

Hazardous and Special Products: Processor Performance Reporting Guide

Pressurized containers
(refillable and non-refillable)



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 is an annual report that processors with obligations under the [Hazardous and Special Products \(HSP\) Regulation](#) complete to report on their processing activities from October 1, 2021 to December 31, 2022. **The deadline to submit performance reports is September 15.**

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, please contact the Compliance Team at registry@rpra.ca or call 1-833-600-0530.

What data needs to be reported?

Processors of **refillable and non-refillable pressurized containers** are required to report the following information from October 1, 2021 to December 31, 2022:

- 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 **refillable and non-refillable pressurized containers** are required to report the following information from October 1, 2021 to December 31, 2022:

- 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 not required to submit a Recycling Efficiency Rate (RER) Verification Report in 2023. [View the list of HSP processors here.](#) Processors listed on RPRA's website are to enter the RER submitted in 2022 when filling out the RER section of the 2023 report. Follow the instructions on [slide 36](#) for more guidance.

Processors who are not currently on the list, including new market entrants, will still be required to submit an RER Verification Report in 2023.

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:

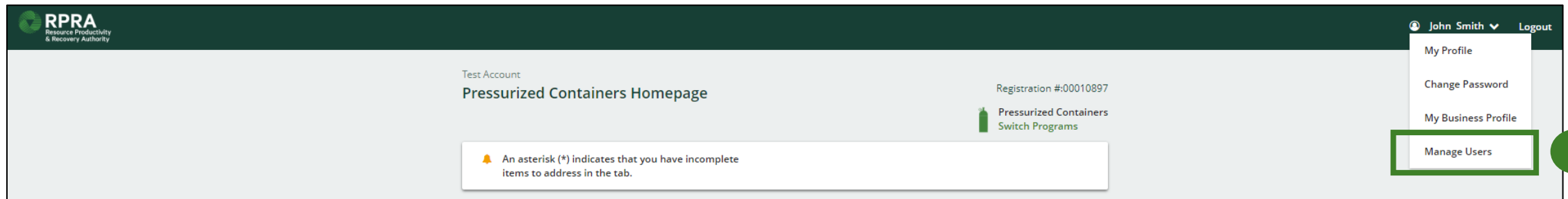
- If you already have an existing Registry account, you do not need to create a new one.
 - Simply log into your existing account, which will bring you to the homepage where you will see all programs you are enrolled in.
 - If you have forgotten your password, click "Forgot Password" on the login screen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

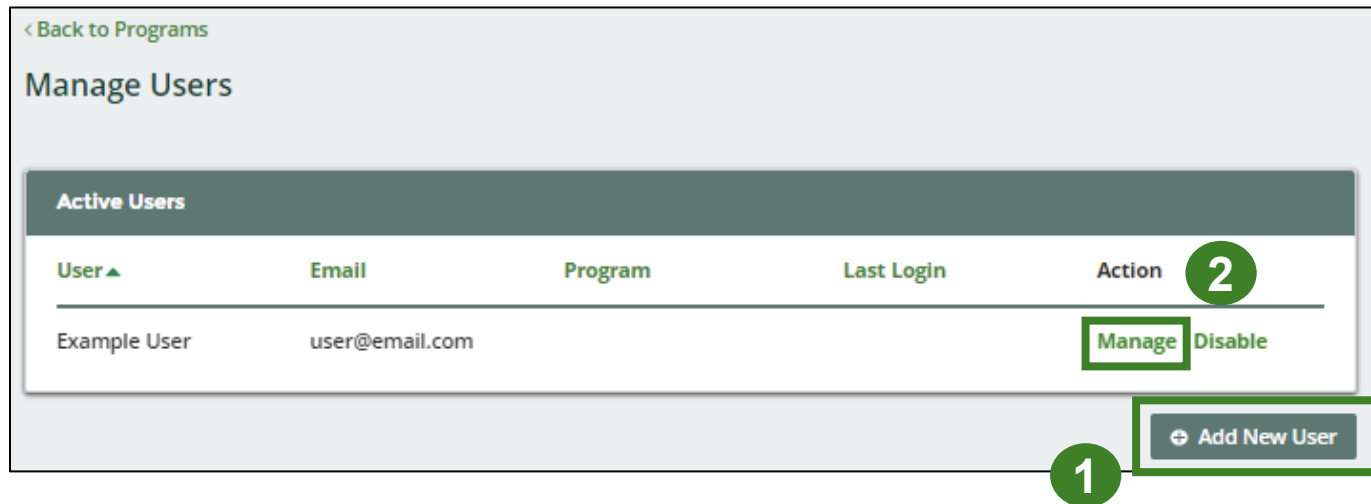
1. Once you are logged into your account, click on the drop-down arrow in the top right corner and select **Manage Users** as shown below.



The screenshot displays the RPRP (Resource Productivity & Recovery Authority) Registry account dashboard. The top navigation bar is dark green with the RPRP logo on the left and the user name 'John Smith' with a dropdown arrow and a 'Logout' link on the right. The main content area is light gray and contains the text 'Test Account', 'Pressurized Containers Homepage', and 'Registration #:00010897'. A notification box at the bottom center states: 'An asterisk (*) indicates that you have incomplete items to address in the tab.' On the right side, a dropdown menu is open, listing 'My Profile', 'Change Password', 'My Business Profile', and 'Manage Users'. The 'Manage Users' option is highlighted with a green rectangular box. A green circle with the number '1' is positioned to the right of the 'Manage Users' option, indicating the first step in the process.

