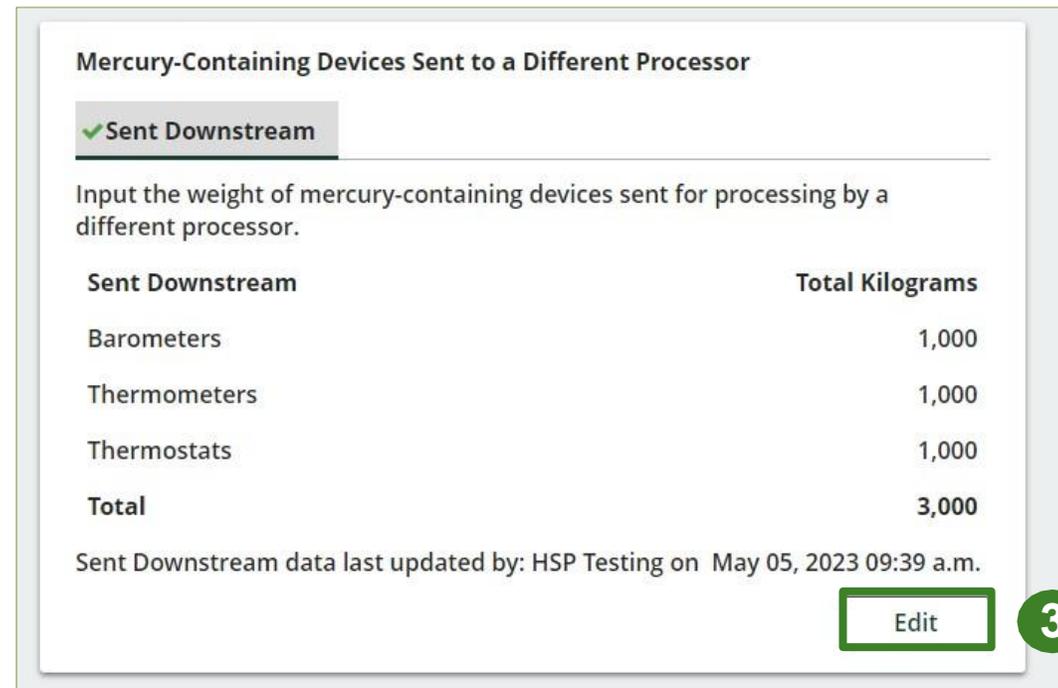
✓ Sent Downstream

Input the weight of mercury-containing devices sent for processing by a different processor.

Sent Downstream	Total Kilograms
Barometers	1,000
Thermometers	1,000
Thermostats	1,000
Total	3,000

Sent Downstream data last updated by: HSP Testing on May 05, 2023 09:39 a.m.

Edit



How to submit your Performance Report

Enter the **products made** from mercury-containing devices.



Performance report

Products made from mercury-containing devices

1. Click **Start** to enter your data for products that you create out of processed barometers, thermometers and thermostats.
2. Under **My Products**, enter the name of the product you created from processed materials.
 - Write “Not Applicable or “None” on the materials that do not apply to you.
3. Click **Save & Next**.

Products Made from Mercury-Containing Devices

My Products Downstream Processor Products

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

My Products

Barometers

Thermometers

Thermostats

Start

1

TESTLEGAL

2024 Mercury-Containing Devices Performance - Processor

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

Products Made from Mercury-Containing Devices

My Products Downstream Processor Products

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

My Products

Barometers

Thermometers

Thermostats

Clear Form **Save & Next**

2

3

Performance report

Products made from mercury-containing devices cont.

1. Under **Downstream Processor Products** enter the products made from barometers, thermometers and thermostats 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.

