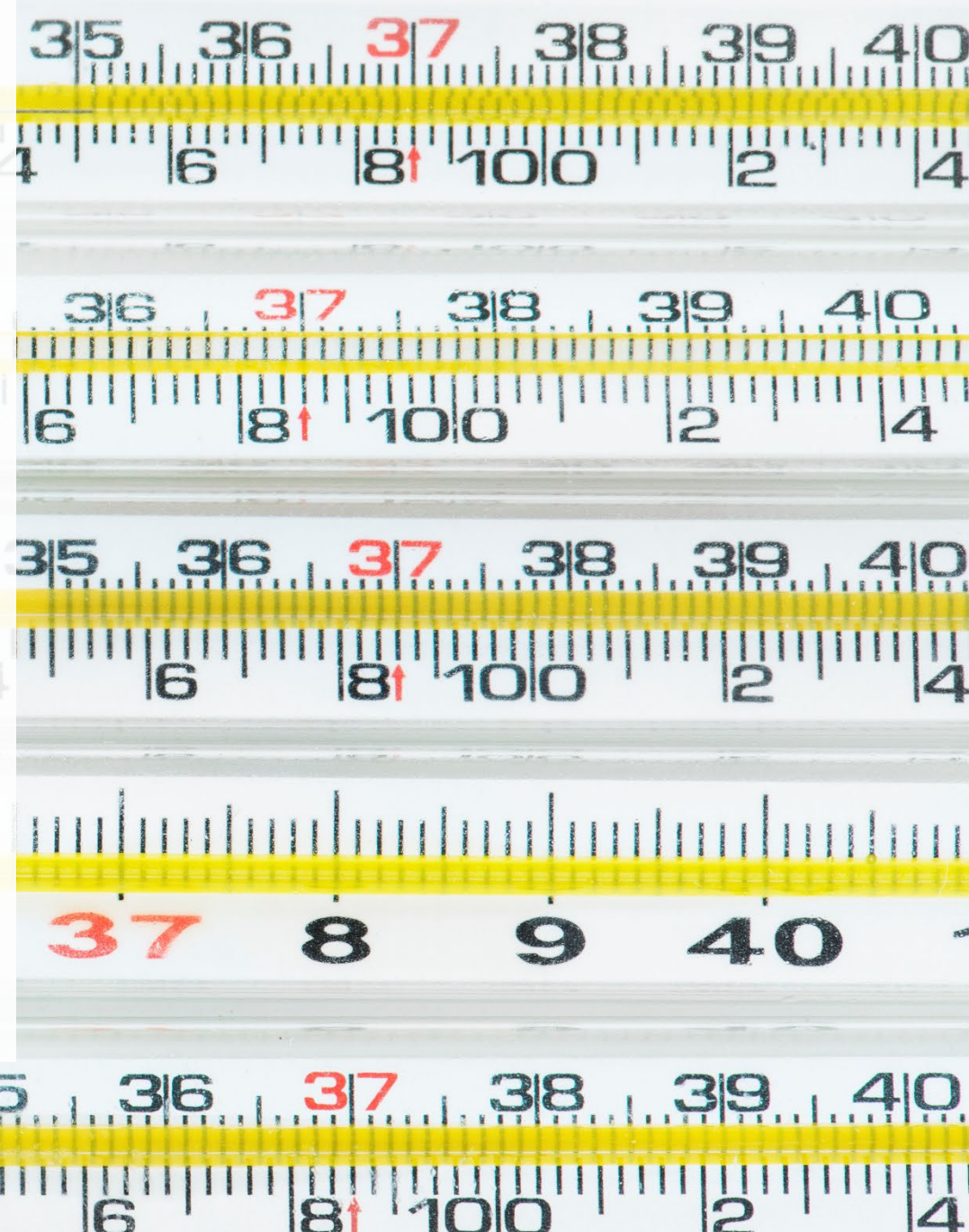


# Hazardous and Special Products: Producer Performance Reporting Guide

For mercury-containing devices  
(barometers, thermometers and thermostats)



# Table of Contents

## Introduction

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

## How to submit your producer 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 producers with obligations under the [Hazardous and Special Products \(HSP\) Regulation](#) complete to report on their collection and management activities from the previous calendar year. **The deadline to submit performance reports is July 31.**

This guide will assist producers who have not retained a producer responsibility organization (PRO), or a PRO to partially report on their behalf, to understand what data they need to report and provide step-by-step instructions on completing 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](mailto:registry@rpra.ca) or call 1-833-600-0530.

# What data needs to be reported?

Producers, or PROs on their behalf, of **barometers, thermometers and thermostats** are required to report the following information from the previous calendar year:

- A description of the activities undertaken by the producer to comply with the promotion and education requirements.
- The name and contact information of each processor.
- The weight of recovered resources.
- 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.
- The weight of mercury recovered from that type of HSP.

# What data needs to be reported? cont.

## Note:

RPRA's Registrar is delaying the performance audit requirement due to the ongoing development of the Hazardous and Special Products Resource Recovery Performance Audit Procedure.

**Only performance data is required to be submitted by the July 31 deadline.**

# 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](https://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:

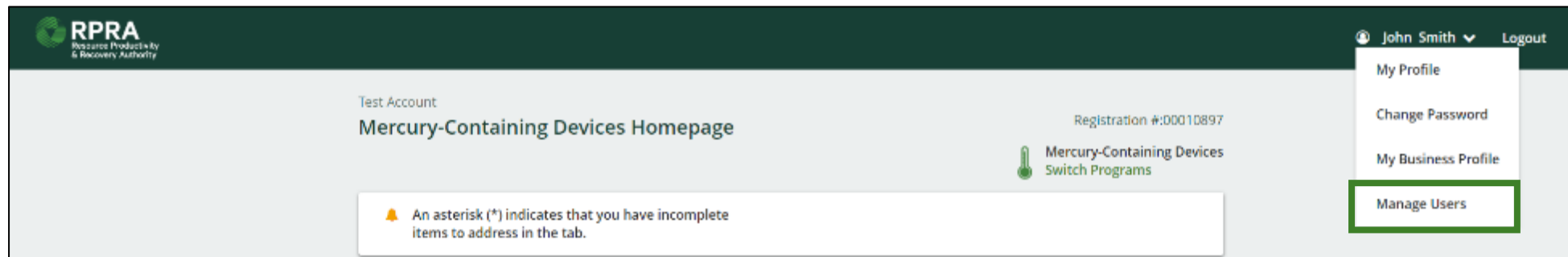
- If you already have an existing Registry account, you do not need to create a new one.
  - Simply log into your existing account, which will bring you to the homepage where you will see all programs you are enrolled in.
  - If you have forgotten your password, click "Forgot Password" on the login screen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