How to manage contacts on your Registry account cont.

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



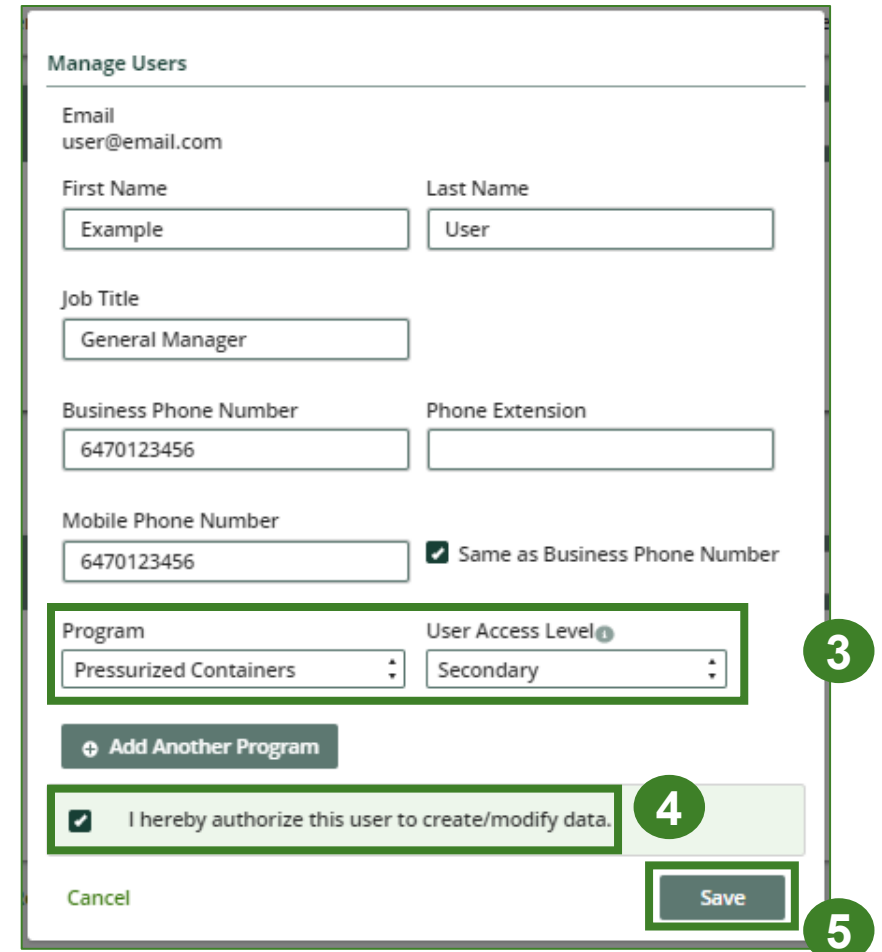
< Back to Programs

Manage Users

Active Users				
User ▲	Email	Program	Last Login	Action 2
Example User	user@email.com			Manage Disable

1 [+ Add New User](#)

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**.



Manage Users

Email
user@email.com

First Name Last Name

Job Title

Business Phone Number Phone Extension

Mobile Phone Number Same as Business Phone Number

Program User Access Level

[+ Add Another Program](#)