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

Products Made from Mercury-Containing Devices

✓ My Products **Downstream Processor Products**

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

Downstream Processor Products

Barometers

Thermometers

Thermostats

Clear Form Previous **Save & Next**

Products Made from Mercury-Containing Devices

✓ My Products ✓ Downstream Processor Products

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

My Products

Barometers

Thermometers

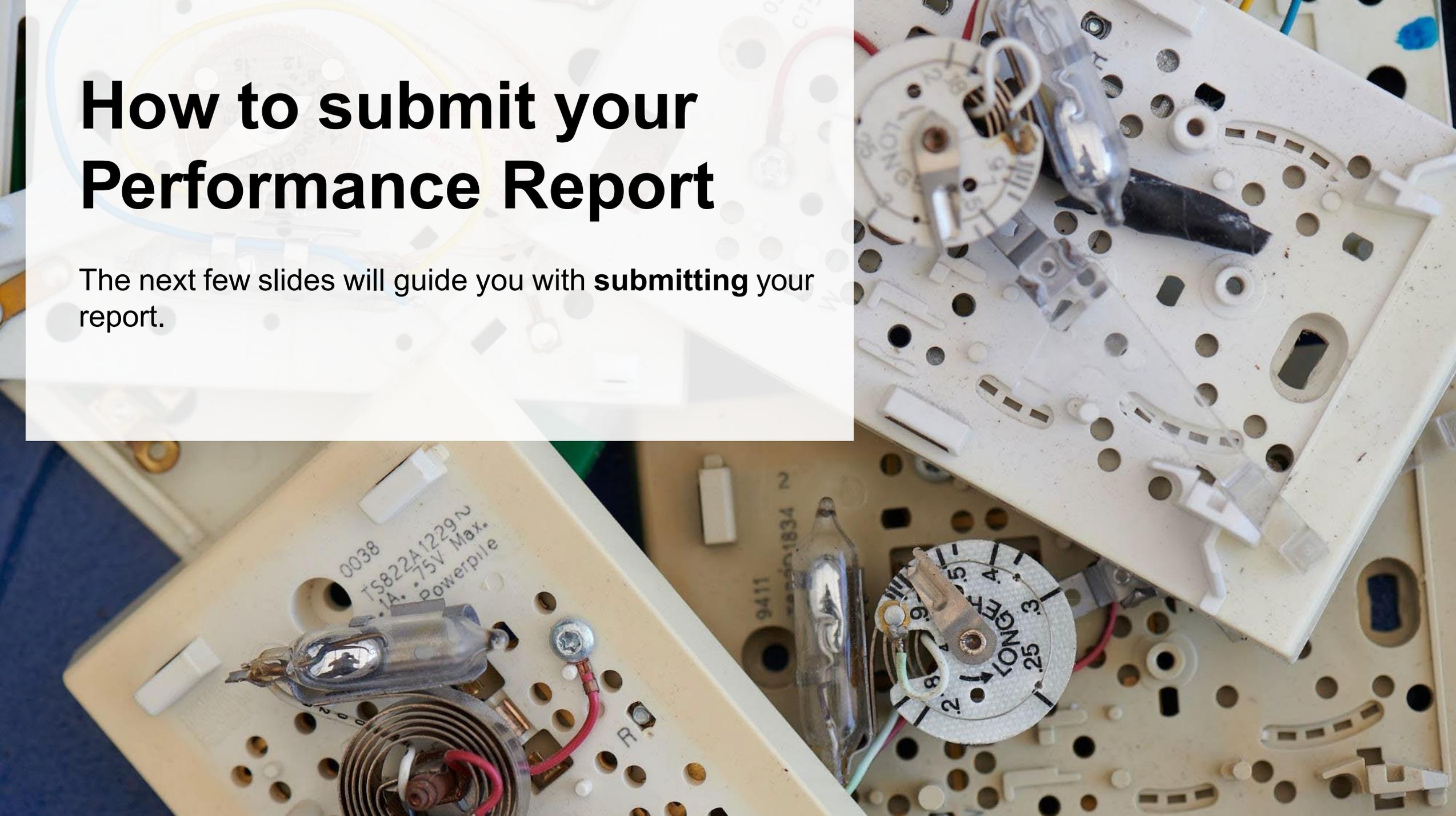
Thermostats

My Products data last updated by: HSP Testing on May 05, 2023 09:49 a.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.

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

Report Summary

Received from Haulers

Inside Ontario Outside Ontario

Input the weight of mercury-containing devices received from inside Ontario.

Inside Ontario	Total Kilograms
Barometers	0
Thermometers	0
Thermostats	0
Total	0

Inside Ontario data last updated by: Gary Agard on Jul 13, 2023 02:25 p.m.

