Hazardous and Special Products: Processor Performance Reporting Guide

**Mercury-containing devices
(barometers, thermometers and thermostats)**

RPRA Resource Productivity
& Recovery Authority

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Introduction

What is Hazardous and Special Products performance reporting?

HSP performance 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?

Processors of **barometers, thermometers and thermostats** are required to report the following information from the previous calendar year:

- The weight of material received from an HSP hauler and their name, contact information and RPRA registration number.

- The weight of material received from a person other than an HSP hauler and their name and contact information and RPRA registration number.

- The weight of recovered resources.

- A list of the types of resources recovered.

- The weight of materials processed from that type of HSP that were:
    - Land disposed,
    - Incinerated,
    - Used as a fuel or a fuel supplement, or
    - Stored, stockpiled, used as daily landfill cover or otherwise deposited on land.

What data needs to be reported? cont.

Processors of **barometers, thermometers and thermostats** are required to report the following information from the previous calendar year:

- The 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.

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

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

Note:

RPRA has decided that processors already included on the HSP processor lists are <u>not required</u> to submit a Recycling Efficiency Rate (RER) Verification Report in 2024. <u>View the list of HSP processors here</u>.

Processors listed on RPRA's website are to enter the RER previously submitted to RPRA when filling out the RER section of the report or 0 if no RER was submitted previously. Follow the instructions on slide <u>42</u> for more guidance.

How to log into the Registry as an account admin

The report is completed online through RPRA's Registry.

You can access your Registry account here: registry.rpra.ca

Tips for logging into the Registry for the first time:

- If you don't have an account, click "Don't have an Account? Create a new Account".

- The Registry **will not work** with the Internet Explorer web browser. Google Chrome is the recommended web browser to use.

Tips for logging into an existing Registry account:

- If you already have an existing Registry account, you do not need to create a new one.
    - Simply log into your existing account, which will bring you to the homepage where you will see all programs you are enrolled in.
    - If you have forgotten your password, click "Forgot Password" on the login screen and follow the instructions provided.
  - Watch this how-to video if you would like to watch step-by-step instructions.

How to manage contacts in your Registry account

Account admins must add any new or manage existing primary contacts under the program they wish to give them access to (e.g., permissions to view and complete reports). Read this FAQ for more information on user levels in the Registry.

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

1. Once you are logged into your account, click on the drop-down arrow in the top right corner and select **Manage Users** as shown below.
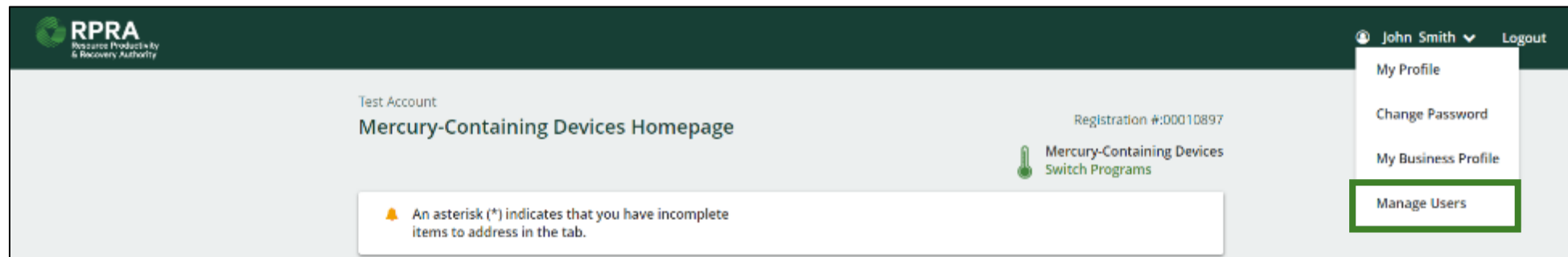
How to manage contacts on your Registry account cont.

