Hazardous and Special Products: Processor Performance Reporting Guide

Mercury-containing devices (barometers, thermometers and thermostats)





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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 <u>Hazardous and</u> <u>Special Products (HSP) Regulation</u> 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 stepby-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 <u>registry@rpra.ca</u> 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 <u>FAQ</u> for more information on user levels in the Registry.

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

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



How to manage contacts on your Registry account cont.

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

< Back to Programs		Manage Users	
Manage Users		Email user@email.com	
		First Name	Last Name
Active Users		Example	User
User A Email Program Last I	ogin Action 2	Job Title General Manager]
Example User user@email.com	Manage Disable	Business Phone Number 6470123456	Phone Extension
	Add New User	Mobile Phone Number 6470123456	Same as Business Phone Number
 To give reporting abilities to a Primary select the program from the drop-dowr grant the user access to. Check the box to authorize the user. 		Program Mercury-Containing Devices	User Access Level Secondary
5. Click Save.		Cancel	to create/modify data.

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 Devi	ces Homepage			Registration #:00025568 Mercury-Containing Devices Switch Programs
 An asterisk (*) indicates that items to address in the tab. Producer * Hauler Processor * 	0			
Mercury-Containing Devices				
Report ▼	Status	Last Updated By		Action
2021/22 Mercury-Containing Devic	es Perf Not Started Due Date: Jul 31, 2023		C	Start 2
Processing Sites List the address of each site where	e mercury-containing devices a	re processed.		Manage
Materials Processed from Barom Identify the materials that you rec				Manage
Materials Processed from Therm	ometers			Manage

Returbishe	er ^ Processor ^	PRO Status	Add Roles	
Attentio	n			
lt is an of	fence if you subm	it false or misle	ading information	on to the Authority.
<u>Cancel</u>				Proceed

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 De Processor	evices Performance -	Report Status Not Started
Report Summary		
Received from Haulers		Submit Report
Inside Ontario Outside Ontario		
Input the weight of mercury-containing dev	rices received from inside Ontario.	Submit Report
Inside Ontario	Total Kilograms	
Barometers		Make sure to provide all the required
Thermometers		data before submitting.
Thermostats		
Total		
	Start	

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**.
- 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. Step 1: Search for and add all your haulers Hauler Q Action Registration # **Company Name** Primary Contact Address 2 Add 00025443 HaulerTesting Hauler Testing 100 Fake St. Ottawa 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 Enter 00025443 HaulerTesting 0 0 Remove

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

3

14

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.

aulers you have added Step 2: Enter data fo	in Step 1 above will appear in or all your haulers	the table below.		
Registration #	Company Name	Inside Ontario	Outside Ontario	Action
00025443	HaulerTesting	0	0	Enter 1 Remove
	Continue only w	nen you have finished enter	ing data for all of your hauler	s Continue >

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 Perfor	mance -
Processor	
Enter your data and click Save & Next to move to the next reporting	g screen.
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
Clear Form	Save & Next

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 Mercu Processor Enter your data and cli			
Received from Hau	ılers		
✔ Inside Ontario	Outside Ontario		
Input the weight of	mercury-containing	devices received fro	m outside Ontario.
Outside Ontario		1	Total Kilograms
Barometers			0
Thermometers			0
Thermostats			0
	Clear Form	Previous	Save & Next

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.

eceived from Haule	rs			
	stration number (#), name or a	ddress in the search bar to s	ee the search results in the t	able below.
Step 1: Search for a	nd add all your haulers		Enter search terms h	ere Q
Registration #	Company Name	Primary Contact	Address	Action
No Results				
lers you have addeo	l in Step 1 above will appear in	the table below.		
Step 2: Enter data f	or all your haulers			

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

Continue >

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 Mercul	y-Containing Devices Performance -
Processor	
Report Summary	
Received from Hau	lers
✓ 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.

How to submit your processor performance report

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



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.





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.

Recovered Mate	rials		
 Barometers 	Thermometers	Thermostats	
nput the weight hermometers.	of materials recover	red from processing t	he collected
Thermometers			Total Kilograms
Glass			0
Metal			0
Mercury			0
Plastic			0
Other			0
List any materia	als included in the "O) ther" category (250 d	haracters max.)

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.