# How to manage contacts on 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](#):

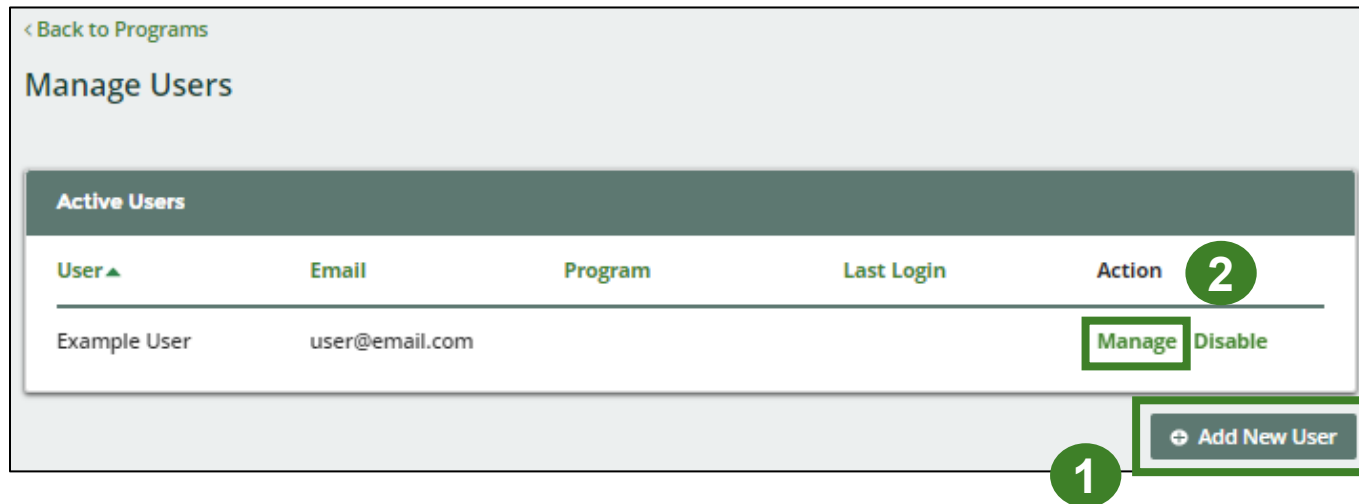
1. Once you are logged into your account, click on the drop-down arrow in the top right corner and select **Manage Users** as shown below.





# 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.



< Back to Programs

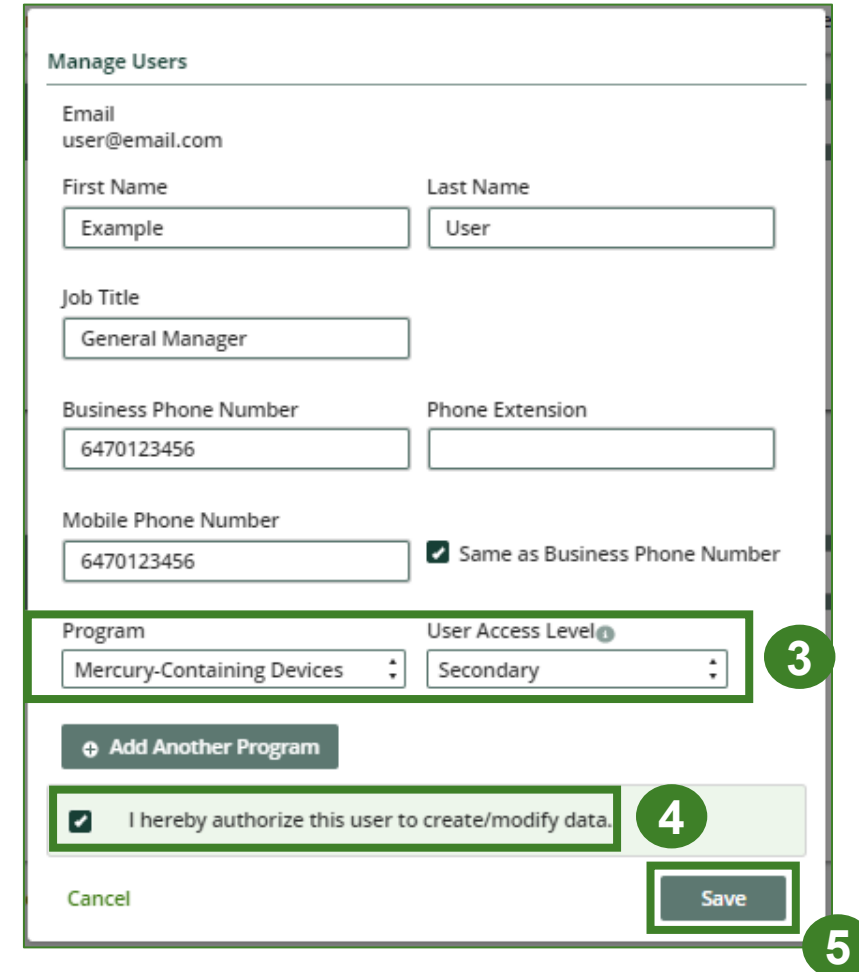
## Manage Users

**Active Users**

User ▲	Email	Program	Last Login	Action 2
Example User	user@email.com			<b>Manage</b> 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: Example Last Name: User

Job Title: General Manager

Business Phone Number: 6470123456 Phone Extension:

Mobile Phone Number: 6470123456  Same as Business Phone Number

Program: Mercury-Containing Devices User Access Level: Secondary 3

**+ Add Another Program**

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

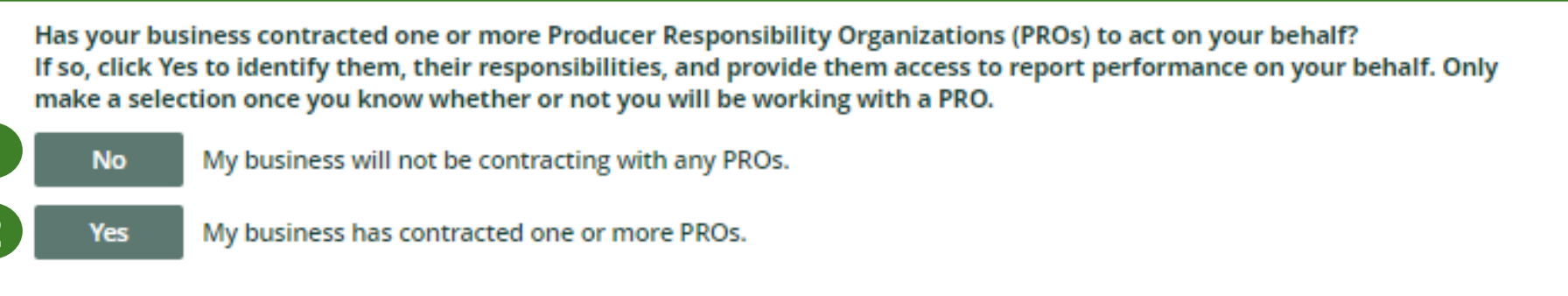
Cancel Save 5

# How to manage contacts on your Registry account cont.

## Adding a PRO to your Registry account

As a producer, you can add a PRO, or multiple, to report on your behalf for Performance Reporting and Management Reporting. From the Pesticides Homepage, you will see the following message to identify a PRO.