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

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.**

How to submit your processor performance report

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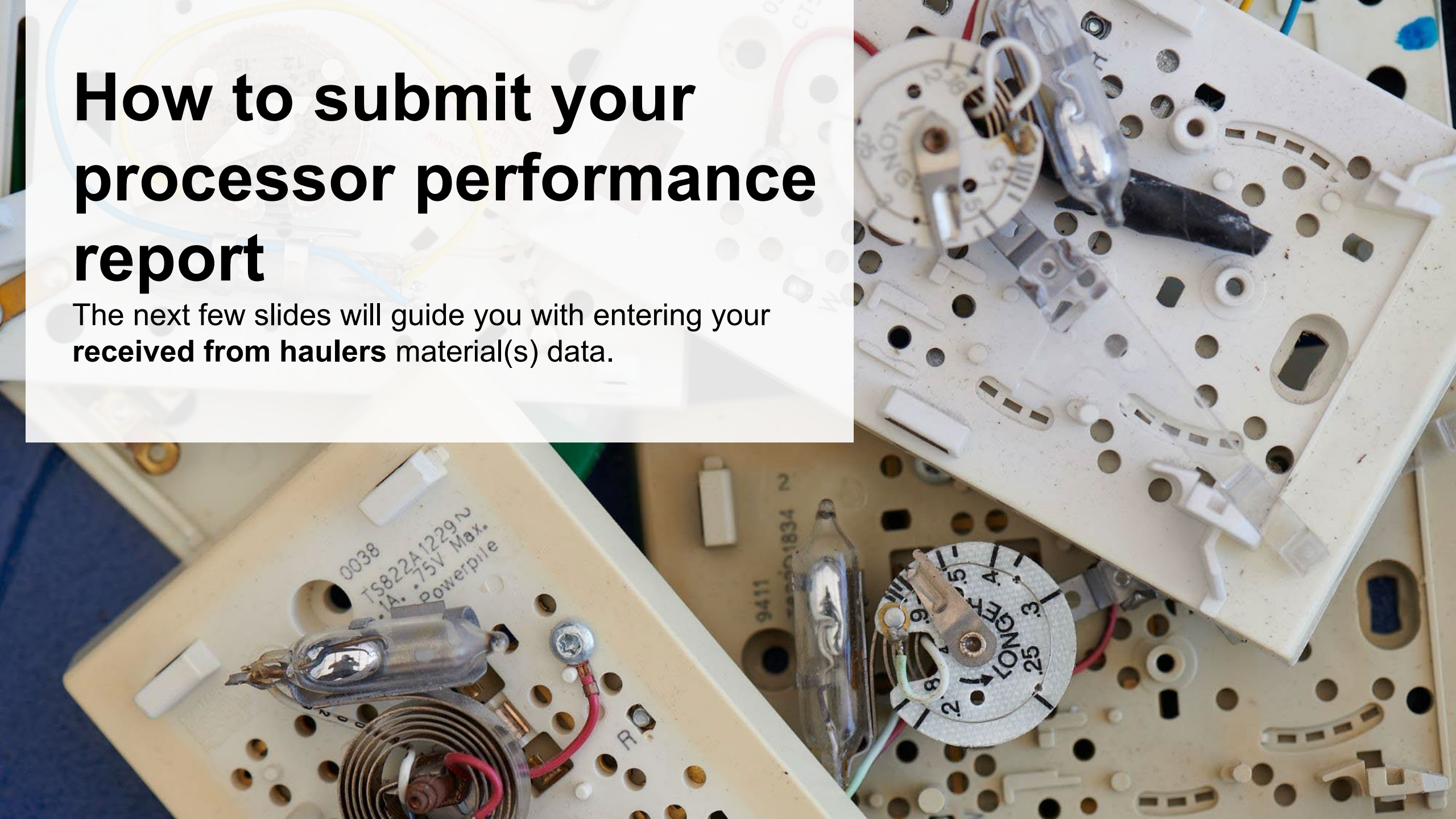
Performance report
Accessing your program

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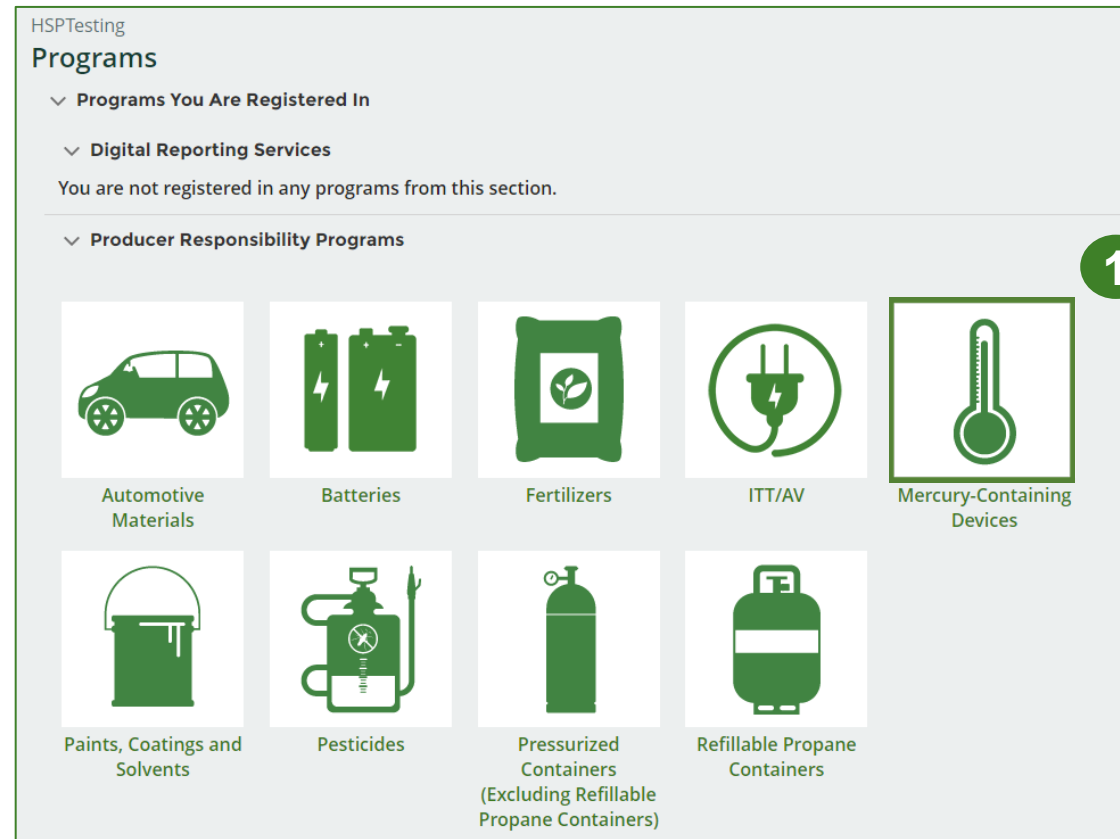
Performance report
Starting your own report