Recovered Materials	HSPTesting 2021/22 Mercury-Containing Processor Enter your data and click Save & Next to m	-		
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.) Glass	Recovered Materials			
thermostats. Thermostats Glass Metal Mercury Plastic Other List any materials included in the "Other" category (250 characters max.) Total Kilograms O Metal Mercury Plastic Other Other Distation Distation Distation Other Distation Dit	✓Barometers ✓Thermometers	Thermostats		
Glass Metal Mercury Plastic Other List any materials included in the "Other" category (250 characters max.) Image: Comparison of the form o		ed from processing the collected		
Metal Mercury Plastic Other List any materials included in the "Other" category (250 characters max.) Recovered Materials O Plastic O Other Class Metal Metal Metal Metal Other Class Metal Metal Metal <	Thermostats	Total Kilograms		
Metal Mercury Plastic Other List any materials included in the "Other" category (250 characters max.) Metal Other Mercury Detation Other Detation Other Detation Deta	Glass	0		
Plastic O Other 0 List any materials included in the "Other" category (250 characters max.) Glass Image: Control of the state	Metal	0		Thermostats
Other 0 Glass 1,000 List any materials included in the "Other" category (250 characters max.) Mercury 1,000 Other 0 0	Mercury	0		d from processing the collected
Other Metal 1,000 List any materials included in the "Other" category (250 characters max.) Mercury 1,000 Plastic 1,000 Other 0	Plastic	0	Barometers	Total Kilograms
List any materials included in the "Other" category (250 characters max.) Mercury 1,000 Plastic 1,000 Other 0	Other	0		
List any materials included in the "Other" category (250 characters max.) Plastic 1,000 Other 0				
	List any materials included in the "Ot	her" category (250 characters max.)		
			Other	0
Total 4,000			Total	4,000
Clear Form Previous Save & Next Barometers data last updated by: HSP Testing on May 04, 2023 05:20 p.m. 2 3	Clear For		Barometers data last updated by: HSP	Edit

How to submit your processor performance report

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



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 se	nt to landfills an	d dumps.		
Land Disposed			Total Kilograms	
Glass				
Metal				
Mercury				
Plastic				
Other				
Total				
			1 Start	

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.

TopNotchAuto 2021/22 Mercury-Containing Devices Perfor Processor Enter your data and click Save & Next to move to the next report		TopNotchAuto 2021/22 Mercury-Containing Devices Per Processor Enter your data and click Save & Next to move to the next rep		TopNotchAuto 2021/22 Mercury-Containing Devices Per Processor Enter your data and click Save & Next to move to the next rep		TopNotchAuto 2021/22 Mercury-Containing Devi Processor Enter your data and click Save & Next to move to th	
Processed Material Disposal Data (Barometers)		Processed Material Disposal Data (Barometers)		Processed Material Disposal Data (Barometers)		Processed Material Disposal Data (Barometer	s)
✓Land Disposed ✓Incinerated ✓Used as Fuel ✓Stoo	ckpiled	✓Land Disposed ✓Incinerated ✓Used as Fuel ✓S	tockpiled	✓Land Disposed ✓Incinerated ✓Used as Fuel ✓S	itockpiled	✓Land Disposed ✓Incinerated ✓Used as	Fuel Stockpiled
Includes material sent to landfills and dumps.		Excludes material used as fuel or a fuel supplement.		Material used as fuel or a fuel supplement.		Includes material stored, stockpiled or otherwi	
Land Disposed	Total Kilograms	Incinerated	Total Kilograms	Used as Fuel	Total Kilograms	Stockpiled	Total Kilograms
Glass	0	Glass	0	Glass	0	Glass	0
Metal	0	Metal	0	Metal	0	Metal	0
Mercury	0	Mercury	0	Mercury	0	Mercury	0
Plastic	0	Plastic	0	Plastic	0	Plastic	0
Other	0	Other	0	Other	0	Other	0
List any materials included in the "Other" category (250 ch	aracters max.)	List any materials included in the "Other" category (250	characters max.)	List any materials included in the "Other" category (250	characters max.)	List any materials included in the "Other" cate	gory (250 characters max.)
I did not send any material for land disposal.		 I did not send any material for incineration. 		I did not send any material to be used as fuel.		I did not stockpile any material.	
Clear Forn Land Disposed data last updated by: Gary Agard on Jul 13, 2		Clear Form Previou Incinerated data last updated by: Gary Agard on Jul 13, 20		Clear Form Previou Used as Fuel data last updated by: Gary Agard on Jul 13,		Clear Form Stockpiled data last updated by: Gary Agard on	Previous Save & Next 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.