1. If you will not be contracting with any PRO, click the **No** button.
2. If you are contracting with one or more PROs to act on your behalf, click the **Yes** button.



Has your business contracted one or more Producer Responsibility Organizations (PROs) to act on your behalf?  
If so, click Yes to identify them, their responsibilities, and provide them access to report performance on your behalf. Only make a selection once you know whether or not you will be working with a PRO.

1  My business will not be contracting with any PROs.

2  My business has contracted one or more PROs.

In addition to following these steps, you can learn how to add a PRO to your Registry account by watching this [how-to video](#).

# How to manage contacts on your Registry account cont.

## Adding a PRO to your Registry account

If you are contracting with one or more PROs to act on your behalf and have clicked the Yes button, you will be taken to another screen to manage reporting responsibilities.

1. Select the PRO that will be reporting on your behalf from the drop-down menu.
2. You will select the **year of service start and end date**. Once you have added them, the PRO will see the reports they are required to complete.
3. To add additional PROs, click **Add PRO**.

The screenshot shows the 'Manage Reporting Responsibilities' form. It includes a title bar, a header section with instructions, a main form area with two columns for reporting responsibilities, a table for adding PROs, and a confirmation section at the bottom. Three green callout boxes with numbers 1, 2, and 3 are overlaid on the form. Callout 1 points to the reporting responsibility dropdowns. Callout 2 points to the PRO table. Callout 3 points to the 'Add PRO' button.

**Manage Reporting Responsibilities**

Indicate whether you will be reporting your own performance, collection and management in part or in whole. If a PRO will be reporting on your behalf, select "Does not report" from the dropdown list.

Producer  
Yellow4Green

Responsible for Performance Report  
Reports in part  
If you select "reports in part", you must select "reports in part" for at least one PRO.

Responsible for Collection and Management Report  
Reports in part  
If you select "reports in part", you must select "reports in part" for at least one PRO.

Select the PROs that will be reporting on your behalf. If you have multiple PROs reporting your performance or collection and management, select "Reports in part" from the dropdown list.

PRO	Service Start Date	Service Stop Date	Materials	Responsible for Performance Report	Responsible for Collection and Management Report
PwcTest	2-Jan-2023	2-Jan-2024	<input checked="" type="checkbox"/> Antifreeze <input checked="" type="checkbox"/> Oil Filters <input checked="" type="checkbox"/> Oil Containers	Reports in part	Reports in part

I confirm that I have a contract with the PROs identified and authorize them to have access to report performance, collection and management data on my behalf.

Cancel Done

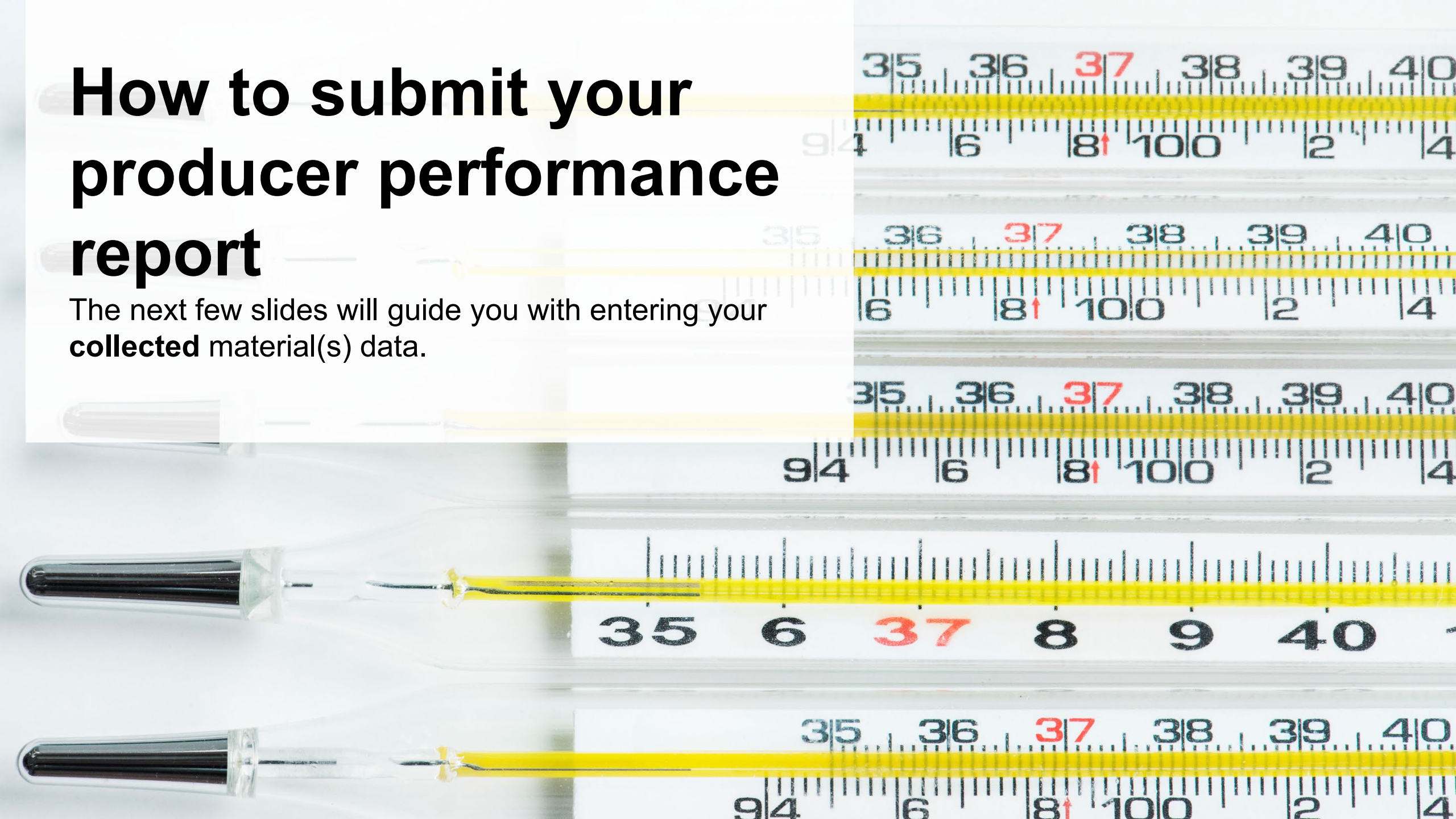
**1**

**2**

**3**

# How to submit your producer performance report

The next few slides will guide you with entering your **collected** 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.