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 Paints, Coatings and Solvents 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 will only see the processor tab and add roles tab).

HSP TESTING GUIDE

Mercury-Containing Devices Homepage

Registration #:00025568

Mercury-Containing Devices
Switch Programs

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

(1)

Producer *   Hauler   **Processor ***   Invoices   Add Roles

Mercury-Containing Devices

Report ▼	Status	Last Updated By	Action
2021/22 Mercury-Containing Devices Perf...	Not Started Due Date: Jul 31, 2023		Start **(2)**

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

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

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

Refurbisher *   Processor *   PRO Status   Add Roles

Attention

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

Cancel   Proceed

(3)

Performance report
Report summary page

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 haulers.

HSPTesting
2021/22 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.

HSPTesting

2021/22 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.

①

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 **②**

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 >

③

Performance report
Enter weight of materials received from each hauler

1. Under **Action**, click **Enter** to add the total weight 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 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**.

HSPTesting

2021/22 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	**①**	**Total Kilograms**
Barometers		0
Thermometers		0
Thermostats		0

Clear Form   Save & Next   **②**

Performance report
Enter 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**.

HSPTesting

2021/22 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.

Outside Ontario	**①**	**Total Kilograms**
Barometers		0
Thermometers		0
Thermostats		0

Clear Form   Previous   Save & Next **②**

Performance report
Enter 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.

HSPTesting

2021/22 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				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**
00025443	HaulerTesting	3,000	3,000	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 by all haulers.

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

HSPTesting

2021/22 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	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 processor performance report