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

Cancel [Save](#) 5

How to submit your processor performance report

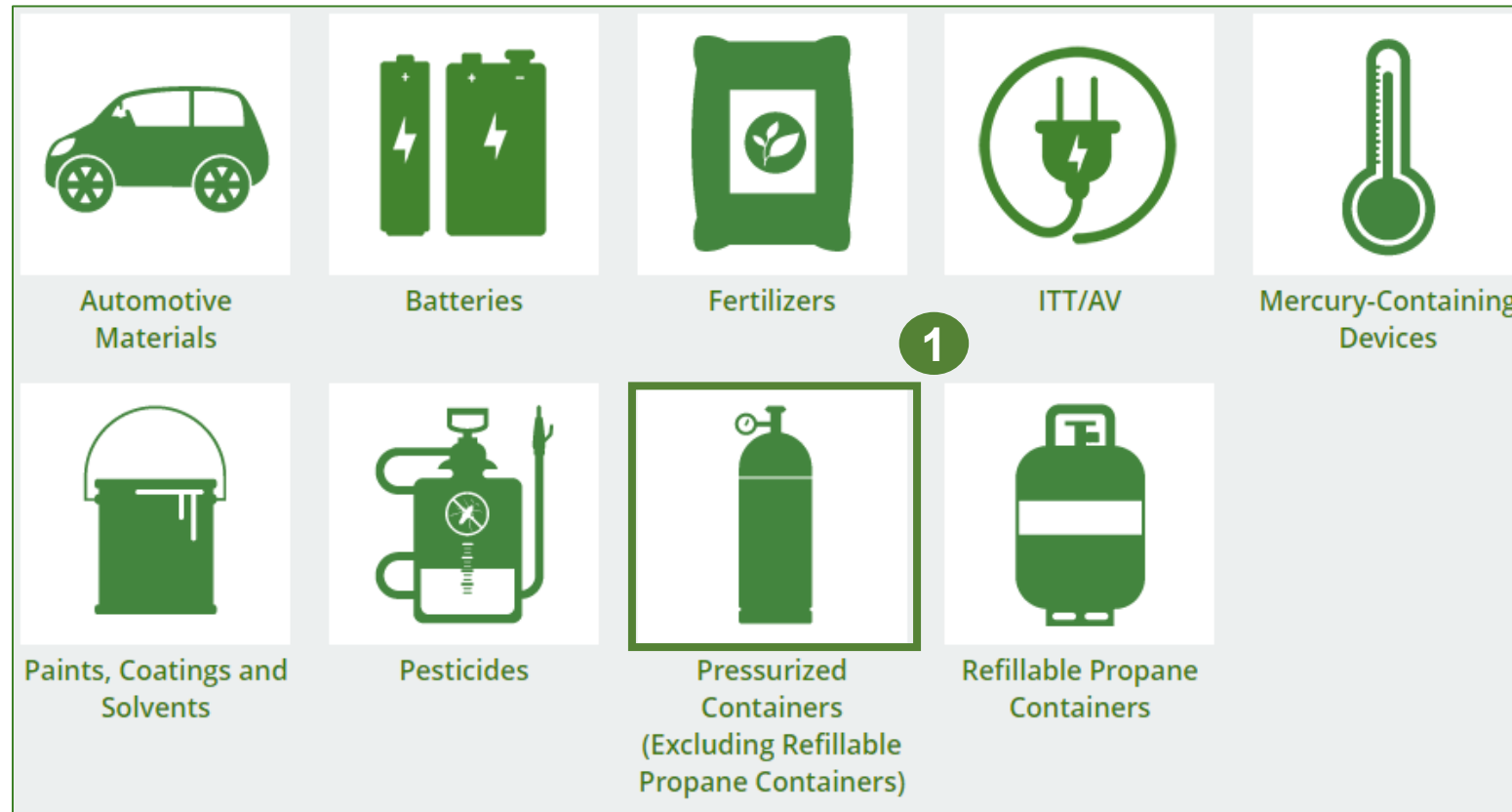
The next few slides will guide you with entering your received from haulers material(s) data.



Performance report

Access your program

1. After logging in, click on the icon for the **Pressurized Containers** program on your dashboard.



Performance report

Starting your report

1. On the **Pressurized Containers Homepage**, click on the **Processor** tab to navigate to the processor reports.
2. Under **Action**, click on **Start** to begin completing the Pressurized Containers 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 and add roles tab).

The screenshot shows the 'Pressurized Containers Homepage' for user 'HSPTesting' with registration number '00025441'. The page title is 'Pressurized Containers (Excluding Refillable Propane Containers)'. A navigation bar includes 'Producer *', 'Hauler *', 'Processor *', 'PRO Status', 'Invoices', and 'Add Roles'. A table lists reports with columns for 'Report', 'Status', 'Last Updated By', and 'Action'. One report is listed: '2021/22 Pressurized Containers Perform...' with status 'Not Started' and due date 'Jul 31, 2023'. A 'Start' button is visible in the 'Action' column. Below the table is an 'Attention' notice: 'It is an offence if you submit false or misleading information to the Authority.' At the bottom, there are 'Cancel' and 'Proceed' buttons.

Report	Status	Last Updated By	Action
2021/22 Pressurized Containers Perform...	Not Started Due Date: Jul 31, 2023		Start

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 pressurized containers received from haulers.

HSP TESTING GUIDE
2021/22 Pressurized Containers Performance - Processor

Report Summary

Received from Haulers

Inside Ontario Outside Ontario

Input the weight of pressurized containers received from inside Ontario.

Inside Ontario	Total Kilograms
Refillable Pressurized Containers	
Non-refillable Pressurized Containers	
Total	

1 **Start**

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 refillable and non-refillable pressurized containers from to your report.

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

HSP TESTING GUIDE
2021/22 Pressurized Containers Performance - Processor
Follow the steps below to identify and enter data for all the haulers you received pressurized containers 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

HSP Testing Guide

Registration #	Company Name	Primary Contact	Address	Action
00025567	HSP Testing Guide	Stefort Cumma	1101 Prince of Wales Dr., O.	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
00025567	HSP Testing Guide	0	0	Enter 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

1. Under **Action**, click **Enter** to add the total weight of each applicable type of pressurized container 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
00025567	HSP Testing Guide	0	0	1 <input type="button" value="Enter"/> Remove

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

Performance report

Enter weight of materials received from each hauler cont.

1. Under the **Inside Ontario** tab, enter the **Total Kilograms** of refillable and non-refillable pressurized containers collected from inside Ontario received from that hauler.
2. Click **Save & Next**.

HSPTesting
2021/22 Pressurized Containers 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 pressurized containers received from inside Ontario.

Inside Ontario

Refillable Pressurized Containers

Non-refillable Pressurized Containers

Total Kilograms

0

0

Clear Form **Save & Next**

Performance report

Enter weight of materials received from each hauler cont.

1. Under the **Outside Ontario** tab, enter the **Total Kilograms** of refillable and non-refillable pressurized containers collected from outside Ontario received from that hauler.
2. Click **Save & Next**.

2021/22 Pressurized Containers 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 pressurized containers received from outside Ontario.

