

# Hazardous and Special Products: Processor Performance Reporting Guide

Pressurized containers  
(refillable and non-refillable)



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# Introduction



# What is Hazardous and Special Products performance reporting?

HSP performance is an annual report that processors with obligations under the [Hazardous and Special Products \(HSP\) Regulation](#) complete to report on their processing activities from the previous calendar year. **The deadline to submit performance reports is July 31.**

This guide will assist processors with understanding what data they need to report and provide step-by-step instructions on how to complete the report in RPRA's Registry.

Further information about the HSP Regulation can be found on RPRA's [website](#).

If you have further questions that are not answered in this guide, contact the Compliance Team at [registry@rpra.ca](mailto: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 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 **refillable and non-refillable pressurized containers** 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 not required to submit a Recycling Efficiency Rate (RER) Verification Report in 2024. [View the list of HSP processors here.](#)

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 38](#) 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](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:

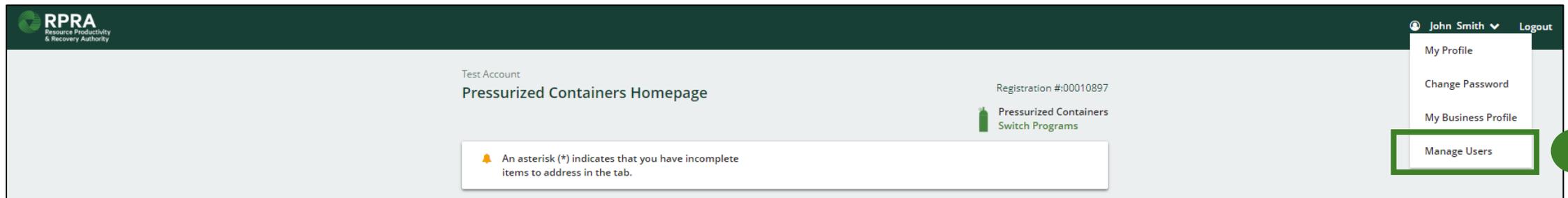
- If you already have an existing Registry account, you do not need to create a new one.
  - Simply log into your existing account, which will bring you to the homepage where you will see all programs you are enrolled in.
  - If you have forgotten your password, click "Forgot Password" on the login screen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

# How to manage contacts in your Registry account

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

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

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



# How to manage contacts on your Registry account cont.

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

< Back to Programs

## Manage Users

Active Users				
User ▲	Email	Program	Last Login	Action 2
Example User	user@email.com			<a href="#">Manage</a> <a href="#">Disable</a>