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.

Processed Materia	al Disposal Data	(Barometers)	
✓Land Disposed	✓Incinerated	✓ Used as Fuel	✓ Stockpiled
Includes material s	sent to landfills a	ind dumps.	
Land Disposed			Total Kilograms
Glass			0
Metal			0
Mercury			0
Plastic			0
Other			0
Total			0
Land Disposed dat	a last updated b	y: Gary Agard on	Jul 14, 2023 10:03 a.m.
			1 Edit

FopNotchAuto 2021/22 Mercury-Containing Dev Processor Enter your data and click Save & Next to move to t	
Processed Material Disposal Data (Baromete	rs)
✓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
List any materials included in the "Other" cat	egory (250 characters max.)
I did not send any material for land disponent	osal.
	Clear Form Save & Next
Land Disposed data last updated by: Gary Aga	rd on Jul 14, 2023 10:03 a.m.

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.

Land Disposed	Incinerated	Used as Fuel	Stockpiled
ncludes material ser	nt to landfills an	d dumps.	
Land Disposed			Total Kilograms
Glass			
Metal			
Mercury			
Plastic			
Other			
Total			

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.

TopNotchAuto 2021/22 Mercury-Containing Devices Performance - Processor inter your data and click Save & Next to move to the next reporting screen.		TopNotchAuto 2021/22 Mercury-Containing D Processor Enter your data and click Save & Next to move		TopNotchAuto 2021/22 Mercury-Containin Processor Enter your data and click Save & Next to b	0		TopNotchAuto 2021/22 Mercury-Containin Processor Enter your data and click Save & Next to n	-
Processed Material Disposal Data (Thermometers) ✓Land Disposed ✓Incinerated ✓Used as Fuel ✓Stockpiled Includes material sent to landfills and dumps. ✓ ✓ ✓		Processed Material Disposal Data (Therm ✓ Land Disposed ✓ Incinerated ✓ Use Excludes material used as fuel or a fuel su	d as Fuel 🖌 Stockpiled	Processed Material Disposal Data (T	✓ Used as Fuel	_	Processed Material Disposal Data (Th ~Land Disposed ~ Incinerated ~ Includes material stored, stockpiled ou	Used as Fuel
Land Disposed Glass Metal Total Kilograms 0 0		Incinerated Glass Metal	Total Kilograms 0 0	Used as Fuel Glass Metal	Total Kilogram	s]]	Stockpiled Glass Metal	Total Kilograms
Mercury 0 Plastic 0 Other 0		Mercury Plastic Other		Mercury Plastic Other	0 0 0		Mercury Plastic Other	0 0 0
List any materials included in the "Other" category (250 characters max.)		List any materials included in the "Other"		List any materials included in the "O	ther" category (250 characters max.) e used as fuel.]	List any materials included in the "Ot	her" category (250 characters max.)
Clear Form Save & Next and Disposed data last updated by: Gary Agard on Jul 13, 2023 02:26 p.m.	3	Clear Form Incinerated data last updated by: Gary Aga	Previous Save & Next ard on Jul 13, 2023 02:26 p.m.	Clear Fo Used as Fuel data last updated by: Ga			Clear For Stockpiled data last updated by: Gary	

- 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.

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.

Land Dispose	d <incinerated< th=""><th>✓ Used as Fuel</th><th> Stockpiled </th></incinerated<>	✓ Used as Fuel	 Stockpiled
ncludes materia	l sent to landfills a	and dumps.	
Land Disposed			Total Kilograms
Glass			0
Metal			0
Mercury			0
Plastic			0
Other			0
Total			0

TopNotchAuto 2021/22 Mercury-Containing Dev Processor Enter your data and click Save & Next to move to	
Processed Material Disposal Data (Thermor	neters)
✓Land Disposed ✓Incinerated ✓Used a	as Fuel 🖌 Stockpiled
Includes material sent to landfills and dumps	5.
Land Disposed	Total Kilograms
Glass	0
Metal	0
Mercury	0
Plastic	0
Other	0
List any materials included in the "Other" ca	ategory (250 characters max.)
I did not send any material for land disp	posal.
Land Disposed data last updated by: Gary Ag	Clear Form Save & Next

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 se	nt to landfills an	d dumps.				
Land Disposed			Total Kilograms			
Glass						
Metal						
Mercury						
Plastic						
Other						
Total						
			1 Start			

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.