HSP Testing Guide






### Programs

▼ Programs You Are Registered In

> [Digital Reporting Services](#)

▼ Producer Responsibility Programs

1

				
Automotive Materials	Fertilizers	Mercury-Containing Devices	Paints, Coatings and Solvents	Pesticides
				
Pressurized Containers (Excluding Refillable Propane Containers)	Refillable Propane Containers			

# Performance report

## Starting your report

1. Click the **Producer** tab.
2. Under **Action**, click on **Start** to begin completing the Mercury-Containing Devices Performance – Producer 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 producer, you cannot click into the other role tabs.).

MHSPTestingGuide  
Mercury-Containing Devices Homepage  
Registration #:00025634  
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
2022 Mercury-Containing Devices Supply ...	Not Started Due Date: Oct 31, 2022		Start
2021/22 Mercury-Containing Devices Perf...	Not Started Due Date: Jul 31, 2023		Start
2021 Mercury-Containing Devices Supply ...	Not Started Due Date: Nov 30, 2021		Start

Mercury-Containing Devices Supplied  
Identify which materials you supply. Manage

2

Return Disposer ^ 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 is complete. If some sections of the report are not applicable, enter **0**.

1. Under **Weight of Materials Collected**, click **Start** to begin entering the total weight of barometers, thermometers and thermostats collected.

MHSPTestingGuide  
2021/22 Mercury-Containing Devices Performance -  
Producer

**Report Summary**

Weight of Materials Collected

**Collected**

Total weight of mercury-containing devices collected inside Ontario.

Total Weight Collected	Total Kilograms
Barometers	
Thermometers	
Thermostats	
<b>Total</b>	

**Start**

Report Status  
**Not Started**

**Submit Report**

Upload Promotion & Education Report ⓘ

**Upload**

**Submit Report**

Make sure to provide all the required data before submitting.

**1**

# Performance report

## Enter your weight of materials collected data

1. Under **Collected**, enter the **Total Kilograms** of barometers, thermometers and thermostats collected.
2. If you did not collect any mercury-containing devices, click the check box for **I did not collect any mercury-containing devices**.
3. Click **Save & Next**.

MHSPTestingGuide  
2021/22 Mercury-Containing Devices Performance -  
Producer  
Enter your data and click **Save & Next** to move to the next reporting screen.

**Weight of Materials Collected**

**Collected**

Total weight of mercury-containing devices collected inside Ontario.

Total Weight Collected	Total Kilograms
Barometers	<input type="text" value="0"/>
Thermometers	<input type="text" value="0"/>
Thermostats	<input type="text" value="0"/>

I did not collect any mercury-containing devices.

Clear Form



# Performance report

## Review your materials collected data

Once you have begun entering in data for your report, your report status will change to **In Progress**. You will not be able to click **Submit Report** until all fields in the report have been completed.

1. Review the kilograms of mercury-containing devices collected (entered previously).
2. Click on **Edit** if you need to make a change to the weights.

MHSPTestingGuide  
2021/22 Mercury-Containing Devices Performance -  
Producer

**Report Summary**

Weight of Materials Collected

✓ Collected

Total weight of mercury-containing devices collected inside Ontario.

Total Weight Collected	Total Kilograms
Barometers	1,000
Thermometers	1,000
Thermostats	1,000
<b>Total</b>	<b>3,000</b>

Collected data last updated by: Monica Monica on May 25, 2023 02:39 p.m.

Edit

Report Status  
**In Progress**

Submit Report

Upload Promotion & Education Report ⓘ

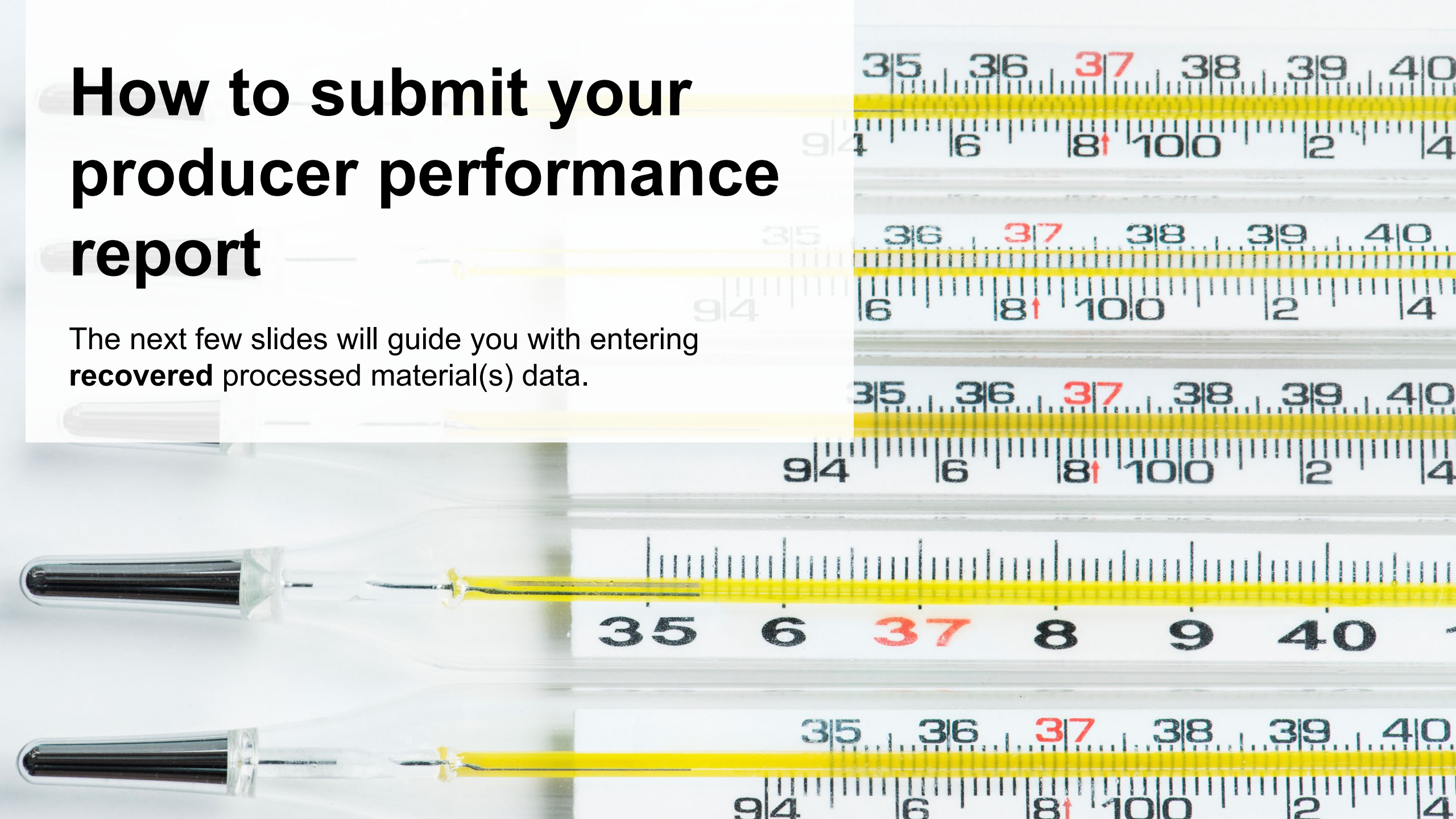
Upload

Submit Report

Make sure to provide all the required data before submitting.