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

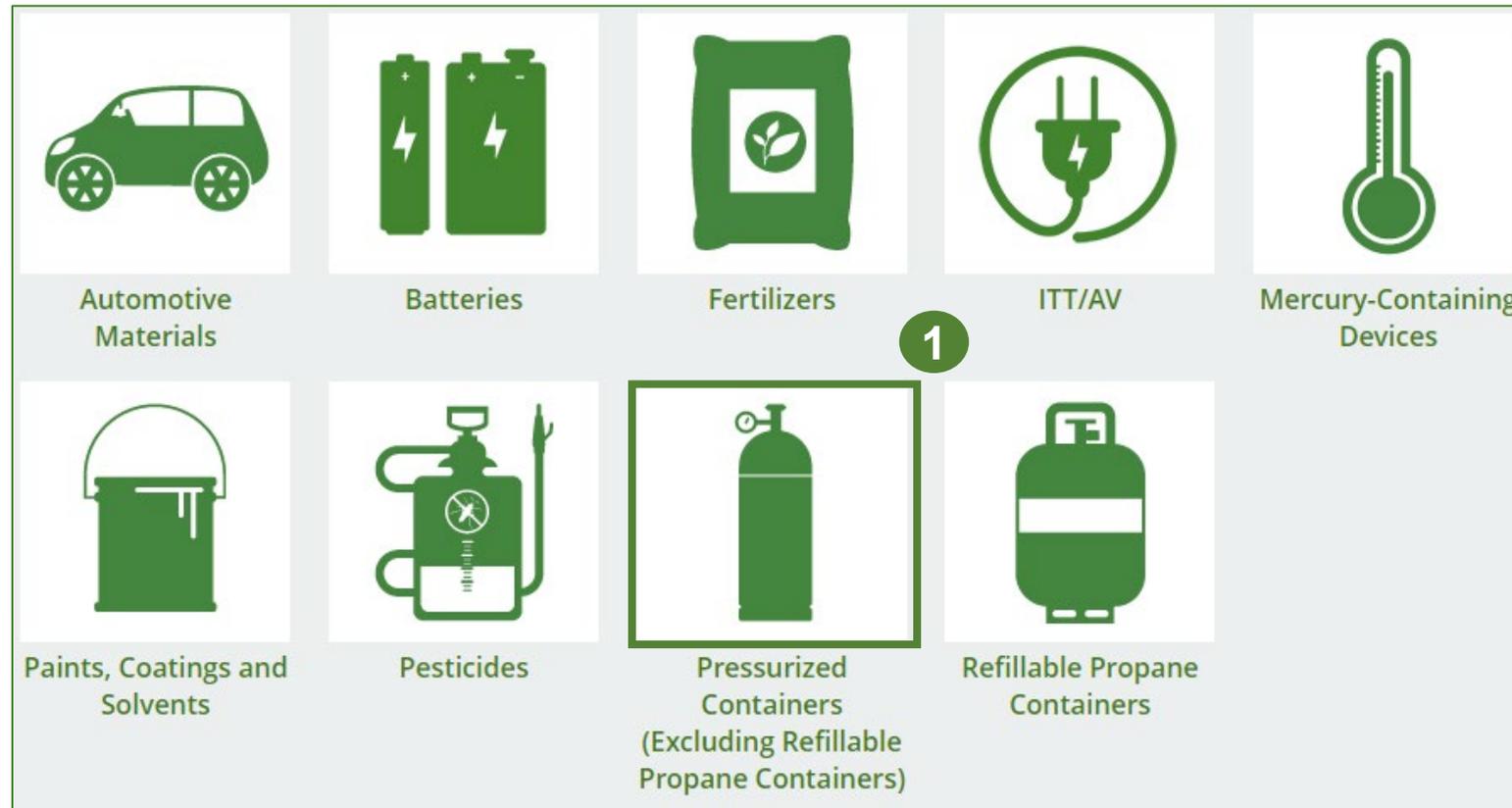
The next few slides will guide you with entering your received from haulers material(s) data.



# 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 'Processor' tab is selected in the navigation bar. A notice states: 'An asterisk (\*) indicates that you have incomplete items to address in the tab.' Below this, a table lists reports. The first report is '2021/22 Pressurized Containers Perform...' with a status of 'Not Started' and a due date of 'Jul 31, 2023'. A 'Start' button is visible next to this report. Below the table, an 'Attention' notice reads: 'It is an offence if you submit false or misleading information to the Authority.' At the bottom, there are 'Cancel' and 'Proceed' buttons.