Edit

Report Status
In Progress

Submit Report

Submit Report

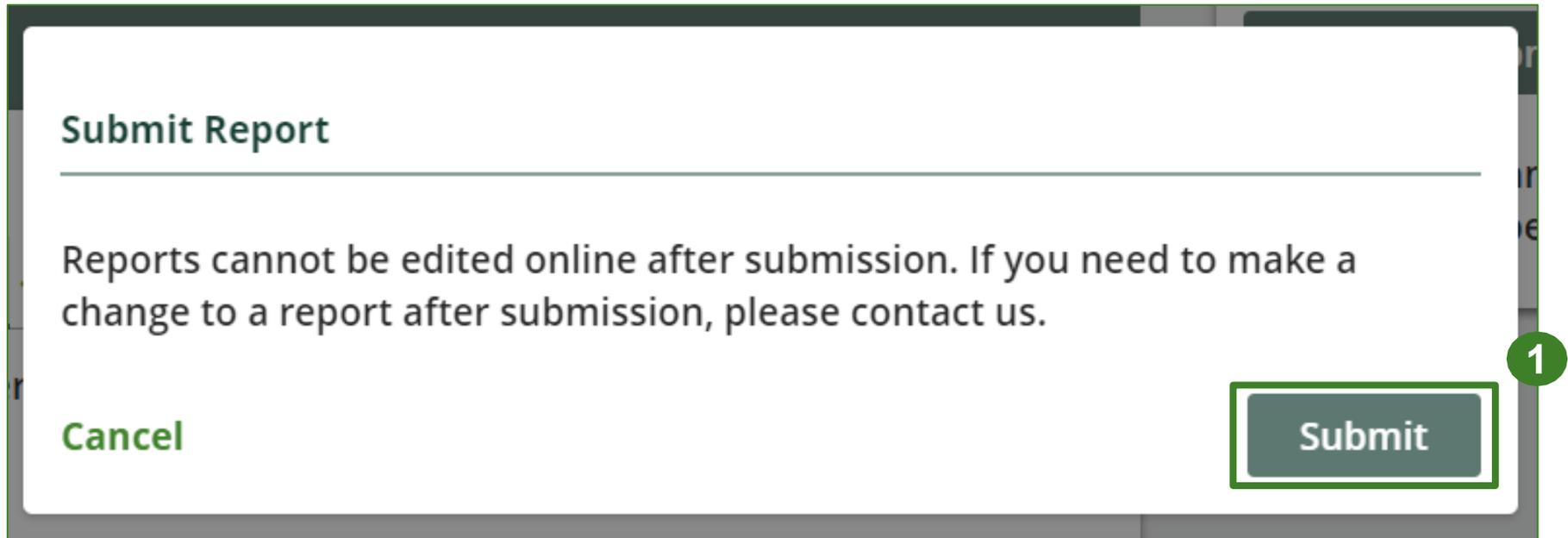
Make sure to provide all the required data before submitting.

Performance report

Submit your report cont.

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

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



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 Mercury-Containing Devices homepage.

< Back to Dashboard **2**

TESTLEGAL
2024 Mercury-Containing Devices Performance - Processor

Report Status
Submitted
Jun 04, 2025 11:50 a.m. **1**

Submit Report

Report Summary

Received from Haulers

Inside Ontario Outside Ontario

Input the weight of mercury-containing devices received from inside Ontario.

Inside Ontario	Total Kilograms
Barometers	100
Thermometers	1,000
Thermostats	1,000
Total	2,100

Inside Ontario data last updated by: TSTA SAR on Jun 04, 2025 11:50 a.m.

[View](#)

Performance report

View submitted report

1. On the **Mercury-Containing Devices** homepage, under the **Processor** tab, your Mercury-Containing Devices 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 shows the 'Mercury-Containing Devices Homepage' for user TESTLEGAL. The registration number is 00035247. A notification states: 'An asterisk (*) indicates that you have incomplete items to address in the tab.' The navigation menu includes 'Producer *', 'Hauler *', 'Processor' (selected), 'Collection Activities', 'Invoices', and 'Add Roles'. The main content area is titled 'Mercury-Containing Devices' and features a table with the following data:

Report	Status	Last Updated By	Action
2024 Mercury-Containing Devices Perfor...	Submitted Jun 04, 2025 11:50 a.m.	TSTA SAR	View Download

Below the table are four sections, each with a 'Manage' button:

- Processing Sites**: List the address of each site where mercury-containing devices are processed.
- Materials Processed from Barometers**: Identify the materials that you recover or process.
- Materials Processed from Thermometers**: Identify the materials that you recover or process.
- Materials Processed from Thermostats**: Identify the materials that you recover or process.

Red callouts '1' and '2' highlight the 'Submitted' status and the 'View' button, respectively.

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.