# How to submit your producer performance report

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



# Performance report

## Enter your data for weight of recovered materials

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

MHSPTestingGuide  
2021/22 Mercury-Containing Devices Performance -  
Producer

**Weight of Recovered Materials**

**Barometers** Thermometers Thermostats

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

Processed Materials	Total Kilograms
Plastic	
Glass	
Metal	
Mercury	
Other	
Total	

**Start**

**1**

# Performance report

## Enter your data for weight of recovered materials cont.

1. Under the **Barometers** tab, enter the total weight of materials recovered under **Total Kilograms**.
  - If applicable, list any materials included in the **Other** category.
2. Click **Save & Next**.

2021/22 Mercury-Containing Devices Performance -  
Producer

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

**Weight of Recovered Materials**

✓ **Barometers** ✓ Thermometers ✓ Thermostats

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

Processed Materials	Total Kilograms
Plastic	<input type="text" value="0"/>
Glass	<input type="text" value="0"/>
Metal	<input type="text" value="0"/>
Mercury	<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](#)

Barometers data last updated by: Gary Agard on Jul 14, 2023 11:41 a.m.

# Performance report

## Enter your data for weight of recovered materials cont.

1. Under the **Thermometers** tab, enter the total weight of materials recovered under **Total Kilograms**.
  - If applicable, list any materials included in the **Other** category.
2. Click **Save & Next**.

### 2021/22 Mercury-Containing Devices Performance - Producer

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

---

#### Weight of Recovered Materials

✓ Barometers   **✓ Thermometers**   ✓ Thermostats

---

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

Processed Materials	Total Kilograms
Plastic	<input type="text" value="0"/>
Glass	<input type="text" value="0"/>
Metal	<input type="text" value="0"/>
Mercury	<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](#)**

Thermometers data last updated by: Gary Agard on Jul 14, 2023 11:41 a.m.

# Performance report

## Enter your data for weight of recovered materials cont.

1. Under the **Thermometers** tab, enter the total weight of materials recovered under **Total Kilograms**.
  - If applicable, list any materials included in the **Other** category.
2. Click **Save & Next**.

2021/22 Mercury-Containing Devices Performance -  
Producer

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

**Weight of Recovered Materials**

✓ Barometers ✓ Thermometers ✓ **Thermostats**

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

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

Thermostats data last updated by: Gary Agard on Jul 14, 2023 11:41 a.m.

1

2

# Performance report

## Review your data for weight of recovered materials

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

### Weight of Recovered Materials

✓ Barometers ✓ Thermometers ✓ Thermostats

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

Processed Materials	Total Kilograms
Plastic	0
Glass	0
Metal	0
Mercury	0
Other	0
<b>Total</b>	<b>0</b>

Barometers data last updated by: Gary Agard on Jul 31, 2023 11:12 a.m.

**1**

### 2021/22 Mercury-Containing Devices Performance - Producer

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

#### Weight of Recovered Materials

✓ Barometers ✓ Thermometers ✓ Thermostats

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

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

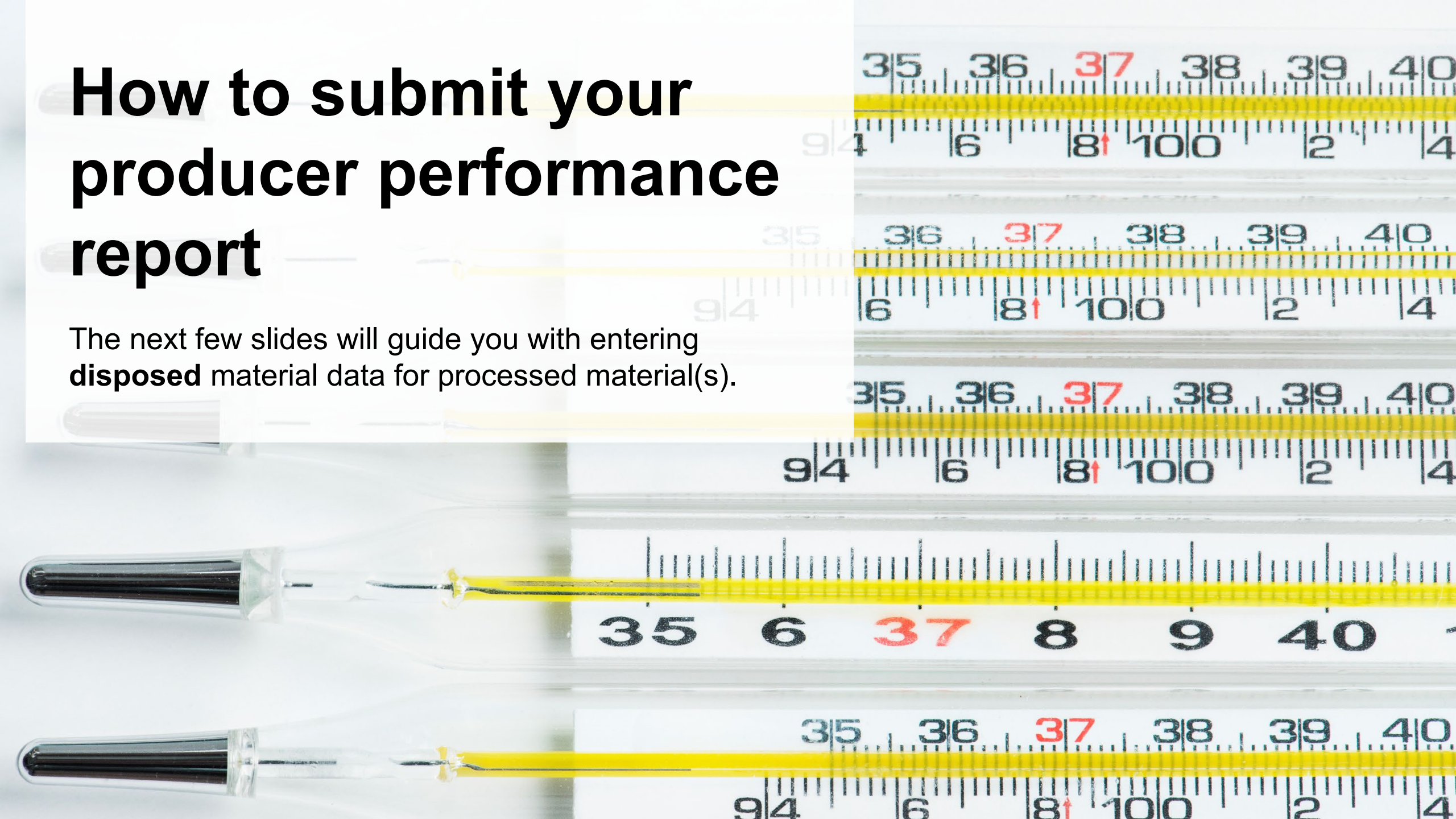
List any materials included in the "Other" category (250 characters max.)