The next few slides will guide you with entering your **recovered** material(s) after processing data.
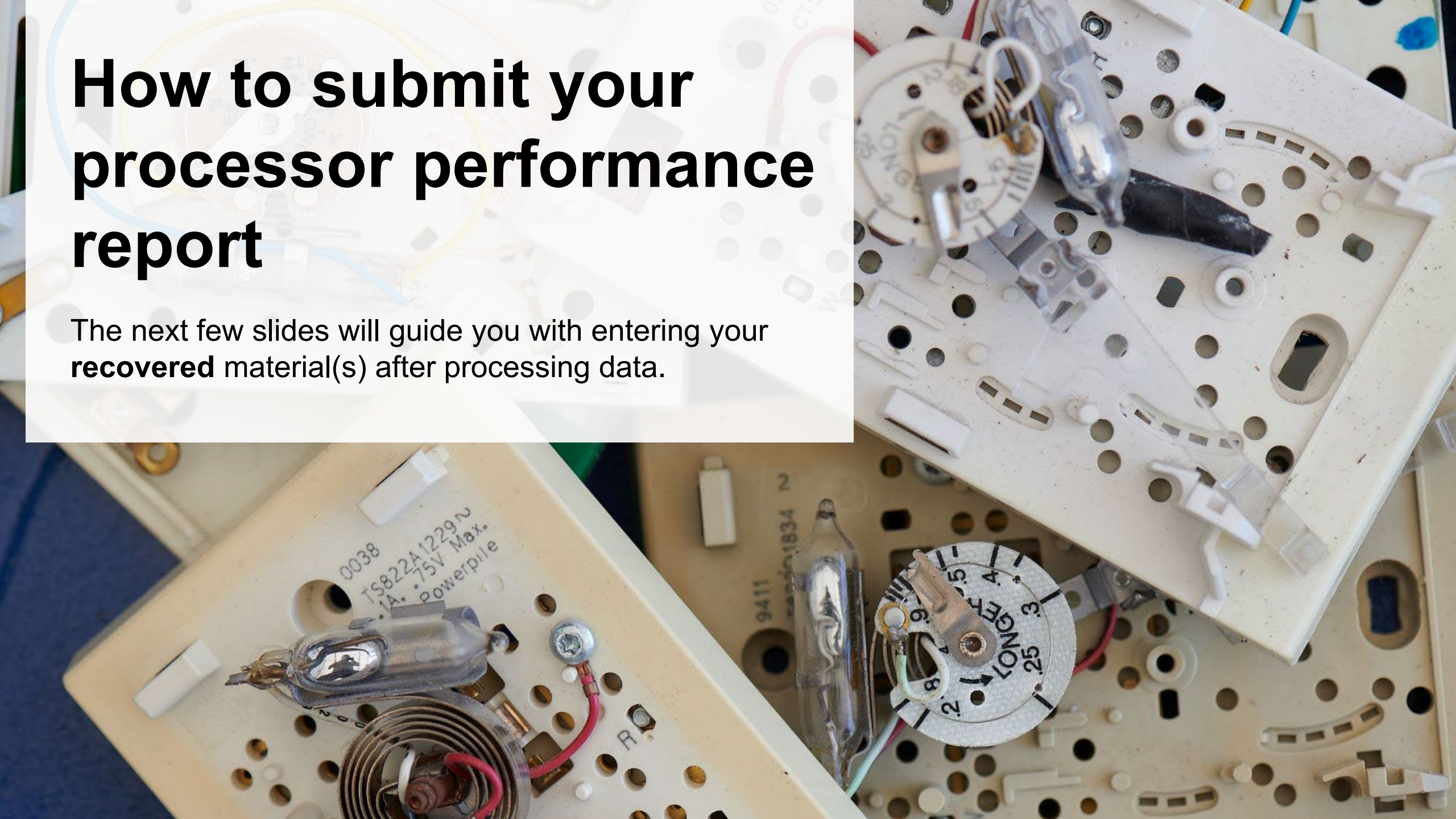
Performance report
Enter your data for the weight of recovered materials

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.

Performance report
Enter your data for the 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.

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2021/22 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.

1

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

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

[   ]

Clear Form   Previous   Save & Next   **2**

Performance report
Enter your data for the 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.

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2021/22 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	0
Metal	0
Mercury	0
Plastic	0
Other	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 processor performance report

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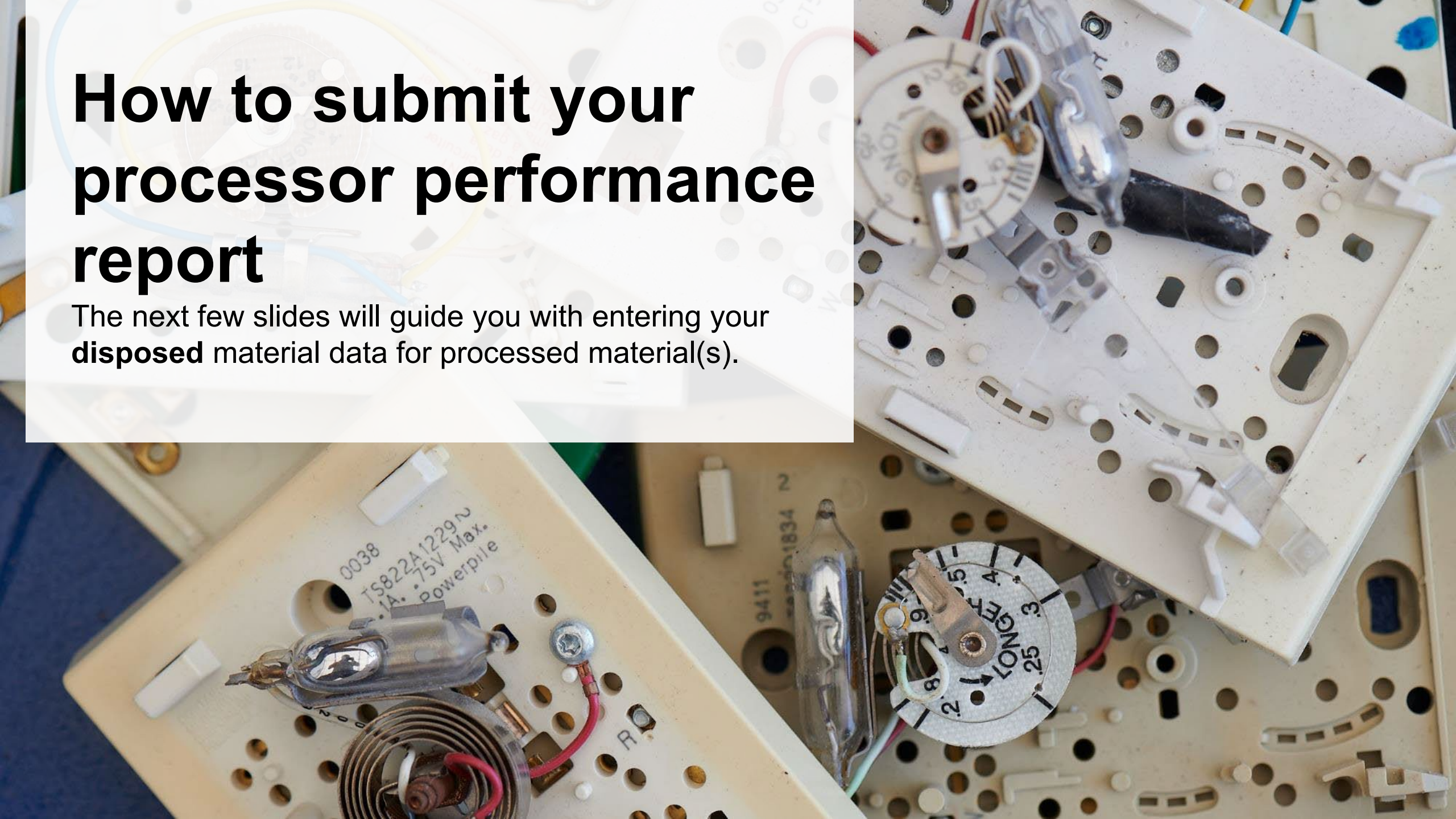
Performance report
Enter your processed material disposal data (barometers)