			-				- · · · · · · · · · · · · · · · · · · ·	
opNotchAuto 021/22 Mercury-Containing Devices Perfor rocessor ater your data and click Save & Next to move to the next report			TopNotchAuto 2021/22 Mercury-Containing Devic Processor Enter your data and click Save & Next to move to the		TopNotchAuto 2021/22 Mercury-Containing Devices Per Processor Enter your data and click Save & Next to move to the next report		TopNotchAuto 2021/22 Mercury-Containing De Processor Enter your data and click Save & Next to move to	
Processed Material Disposal Data (Thermostats)			Processed Material Disposal Data (Thermostat	s)	Processed Material Disposal Data (Thermostats)		Processed Material Disposal Data (Thermo	ostats)
✓Land Disposed ✓Incinerated ✓Used as Fuel ✓Stor	ckpiled		✓Land Disposed ✓Incinerated ✓Used as F	uel 🗸 Stockpiled	✓ Land Disposed ✓ Incinerated ✓ Used as Fuel ✓ St	ockpiled	✓Land Disposed ✓Incinerated ✓Used	as Fuel Stockpiled
Includes material sent to landfills and dumps.			Excludes material used as fuel or a fuel supplem	ent.	Material used as fuel or a fuel supplement.		Includes material stored, stockpiled or othe	rwise deposited on land.
Land Disposed	Total Kilograms		Incinerated	Total Kilograms	Used as Fuel	Total Kilograms	Stockpiled	Total Kilograms
Glass U	0		Glass	0	Glass	0	Glass	0
Metal	0		Metal	0	Metal	0	Metal	0
Mercury	0		Mercury	0	Mercury	0	Mercury	0
Plastic	0		Plastic	0	Plastic	0	Plastic	0
Other	0		Other	0	Other	0	Other	0
List any materials included in the "Other" category (250 ch	aracters max.)		List any materials included in the "Other" categ	ory (250 characters max.)	List any materials included in the "Other" category (250 c	haracters max.)	List any materials included in the "Other"	category (250 characters max.)
 I did not send any material for land disposal. 			I did not send any material for incineration		I did not send any material to be used as fuel.		I did not stockpile any material.)
Clear Forn d Disposed data last updated by: Gary Agard on Jul 13, 2		3	Clear Form	Previous Save & Next Jul 13, 2023 02:27 p.m.	Clear Form Previous Used as Fuel data last updated by: Gary Agard on Jul 13, 2		Clear Form Stockpiled data last updated by: Gary Agard	Previous Save & Next I 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.

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.

Processed Materia	Processed Material Disposal Data (Thermostats)						
✓Land Disposed	 Incinerated 	✓ Used as Fuel	✓ Stockpiled				
Includes material s	ent to landfills a	and dumps.					
Land Disposed			Total Kilograms				
Glass			0				
Metal			0				
Mercury			0				
Plastic			0				
Other			0				
Total			0				
Land Disposed dat	a last updated b	y: Gary Agard on	Jul 13, 2023 02:26 p.m.				
			1 Edit				

opNotchAuto				
2021/22 Mercury-Co	ontaining [Devices Pe	erforr	nance -
rocessor				
nter your data and click Save	e & Next to mov	e to the next re	porting	screen.
Processed Material Dispo	osal Data (Therr	mostats)		
✓Land Disposed ✓Inc	inerated 🗸 Us	ed as Fuel 🛛 🗸	Stockpi	led
Includes material sent to	landfills and du	mps.		
Land Disposed				Total Kilograms
Luna Disposed			_	
Glass				0
Metal			Г	0
Weta				0
Mercury				0
Plastic				0
Other			Γ	0
other				0
List any materials includ	ed in the "Other	r" category (250) charad	ters max.)
I did not send any m	laterial for land	disposal.		
				-
		Clear F	orm	Save & Next
Land Disposed data last u	pdated by: Gary	/ Agard on Jul	13, 2023	3 02:26 p.m.
-				-

How to submit your processor performance report

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



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 D	evices Sent to a Different Processor
Sent Downstream	
Input the weight of me different processor.	rcury-containing devices sent for processing by a
Sent Downstream	Total Kilograms
Barometers	
Thermometers	
Thermostats	
Total	
	Start

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.