Barometers data last updated by: Gary Agard on Jul 31, 2023 11:12 a.m.

**2**

# How to submit your producer performance report

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





# Performance report

## Enter your processed material disposal data (barometers)

1. Click **Start** to enter weight of material(s) 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
Plastic	
Glass	
Metal	
Mercury	
Other	
<b>Total</b>	

**Start**

1

# Performance report

## Enter processed material disposal data 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 -  
Producer  
Enter your data and click **Save & Next** to move to the next reporting screen.

Processed Material Disposal Data (Barometers)

**Land Disposed** Incinerated Used as Fuel Stockpiled

Includes material sent to landfills and dumps.

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

TopNotchAuto  
2021/22 Mercury-Containing Devices Performance -  
Producer  
Enter your data and click **Save & Next** to move to the next reporting screen.

Processed Material Disposal Data (Barometers)

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

Excludes material used as fuel or a fuel supplement.

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

TopNotchAuto  
2021/22 Mercury-Containing Devices Performance -  
Producer  
Enter your data and click **Save & Next** to move to the next reporting screen.

Processed Material Disposal Data (Barometers)

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

Material used as fuel or a fuel supplement.

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

TopNotchAuto  
2021/22 Mercury-Containing Devices Performance -  
Producer  
Enter your data and click **Save & Next** to move to the next reporting screen.

Processed Material Disposal Data (Barometers)

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

Includes material stored, stockpiled or otherwise deposited on land.

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

## Review your processed material disposal data cont.

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

Processed Material Disposal Data (Barometers)

Land Disposed  Incinerated  Used as Fuel  Stockpiled

Includes material sent to landfills and dumps.

Land Disposed	Total Kilograms
Plastic	0
Glass	0
Metal	0
Mercury	0
Other	0
<b>Total</b>	<b>0</b>

Land Disposed data last updated by: Gary Agard on Jul 14, 2023 11:49 a.m.

**Edit**

1

TopNotchAuto

### 2021/22 Mercury-Containing Devices Performance - Producer

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

Processed Material Disposal Data (Barometers)

Land Disposed  Incinerated  Used as Fuel  Stockpiled

Includes material sent to landfills and dumps.

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

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

I did not send any material for land disposal.

**Clear Form** **Save & Next**

Land Disposed data last updated by: Gary Agard on Jul 14, 2023 11:45 a.m.

2

# Performance report

## Review your processed material disposal data cont.

1. Click **Start** to enter weight of material(s) 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
Plastic	
Glass	
Metal	
Mercury	
Other	
<b>Total</b>	

**Start**

1

# Performance report

## Enter processed material disposal data 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 - Producer  
Enter your data and click **Save & Next** to move to the next reporting screen.

**Processed Material Disposal Data (Thermometers)**

**Land Disposed** Incinerated Used as Fuel Stockpiled

Includes material sent to landfills and dumps.

Land Disposed

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

1

2

3

TopNotchAuto  
2021/22 Mercury-Containing Devices Performance - Producer  
Enter your data and click **Save & Next** to move to the next reporting screen.

**Processed Material Disposal Data (Thermometers)**

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

Excludes material used as fuel or a fuel supplement.

Incinerated

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

TopNotchAuto  
2021/22 Mercury-Containing Devices Performance - Producer  
Enter your data and click **Save & Next** to move to the next reporting screen.

**Processed Material Disposal Data (Thermometers)**

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

Material used as fuel or a fuel supplement.

Used as Fuel

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

TopNotchAuto  
2021/22 Mercury-Containing Devices Performance - Producer  
Enter your data and click **Save & Next** to move to the next reporting screen.

**Processed Material Disposal Data (Thermometers)**

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

Includes material stored, stockpiled or otherwise deposited on land.

Stockpiled

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

## Review your processed material disposal data cont.

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

Processed Material Disposal Data (Thermometers)

Land Disposed  Incinerated  Used as Fuel  Stockpiled

Includes material sent to landfills and dumps.

Land Disposed	Total Kilograms
Glass	0
Metal	0
Mercury	0
Plastic	0
Other	0
<b>Total</b>	<b>0</b>

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

1

TopNotchAuto  
2021/22 Mercury-Containing Devices Performance -  
Producer

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

Processed Material Disposal Data (Thermometers)

Land Disposed  Incinerated  Used as Fuel  Stockpiled

Includes material sent to landfills and dumps.

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

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

I did not send any material for land disposal.

Land Disposed data last updated by: Gary Agard on Jul 14, 2023 11:56 a.m.

2

# Performance report

## Review your processed material disposal data cont.

1. Click **Start** to enter weight of material(s) 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
Plastic	
Glass	
Metal	
Mercury	
Other	
<b>Total</b>	

**Start**

1

# Performance report

## Review your processed material disposal data 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 -  
Producer  
Enter your data and click **Save & Next** to move to the next reporting screen.

Processed Material Disposal Data (Thermostats)

**Land Disposed** Incinerated Used as Fuel Stockpiled

Includes material sent to landfills and dumps.

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

TopNotchAuto  
2021/22 Mercury-Containing Devices Performance -  
Producer  
Enter your data and click **Save & Next** to move to the next reporting screen.

Processed Material Disposal Data (Thermostats)

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

Excludes material used as fuel or a fuel supplement.

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

TopNotchAuto  
2021/22 Mercury-Containing Devices Performance -  
Producer  
Enter your data and click **Save & Next** to move to the next reporting screen.

Processed Material Disposal Data (Thermostats)

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

Material used as fuel or a fuel supplement.

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

TopNotchAuto  
2021/22 Mercury-Containing Devices Performance -  
Producer  
Enter your data and click **Save & Next** to move to the next reporting screen.

Processed Material Disposal Data (Thermostats)

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

Includes material stored, stockpiled or otherwise deposited on land.

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

## Review your processed material disposal data cont.

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

Processed Material Disposal Data (Thermostats)

Land Disposed  Incinerated  Used as Fuel  Stockpiled

Includes material sent to landfills and dumps.