1. Click **Start** to enter 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
Enter 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.

2. For each tab, if you did not send any material for land disposal, incineration, used as fuel or stockpiled, leave the kilograms field blank and click the check box for **I did not send any material**.

3. Click **Save & Next**.

Performance report
Enter 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.

Performance report
Enter 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
Enter 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.

2. For each tab, if you did not send any material for land disposal, incineration, used as fuel or stockpiled, leave the kilograms field blank and click the check box for **I did not send any material**.

3. Click **Save & Next**.

Performance report
Enter 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.

Performance report
Enter your 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
Enter 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.

2. For each tab, if you did not send any material for land disposal, incineration, used as fuel or stockpiled, leave the kilograms field blank and click the check box for **I did not send any material**.

3. Click **Save & Next**.

Performance report
Enter 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.

How to submit your processor performance report

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

Performance report
Enter 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
Enter the 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.

How to submit your processor performance report

Enter the **products made** from mercury-containing devices.
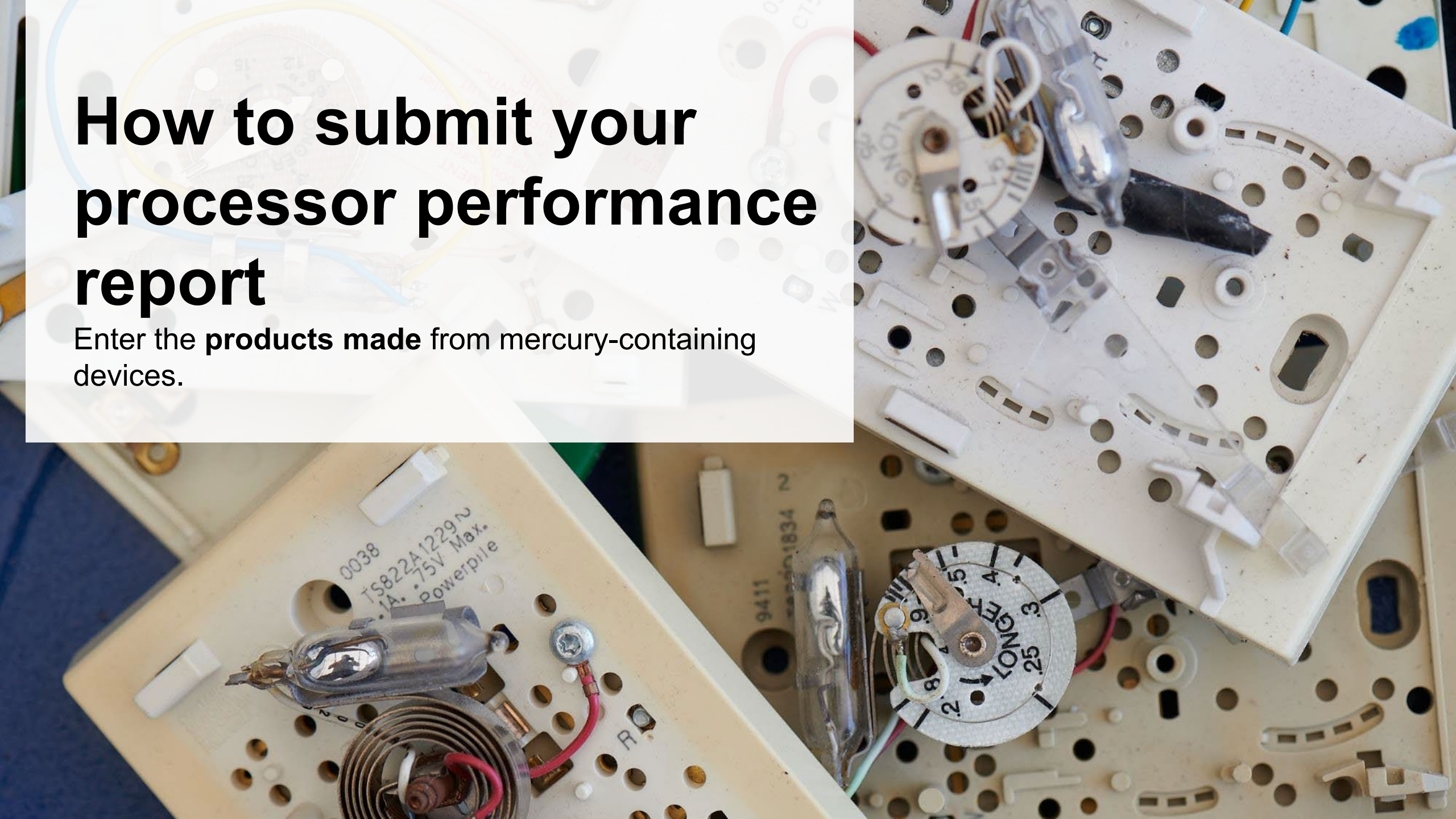
Performance report
Products made from mercury-containing devices