Outside Ontario

Refillable Pressurized Containers

Non-refillable Pressurized Containers

Total Kilograms

Clear Form Previous **Save & Next**

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 Pressurized Containers Performance - Processor

Follow the steps below to identify and enter data for all the haulers you received pressurized containers 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	2,000	2,000	Update Remove

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

1

2

Performance report

Report summary for pressurized containers

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

1. Click on **Edit** if you need to make a change to the refillable and non-refillable pressurized containers weight.

< Back to Dashboard

HSP TESTING GUIDE
2021/22 Pressurized Containers Performance - Processor

Report Status
In Progress

Submit Report

Submit Report

Make sure to provide all the required data before submitting.

Report Summary

Received from Haulers

✓ Inside Ontario ✓ Outside Ontario

Input the weight of pressurized containers received from inside Ontario.

Inside Ontario	Total Kilograms
Refillable Pressurized Containers	1,000
Non-refillable Pressurized Containers	1,000
Total	2,000

Inside Ontario data last updated by: Maajida Blake on May 19, 2023 11:51 a.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 **Refillable** 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

Refillable Non-refillable

Input the weight of materials recovered from processing the collected refillable pressurized containers.

Refillable	Total Kilograms
Metal	
Recovered Gas Products	
Refurbished Containers	
Plastic	
Other	
Total	

Start

HSPTesting

2021/22 Pressurized Containers Performance - Processor

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

Recovered Materials

Refillable Non-refillable

Input the weight of materials recovered from processing the collected refillable pressurized containers.

Refillable

Metal	<input type="text" value="0"/>
Recovered Gas Products	<input type="text" value="0"/>
Refurbished Containers	<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 **Save & Next**

Performance report

Enter your data for the weight of recovered materials cont.

1. Under the **Non-refillable** 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 make a change to the data previously entered.

HSPTesting
2021/22 Pressurized Containers Performance - Processor
Enter your data and click **Save & Next** to move to the next reporting screen.

Recovered Materials

Refillable **Non-refillable**

Input the weight of materials recovered from processing the collected non-refillable pressurized containers.

Non-refillable	Total Kilograms
Metal	<input type="text" value="0"/>
Recovered Gas Products	<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](#)

Recovered Materials

Refillable Non-refillable

Input the weight of materials recovered from processing the collected refillable pressurized containers.

Refillable	Total Kilograms
Metal	1,000
Recovered Gas Products	1,000
Refurbished Containers	1,000
Plastic	1,000
Other	0
Total	4,000

Refillable data last updated by: Gary Agard on Jul 06, 2023 03:25 p.m.

[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).



Performance report

Enter your processed material disposal data (refillable containers)

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

Processed Material Disposal Data (Refillable Containers)

Land Disposed Incinerated Used as Fuel Stockpiled

Includes material sent to landfills and dumps.

Land Disposed	Total Kilograms
Metal	
Recovered Gas Products	
Refurbished Containers	
Plastic	
Other	
Total	

1 **Start**

Performance report

Enter your processed material disposal data (refillable containers) cont.

1. In each category (**Land Disposed**, **Incinerated**, **Used as Fuel**, **Stockpiled**), enter the total weight of processed materials for each of the material(s) under **Total Kilograms**.
 - If applicable, list any materials included in the **Other** category.

The image displays four sequential screenshots of the reporting interface, each titled "2021/22 Pressurized Containers Performance - Processor".

- Screen 1:** The "Land Disposed" tab is selected. It includes a table for "Land Disposed" with columns for material types (Metal, Recovered Gas Products, Refurbished Containers, Plastic, Other) and "Total Kilograms". A green box highlights the "Total Kilograms" input fields, with a circled "1" next to it. A checkbox for "I did not send any material for land disposal." is highlighted with a green box and a circled "2". The "Save & Next" button is highlighted with a green box and a circled "3".
- Screen 2:** The "Incinerated" tab is selected. It includes a table for "Incinerated" with columns for material types and "Total Kilograms". A green box highlights the "Incinerated" tab and the "Total Kilograms" input fields.
- Screen 3:** The "Used as Fuel" tab is selected. It includes a table for "Used as Fuel" with columns for material types and "Total Kilograms". A green box highlights the "Used as Fuel" tab and the "Total Kilograms" input fields.
- Screen 4:** The "Stockpiled" tab is selected. It includes a table for "Stockpiled" with columns for material types and "Total Kilograms". A green box highlights the "Stockpiled" tab and the "Total Kilograms" input fields.

Green arrows indicate the flow from one screen to the next. The "Clear Form", "Previous", and "Save & Next" buttons are visible at the bottom of each screen.

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 your processed material disposal data (refillable containers) cont.

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

Processed Material Disposal Data (Refillable Containers)

Land Disposed Incinerated Used as Fuel Stockpiled

Includes material sent to landfills and dumps.

Land Disposed	Total Kilograms
Metal	1,000
Recovered Gas Products	1,000
Refurbished Containers	1,000
Plastic	1,000
Other	0
Total	4,000

Land Disposed data last updated by: Gary Agard on Jul 06, 2023 03:35 p.m.

2021/22 Pressurized Containers Performance - Processor
Enter your data and click **Save & Next** to move to the next reporting screen.

Processed Material Disposal Data (Refillable Containers)

Land Disposed Incinerated Used as Fuel Stockpiled

Includes material sent to landfills and dumps.

Land Disposed	Total Kilograms
Metal	<input type="text" value="1000"/>
Recovered Gas Products	<input type="text" value="1000"/>
Refurbished Containers	<input type="text" value="1000"/>
Plastic	<input type="text" value="1000"/>
Other	<input type="text" value="0"/>

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

I did not send any material for land disposal.