Land Disposed	Total Kilograms
Glass	0
Metal	0
Mercury	0
Plastic	0
Other	0
<b>Total</b>	<b>0</b>

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

1

TopNotchAuto

### 2021/22 Mercury-Containing Devices Performance - Producer

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

Processed Material Disposal Data (Thermostats)

Land Disposed  Incinerated  Used as Fuel  Stockpiled

Includes material sent to landfills and dumps.

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

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

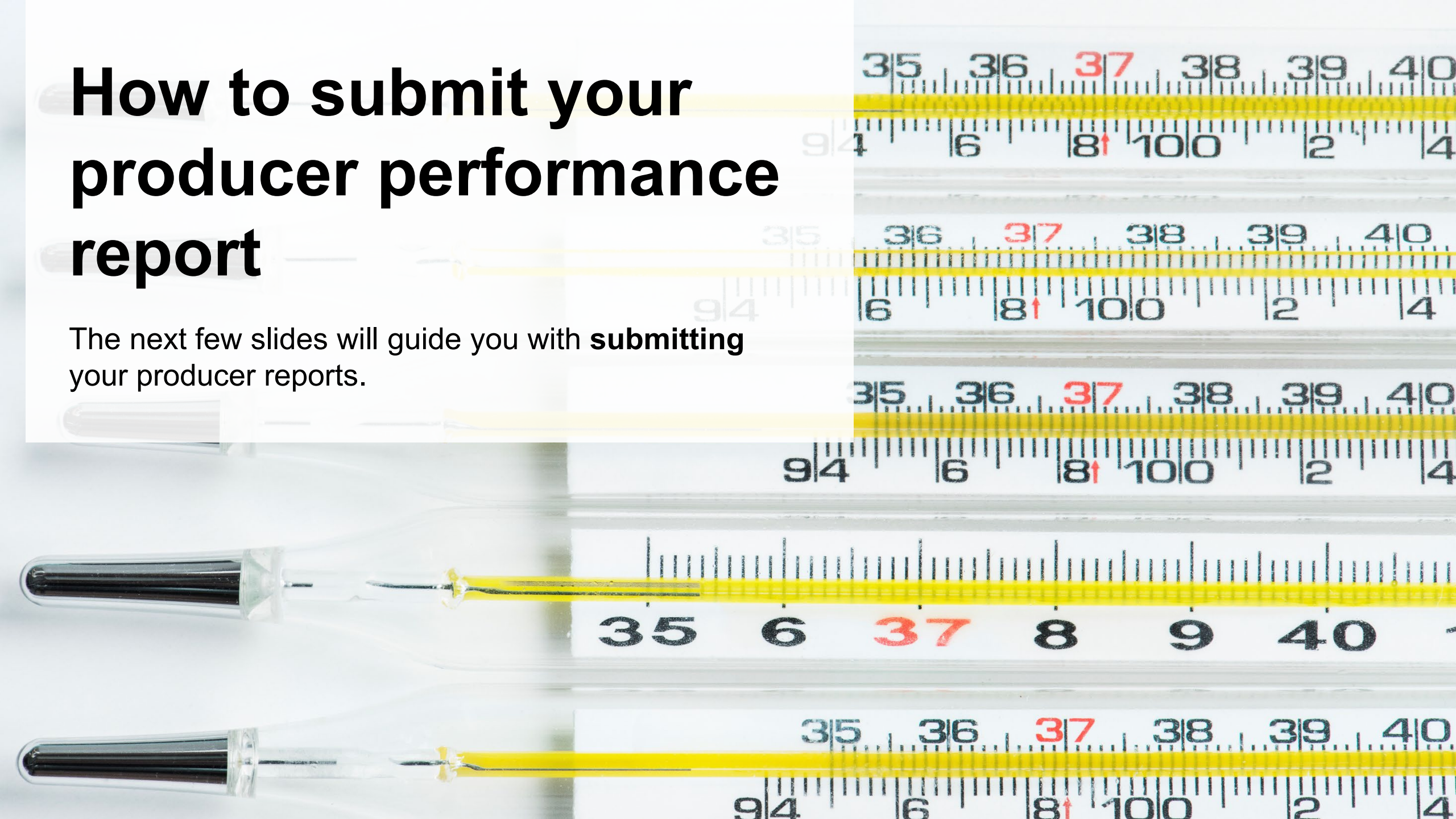
I did not send any material for land disposal.

Land Disposed data last updated by: Gary Agard on Jul 14, 2023 12:07 p.m.

2

# How to submit your producer performance report

The next few slides will guide you with **submitting** your producer reports.



# Performance report

## Submit your report

1. Click on **Upload** to add your promotion and education report.
  - For more information on what to include in the promotion and education report, visit our [website](#).
2. Under **Report Summary**, you can review the data previously entered and click **Edit** if you need to make changes.

TopNotchAuto  
2021/22 Mercury-Containing Devices Performance -  
Producer

Report Status  
In Progress

Submit Report

Upload Promotion & Education Report ⓘ

Upload

Submit Report

Make sure to provide all the required data before submitting.

**Report Summary**

Weight of Materials Collected

✓ Collected

Total weight of mercury-containing devices collected inside Ontario.

Total Weight Collected	Total Kilograms
Barometers	0
Thermometers	0
Thermostats	0
<b>Total</b>	<b>0</b>

Collected data last updated by: Gary Agard on Jul 14, 2023 11:41 a.m.