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**

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2021/22 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 **2**

Barometers

Thermometers

Thermostats

Clear Form   Save & Next **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.

How to submit your processor performance report

The next few slides will guide you in **entering your recycling efficiency rate (RER) to** your report.
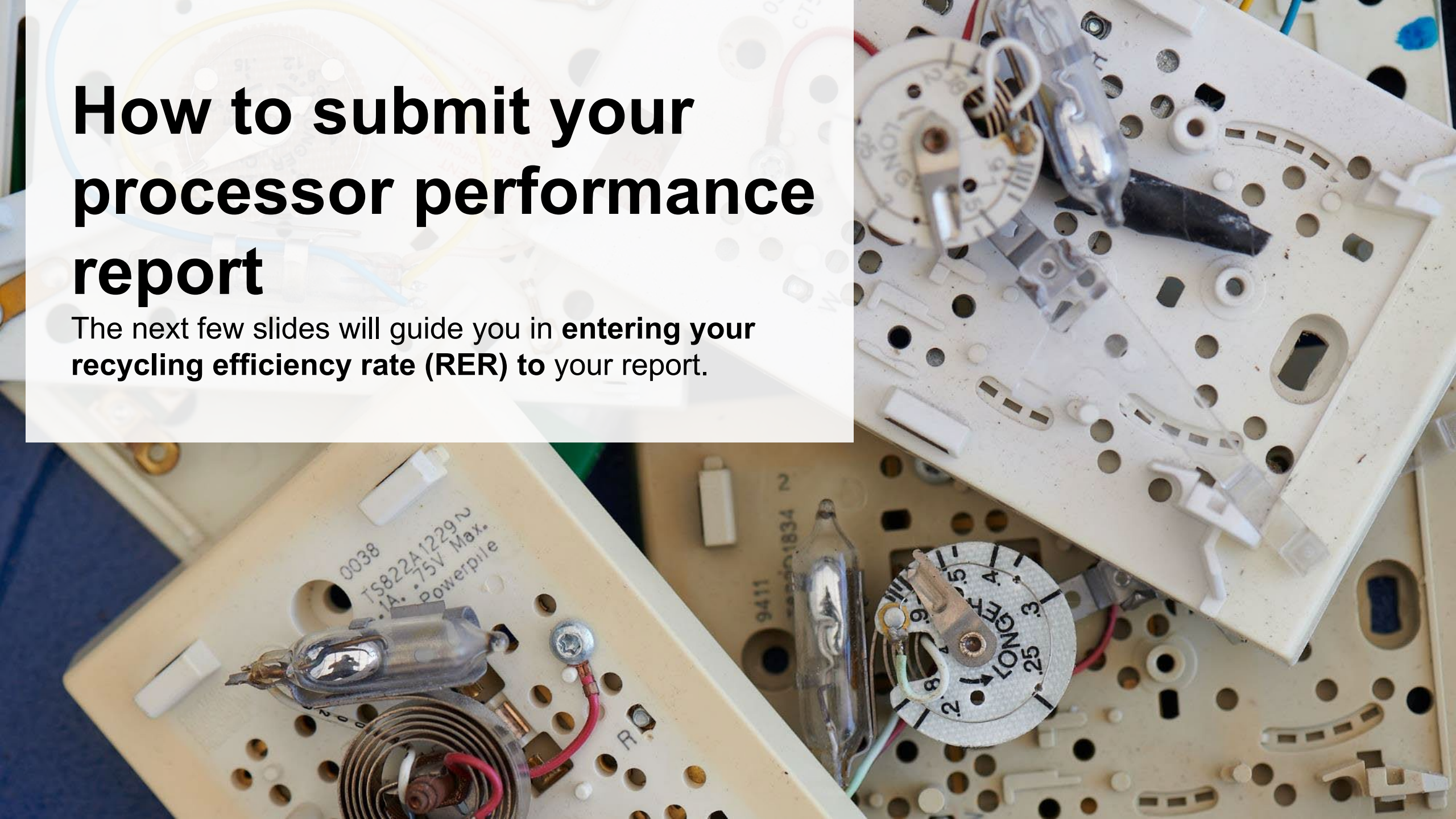
Performance report
Enter your recycling efficiency rate