Land Disposed data last updated by: Gary Agard on Jul 06, 2023 03:35 p.m.

Performance report

Enter your processed material disposal data (non-refillable containers)

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

Processed Material Disposal Data (Non-Refillable Containers)

Land Disposed Incinerated Used as Fuel Stockpiled

Includes material sent to landfills and dumps.

Land Disposed	Total Kilograms
Metal	
Recovered Gas Products	
Plastic	
Other	
Total	

1 **Start**

Performance report

Enter your processed material disposal data (non-refillable containers) cont.

1. In each category (**Land Disposed**, **Incinerated**, **Used as Fuel**, **Stockpiled**), enter the total weight of processed materials for each of the material(s) under **Total Kilograms**.
 - If applicable, list any materials included in the **Other** category.

HSP TESTING GUIDE
2021/22 Pressurized Containers Performance - Processor
Enter your data and click **Save & Next** to move to the next reporting screen.

Processed Material Disposal Data (Non-Refillable Containers)

Land Disposed Incinerated Used as Fuel Stockpiled

Includes material sent to landfills and dumps.

Land Disposed	Total Kilograms
Metal	<input type="text" value="0"/>
Recovered Gas Products	<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**

HSP TESTING GUIDE
2021/22 Pressurized Containers Performance - Processor
Enter your data and click **Save & Next** to move to the next reporting screen.

Processed Material Disposal Data (Non-Refillable Containers)

✓Land Disposed **Incinerated** Used as Fuel Stockpiled

Excludes material used as fuel or a fuel supplement.

Incinerated	Total Kilograms
Metal	<input type="text" value="0"/>
Recovered Gas Products	<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

HSP TESTING GUIDE
2021/22 Pressurized Containers Performance - Processor
Enter your data and click **Save & Next** to move to the next reporting screen.

Processed Material Disposal Data (Non-Refillable Containers)

✓Land Disposed ✓Incinerated **Used as Fuel** Stockpiled

Material used as fuel or a fuel supplement.

Used as Fuel	Total Kilograms
Metal	<input type="text" value="0"/>
Recovered Gas Products	<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

HSP TESTING GUIDE
2021/22 Pressurized Containers Performance - Processor
Enter your data and click **Save & Next** to move to the next reporting screen.

Processed Material Disposal Data (Non-Refillable Containers)

✓Land Disposed ✓Incinerated ✓Used as Fuel **Stockpiled**

Includes material stored, stockpiled or otherwise deposited on land.

Stockpiled	Total Kilograms
Metal	<input type="text" value="0"/>
Recovered Gas Products	<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

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 your processed material disposal data (non-refillable containers) cont.

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

Processed Material Disposal Data (Non-Refillable Containers)

✓ Land Disposed ✓ Incinerated ✓ Used as Fuel ✓ Stockpiled

Includes material sent to landfills and dumps.

Land Disposed	Total Kilograms
Metal	1,000
Recovered Gas Products	1,000
Plastic	1,000
Other	0
Total	3,000

Land Disposed data last updated by: Gary Agard on Jul 06, 2023 03:51 p.m.

Edit

2021/22 Pressurized Containers Performance - Processor

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

Processed Material Disposal Data (Non-Refillable Containers)

✓ Land Disposed ✓ Incinerated ✓ Used as Fuel ✓ Stockpiled

Includes material sent to landfills and dumps.

Land Disposed	Total Kilograms
Metal	<input type="text" value="1000"/>
Recovered Gas Products	<input type="text" value="1000"/>
Plastic	<input type="text" value="1000"/>
Other	<input type="text" value="0"/>

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

I did not send any material for land disposal.

Clear Form **Save & Next**

Land Disposed data last updated by: Gary Agard on Jul 06, 2023 03:51 p.m.

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 pressurized containers sent to a different processor.

Pressurized Containers Sent to a Different Processor

Sent Downstream

Input the weight of pressurized containers sent for processing by a different processor.

Sent Downstream	Total Kilograms
Refillable Pressurized Containers	
Non-refillable Pressurized Containers	
Total	

1 **Start**

Performance report

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

1. Enter the total weight of refillable and non-refillable pressurized containers sent for processing by a different processor under **Total Kilograms**.
2. Click **Save & Next**.
3. Click **Edit** if you need to make a change to data previously entered.

HSP TESTING GUIDE
2021/22 Pressurized Containers Performance - Processor
Enter your data and click **Save & Next** to move to the next reporting screen.

Pressurized Containers Sent to a Different Processor

Sent Downstream

Input the weight of pressurized containers sent for processing by a different processor.

Sent Downstream	Total Kilograms
Refillable Pressurized Containers	<input type="text" value="0"/>
Non-refillable Pressurized Containers	<input type="text" value="0"/>

Clear Form **Save & Next**

1

2

Pressurized Containers Sent to a Different Processor

✓ Sent Downstream

Input the weight of pressurized containers sent for processing by a different processor.

Sent Downstream	Total Kilograms
Refillable Pressurized Containers	1,000
Non-refillable Pressurized Containers	1,000
Total	2,000

Sent Downstream data last updated by: Gary Agard on Jul 06, 2023 03:57 p.m.

Edit

3

How to submit your processor performance report

Enter the products made from pressurized containers.