HSPTesting 2021/22 Mercury-Containing I	Devices Performance -	Mercury-Containing Devices Sent to a	Different Processor
Processor Enter your data and click Save & Next to move to the next reporting screen.		✓ Sent Downstream	
Mercury-Containing Devices Sent to a D	fferent Processor	Input the weight of mercury-containing different processor.	devices sent for processing by a
Sent Downstream		Sent Downstream	Total Kilograms
Input the weight of mercury-containing d different processor.	evices sent for processing by a	Barometers	1,000
Sent Downstream	Total Kilograms	Thermometers	1,000
Barometers	0	Thermostats	1,000
Thermometers	0	Total	3,000
Thermostats	0	Sent Downstream data last updated by	: HSP Testing on May 05, 2023 09:39 a.m
	Clear Form Save & Next 2		Edit

3
How to submit your processor performance report

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



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. ٠

Save & Next.	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 Barometers	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

3.

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.

HSPTesting 2021/22 Mercury-Containing Devices Performance -	Products Made from Mercury-Containing Devices
Processor Enter your data and click Save & Next to move to the next reporting screen.	✓ My Products ✓Downstream Processor Products
Products Made from Mercury-Containing Devices	Enter the products that you create out of processed materials (max. 250 characters).
✓ My Products Downstream Processor Products	My Products
Enter the products made from materials you sent to a downstream processor (max. 250 characters). Downstream Processor Products	Barometers xxxx
Barometers	Thermometers
	XXXX
Thermometers	Thermostats
Thermostats	xxxxx
	My Products data last updated by: HSP Testing on May 05, 2023 09:49 a.m.
Clear Form Previous Save & Next 2	Edit

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

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

Recycling Efficiency Rate	
RER	
nter the applicable recycling efficiency rate (RER)	for the following categories.
Mercury-Containing Devices	RER (%)
Barometers	0
Thermometers	0
Thermostats	0
	Start

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.

HSPTesting 2021/22 Mercury-Containing Devices Performance Processor Enter your data and click Save & Next to move to the next report	
Recycling Efficiency Rate	
Enter the applicable recycling efficiency rate (RER) for the fo	llowing categories.
Mercury-Containing Devices	RER (%)
Barometers	0.00%
Thermometers	0.00%
Thermostats	0.00%
Clear Form	Save & Next

Recycling Efficiency Rate	
✓ RER	
nter the applicable recycling efficiency rate (RER) for the following categories.
Mercury-Containing Devices	RER (%)
Barometers	50
Thermometers	50
Thermostats	50
RER data last updated by: HSP Testing on May 05	2023 10·02 a m

Edit

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.

TopNotchAuto 2021/22 Mercury-Containing Devices Perform Processor	iance -	Report Status In Progress
Report Summary		Submit Report
Received from Haulers		Submit Report
✓Inside Ontario ✓Outside Ontario		Make sure to provide all the required
Input the weight of mercury-containing devices received from in	side Ontario.	data before submitting.
Inside Ontario T	otal 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	

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	er en er
Reports cannot be edited online after submission. If you need to make a change to a report after submission, please contact us.	ie
Cancel Submi	t

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 TopNotchAuto 2021/22 Mercury-Containing Device Processor 	ces Performance -	Report Status Submitted Jul 14, 2023 11:06 a.m.] 1
Report Summary		Submit Report	
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	l on Jul 14, 2023 11:06 a.m.		
	View		

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.

SPTesting Iercury-Containing [Devices Homepage		Registratio	
An asterisk (*) indicates items to address in the	s that you have incomplete tab.			
Producer * Hauler * Proc	essor Invoices Add Roles			
Mercury-Containing Device	95			
Report ▼	Status	Last Updated By	Action	2
2021/22 Mercury-Containing	Devices Perf Submitted May 05, 2023 10:25 a.m.	HSP Testing	View Downlo	oad
Processing Sites List the address of each site	where mercury-containing devices are pr	ocessed.		Manage
Materials Processed from B Identify the materials that ye				Manage
Materials Processed from T Identify the materials that ye				Manage
Materials Processed from T	hermostats			Manage

Additional

resources

Have a question?

Resources to help you submit your report:

- Visit our <u>HSP processor webpage</u> for additional information on reporting requirements.
- For support with navigating the Registry and meeting your regulatory requirements, visit our <u>HSP</u> <u>Registry Resources webpage</u> 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.