Processors listed on RPRA's website are only required to enter the RER previously submitted to RPRA. See slide 6 for further explanation.

1. Click **Start** to enter your recycling efficiency rate (RER) previously submitted or '0'.

Recycling Efficiency Rate

RER

Enter the applicable recycling efficiency rate (RER) for the following categories.

Mercury-Containing Devices	RER (%)
Barometers	0
Thermometers	0
Thermostats	0

Start **1**

Performance report
Enter your recycling efficiency rate cont.

1. Enter the **RER (%)** already submitted to RPRA for each material as applicable.

2. Click **Save & Next**.

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

How to submit your processor performance report

The next few slides will guide you with **submitting** your report.
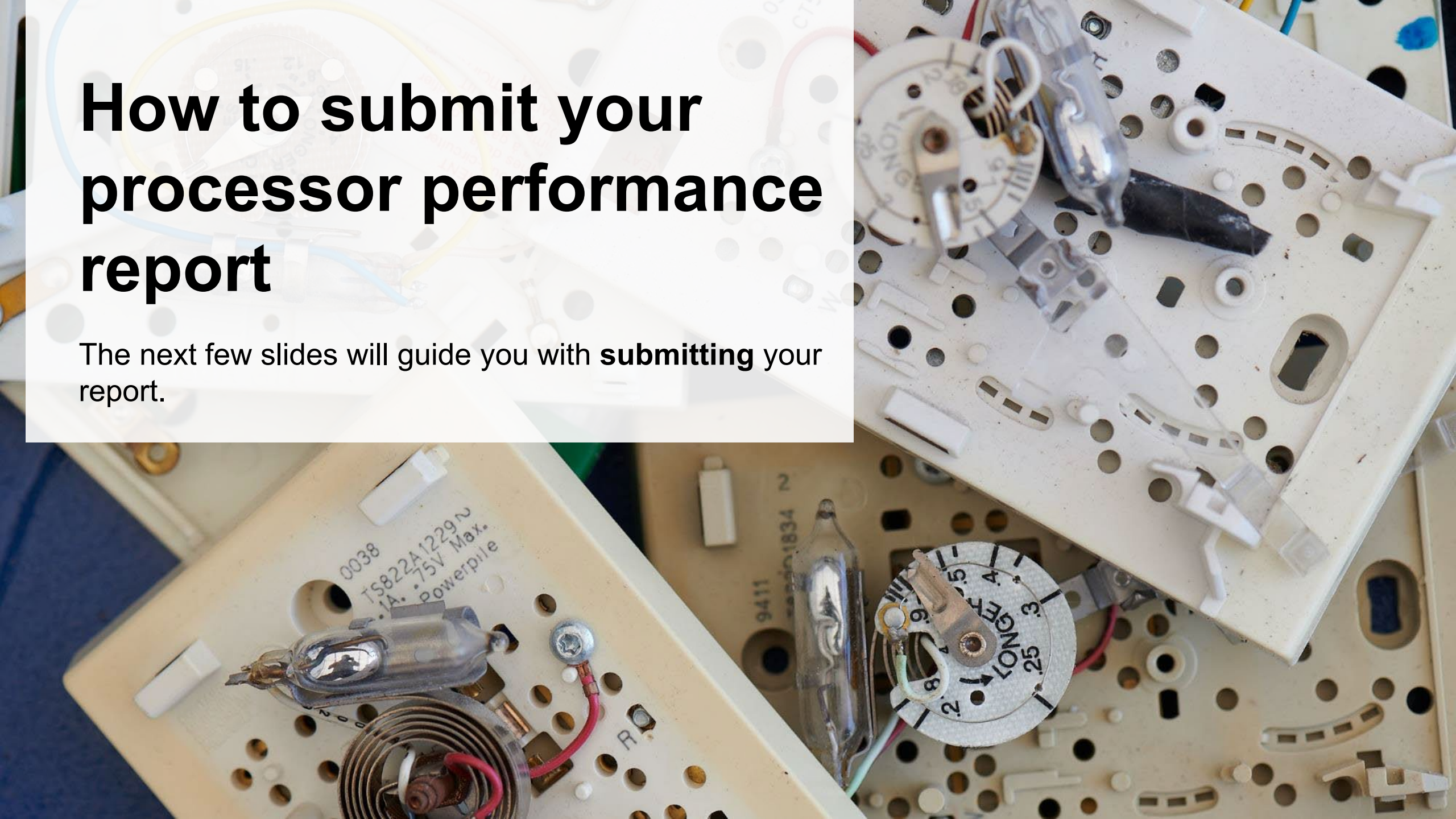
Performance report
Submit your report