Performance report

Products made from pressurized containers

1. Click **Start** to enter your data for products that you created out of processed refillable and non-refillable pressurized containers.
2. Under **My Products**, enter the name of the product you created from processed materials (e.g., metal pellets).
 - Write “Not Applicable or “None” on the materials that do not apply to you.
3. Click **Save & Next**.

Products Made from Pressurized Containers

My Products Downstream Processor Products

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

My Products

Refillable Pressurized Containers

Non-refillable Pressurized Containers

Start

1

2021/22 Pressurized Containers Performance - Processor

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

Products Made from Pressurized Containers

My Products Downstream Processor Products

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

My Products

Refillable Pressurized Containers

Non-refillable Pressurized Containers

Clear Form **Save & Next**

2

3

Performance report

Products made from pressurized containers cont.

1. Under **Downstream Processor Products** enter the products made from refillable and non-refillable pressurized containers 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 **Edit** if you need to make a change to the data previously entered.

2021/22 Pressurized Containers Performance - Processor
Enter your data and click **Save & Next** to move to the next reporting screen.

Products Made from Pressurized Containers

✓ My Products **Downstream Processor Products**

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

Downstream Processor Products

Refillable Pressurized Containers

Non-refillable Pressurized Containers

Clear Form Previous **Save & Next**

Products Made from Pressurized Containers

✓ My Products ✓ Downstream Processor Products

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

My Products

Refillable Pressurized Containers

Non-refillable Pressurized Containers

My Products data last updated by: Gary Agard on Jul 12, 2023 02:05 p.m.

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 [listed on RPRA's website](#) are only required to enter the RER previously submitted in 2022. See [slide 6](#) for further explanation.

1. Click **Start** to enter your recycling efficiency rate (RER) from 2022.

Recycling Efficiency Rate	
RER	
Enter the applicable recycling efficiency rate (RER) for the following categories.	
Pressurized Containers	RER (%)
Refillable Pressurized Containers	0
Non-refillable Pressurized Containers	0

Start

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 **Edit** if you need to make changes to the data previously entered.

2021/22 Pressurized Containers Performance - Processor

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

Recycling Efficiency Rate

RER

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

	RER (%)
Pressurized Containers	<input type="text" value="0.00%"/>
Refillable Pressurized Containers	<input type="text" value="0.00%"/>
Non-refillable Pressurized Containers	<input type="text" value="0.00%"/>

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

Recycling Efficiency Rate

✓ RER

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

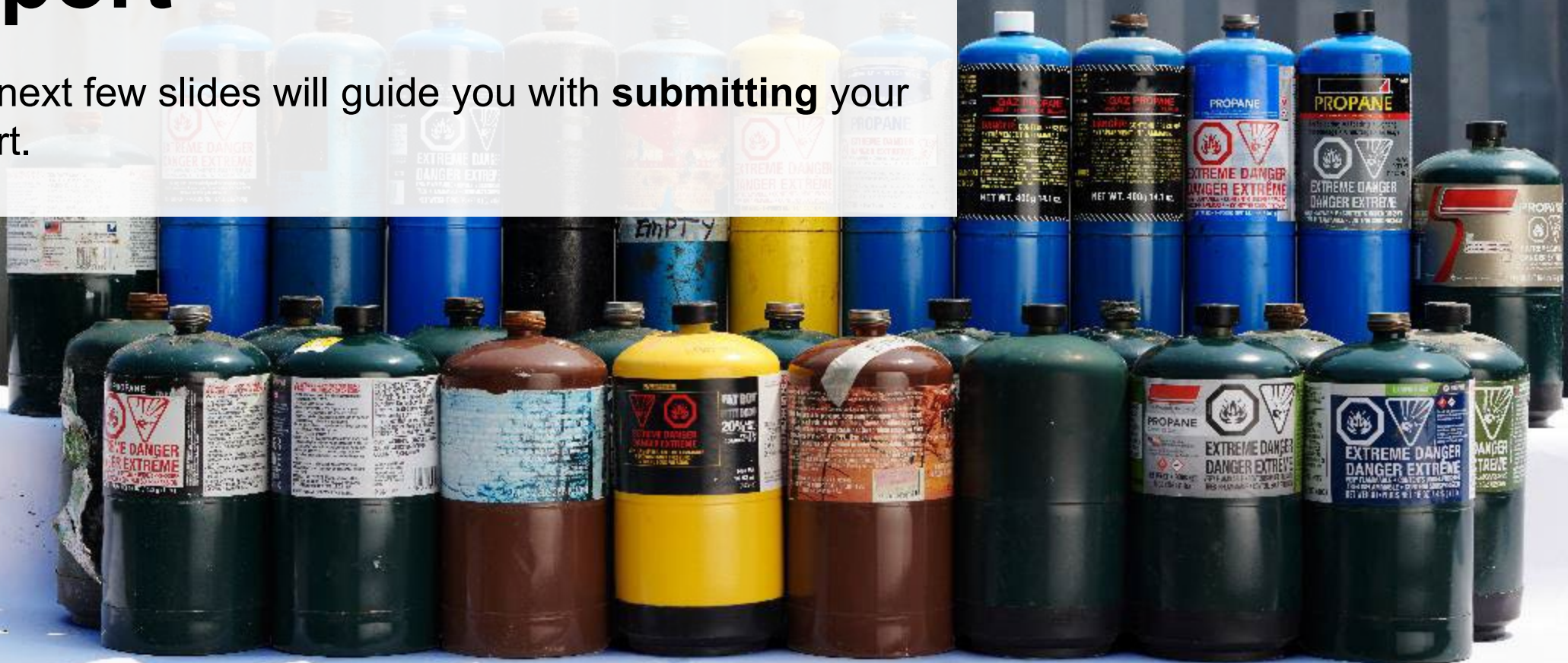
	RER (%)
Pressurized Containers	
Refillable Pressurized Containers	80
Non-refillable Pressurized Containers	78

RER data last updated by: Gary Agard on Jul 06, 2023 04:03 p.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.