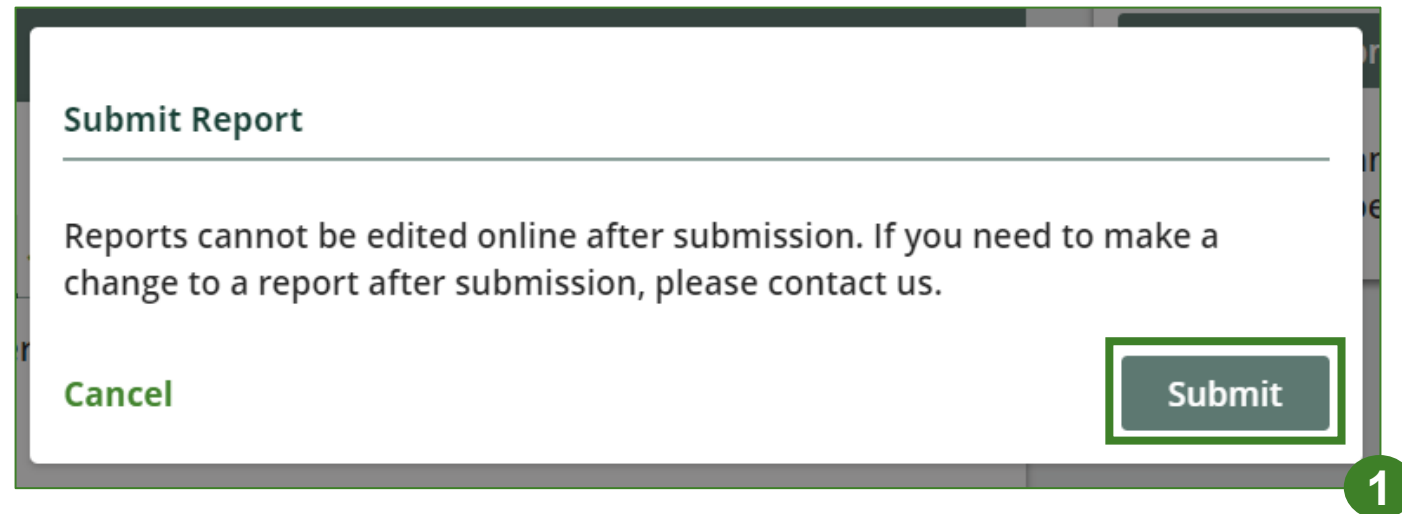
Edit

# 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.



# Performance report

## View submitted report

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

MHSPTestingGuide  
2021/22 Mercury-Containing Devices Performance -  
Producer

**Report Summary**

Weight of Materials Collected

Collected

Total weight of mercury-containing devices collected inside Ontario.

Total Weight Collected	Total Kilograms
Barometers	1,000
Thermometers	1,000
Thermostats	1,000
<b>Total</b>	<b>3,000</b>

Collected data last updated by: Monica Monica on May 26, 2023 10:16 a.m.

**Report Status**  
**Submitted**  
May 26, 2023 10:16 a.m.

**Submit Report**

Promotion & Education Report ⓘ

P&E Report.pdf

# Performance report

## View submitted report cont.

1. On the **Mercury-Containing Devices Homepage** under the **Producer** tab, your Mercury-Containing Devices Performance – Producer report status should show **Submitted**, and who it was last updated by.
2. Under Action, you can either click **View** or **Download** to review and save your report submission.

MHSPTestingGuide  
Mercury-Containing Devices Homepage  
Registration #:00025634  
Mercury-Containing Devices Switch Programs

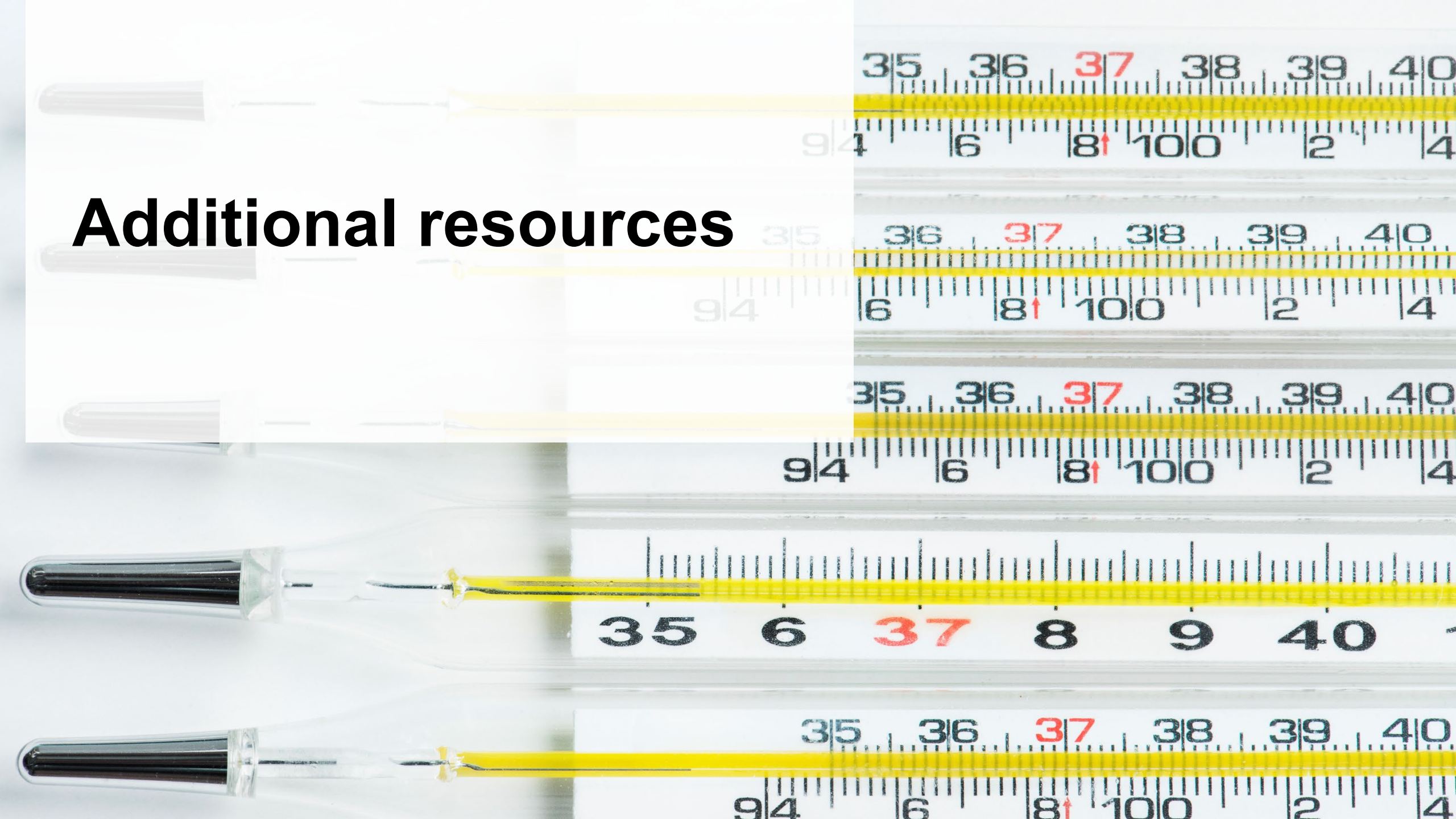
An asterisk (\*) indicates that you have incomplete items to address in the tab.

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

Report	Status	Last Updated By	Action
2022 Mercury-Containing Devices Supply ...	Not Started Due Date: Oct 31, 2022		Start
2021/22 Mercury-Containing Devices Perf...	Submitted May 26, 2023 10:16 a.m.	Monica Monica	View Download
2021 Mercury-Containing Devices Supply ...	Not Started Due Date: Nov 30, 2021		Start

Mercury-Containing Devices Supplied  
Identify which materials you supply. [Manage](#)

# Additional resources



# Have a question?

## Resources to help you submit your report(s):

- Visit our [HSP producer 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](mailto:registry@rpra.ca) or call 1-833-600-0530.