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**
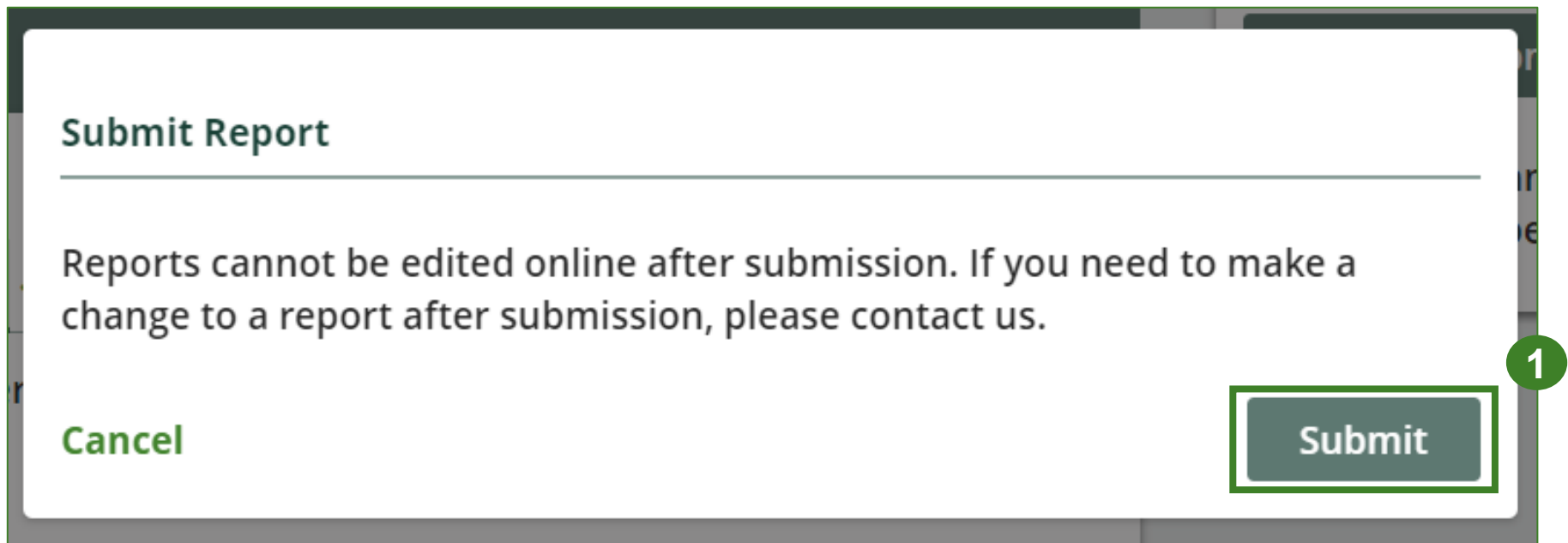
Performance report
Submit your report cont.

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

2. Click on **Back to Dashboard** to return to the Mercury-Containing Devices homepage.

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.

HSPTesting

Mercury-Containing Devices Homepage

Registration #:00025441

Mercury-Containing Devices
Switch Programs

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

Producer *   Hauler *   Processor   Invoices   Add Roles

Mercury-Containing Devices

Report ▼	Status	① Last Updated By	Action ②
2021/22 Mercury-Containing Devices Perf...	Submitted May 05, 2023 10:25 a.m.	HSP Testing	View Download

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

Additional resources

Have a question?

Resources to help you submit your report:

- Visit our HSP processor 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.