HSP TESTING GUIDE
2021/22 Pressurized Containers Performance - Processor

Report Status
In Progress

Report Summary

Received from Haulers

✓ Inside Ontario ✓ Outside Ontario

Input the weight of pressurized containers received from inside Ontario.

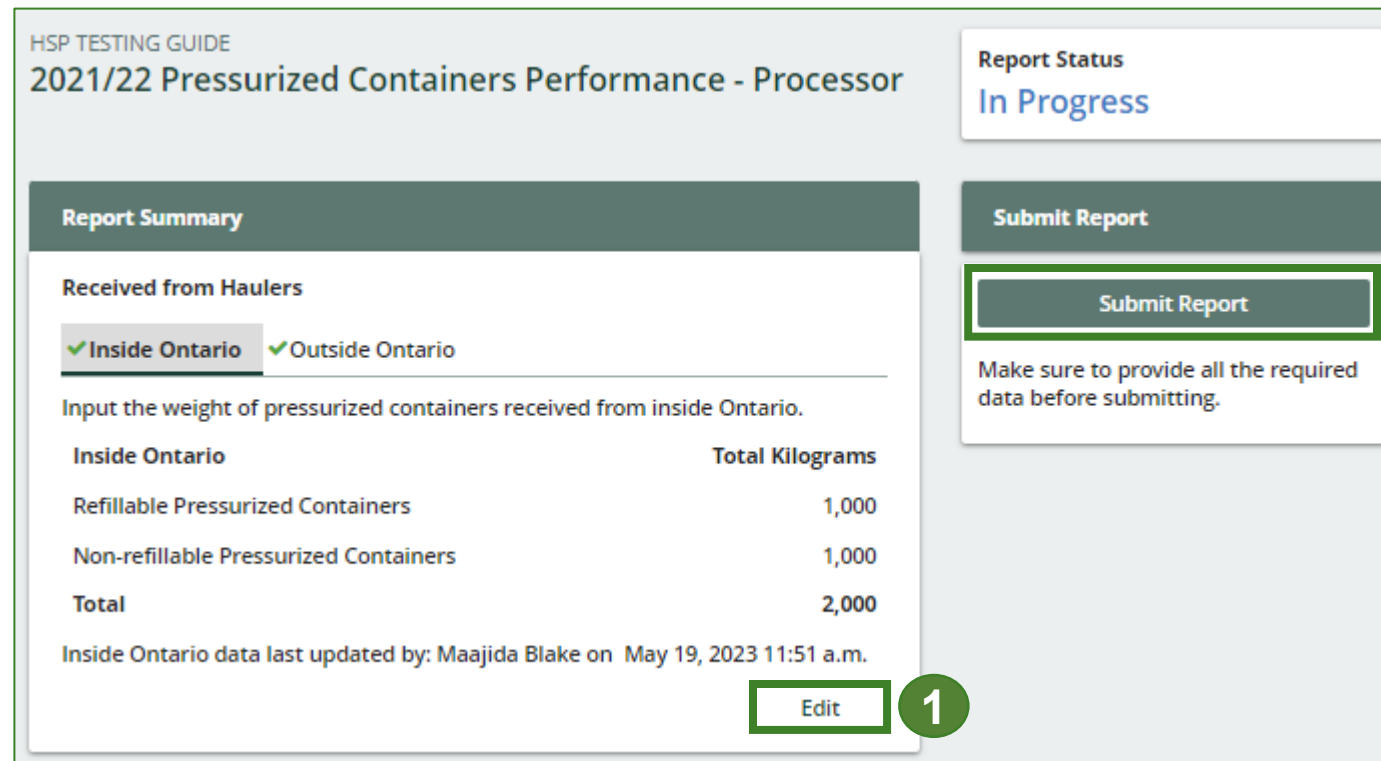
Inside Ontario	Total Kilograms
Refillable Pressurized Containers	1,000
Non-refillable Pressurized Containers	1,000
Total	2,000

Inside Ontario data last updated by: Maajida Blake on May 19, 2023 11:51 a.m.

Edit

Submit Report

Make sure to provide all the required data before submitting.

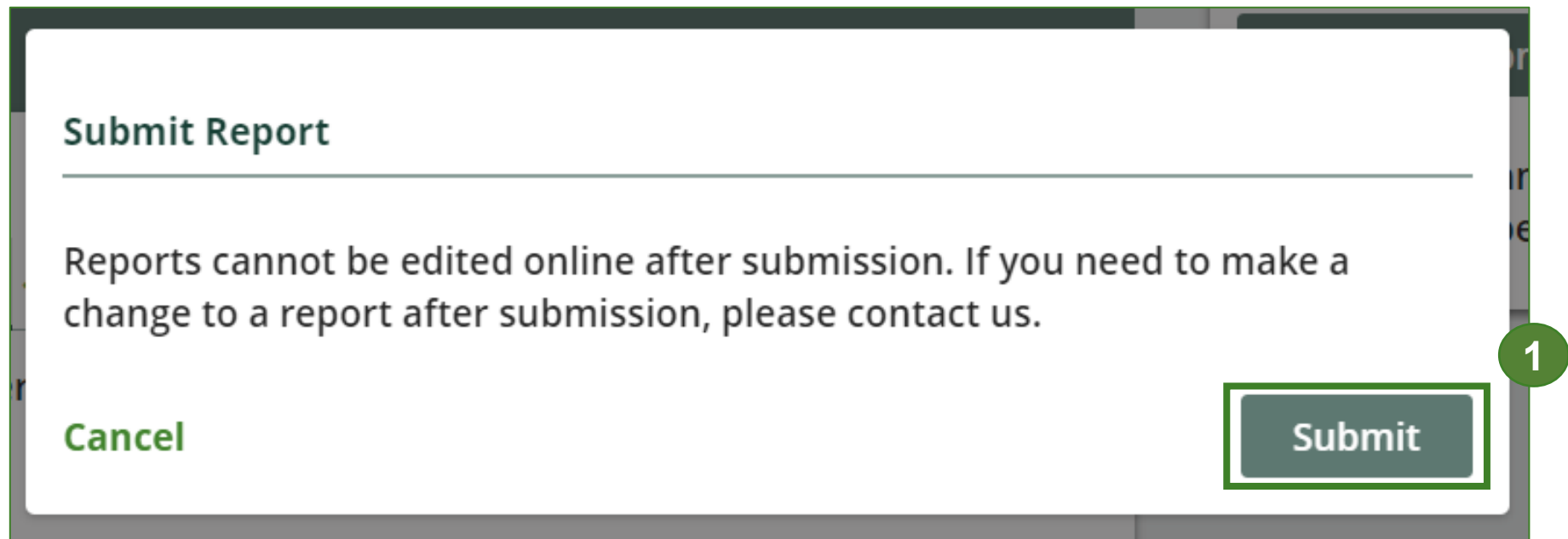


Performance report

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 Pressurized Containers homepage.

The screenshot shows a web interface for a performance report. At the top left, there is a green circular callout with the number '2' and a button labeled '< Back to Dashboard'. The page title is 'TopNotchAuto 2021/22 Pressurized Containers Performance - Processor'. On the right, a 'Report Status' box shows 'Submitted' with a timestamp 'Jul 12, 2023 03:20 p.m.' and a green circular callout with the number '1'. Below the status is a 'Submit Report' button. The main content area has two sections: 'Report Summary' and 'Recovered Materials'. The 'Report Summary' section has a sub-section 'Received from Haulers' with tabs for 'Inside Ontario' (selected) and 'Outside Ontario'. It contains a table with columns 'Inside Ontario' and 'Total Kilograms', listing 'Refillable Pressurized Containers' (1,000), 'Non-refillable Pressurized Containers' (1,000), and a 'Total' of 2,000. A 'View' button is at the bottom right. The 'Recovered Materials' section has tabs for 'Refillable' (selected) and 'Non-refillable'. It contains a table with columns 'Refillable' and 'Total Kilograms', listing 'Metal' (1,000), 'Recovered Gas Products' (1,000), 'Refurbished Containers' (1,000), 'Plastic' (1,000), 'Other' (0), and a 'Total' of 4,000.

2 < Back to Dashboard

TopNotchAuto
2021/22 Pressurized Containers Performance - Processor

Report Status
Submitted
Jul 12, 2023 03:20 p.m.

Submit Report

Report Summary

Received from Haulers

Inside Ontario Outside Ontario

Input the weight of pressurized containers received from inside Ontario.

Inside Ontario	Total Kilograms
Refillable Pressurized Containers	1,000
Non-refillable Pressurized Containers	1,000
Total	2,000

Inside Ontario data last updated by: Gary Agard on Jul 12, 2023 03:20 p.m.

View

Recovered Materials

Refillable Non-refillable

Input the weight of materials recovered from processing the collected refillable pressurized containers.

Refillable	Total Kilograms
Metal	1,000
Recovered Gas Products	1,000
Refurbished Containers	1,000
Plastic	1,000
Other	0
Total	4,000

Refillable data last updated by: Gary Agard on Jul 12, 2023 03:20 p.m.

1

Performance report

View submitted report

1. On the **Pressurized Containers Homepage**, under the **Processor** tab, your Pressurized Containers 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 report.

Pressurized Containers Homepage Registration #:00025568

Pressurized Containers (Excluding Refillable Propane Containers)
Switch Programs

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

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

Pressurized Containers (Excluding Refillable Propane Containers)

Report	Status	Last Updated By	Action
2021/22 Pressurized Containers Perform...	Submitted May 19, 2023 02:37 p.m.	Maajida Blake	View Download

Processing Sites Manage
List the address of each site where pressurized containers are processed.

Materials Processed from Non-refillable Pressurized Containers Manage
Identify the materials that you recover or process.

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

Note: In the screenshot, a green box labeled '1' highlights the 'Submitted' status and date, and another green box labeled '2' highlights the 'View' and 'Download' action buttons.

Additional Resources



Have a question?

Resources to help you submit your report(s):

- 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, please contact the Compliance Team at registry@rpra.ca or call 1-833-600-0530.