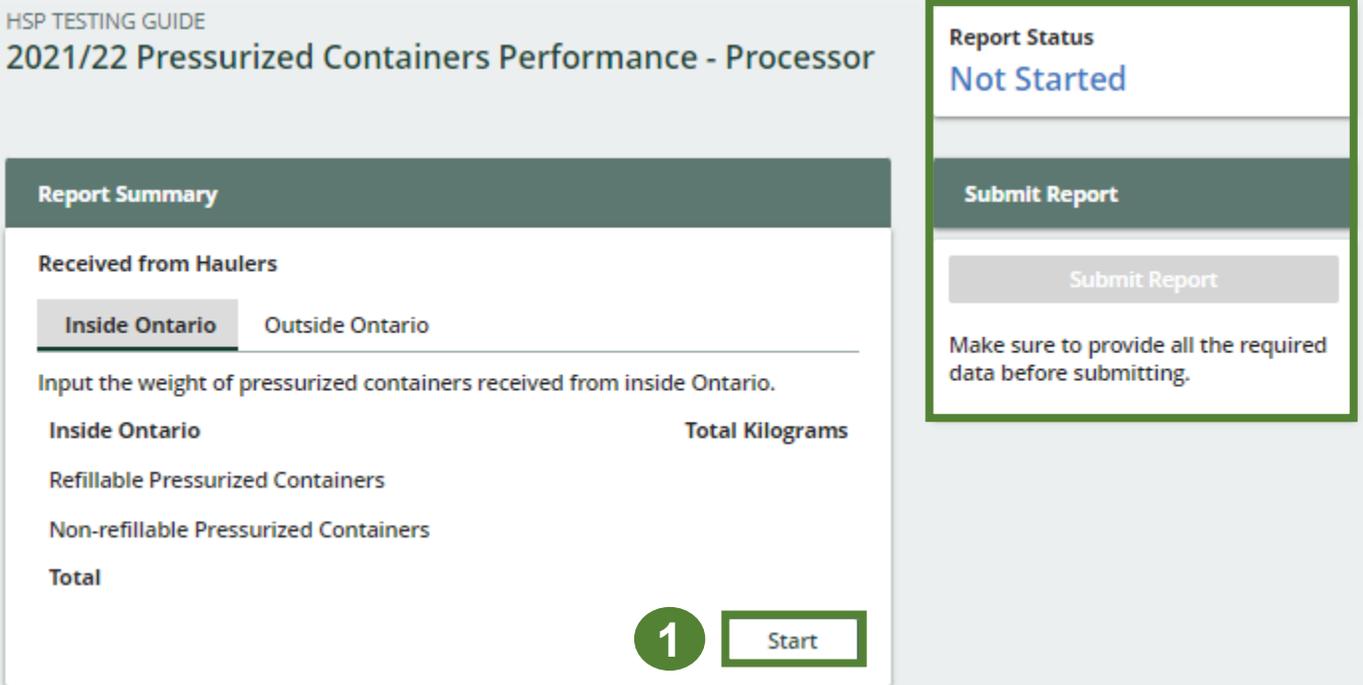
Report	Status	Last Updated By	Action
2021/22 Pressurized Containers Perform...	Not Started Due Date: Jul 31, 2023		Start

# 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	
<b>Total</b>	

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.	<b>Add</b>

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	<b>1</b> <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	<a href="#">Update</a> <a href="#">Remove</a>

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
<b>Total</b>	<b>2,000</b>

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

Edit

# 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
<b>Total</b>	<b>4,000</b>

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	
<b>Total</b>	

**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 a web form titled "2021/22 Pressurized Containers Performance - Processor". Each screenshot shows a different category selected for data entry: "Land Disposed", "Incinerated", "Used as Fuel", and "Stockpiled".

**Step 1:** The "Land Disposed" category is selected. A table lists material types (Metal, Recovered Gas Products, Refurbished Containers, Plastic, Other) with "Total Kilograms" input fields. A "Save & Next" button is highlighted.

**Step 2:** The "Incinerated" category is selected. A table lists material types with "Total Kilograms" input fields. A "Save & Next" button is highlighted.

**Step 3:** The "Used as Fuel" category is selected. A table lists material types with "Total Kilograms" input fields. A "Save & Next" button is highlighted.

**Step 4:** The "Stockpiled" category is selected. A table lists material types with "Total Kilograms" input fields. A "Save & Next" button is highlighted.

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
<b>Total</b>	<b>4,000</b>

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	
<b>Total</b>	

**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
<b>Total</b>	<b>3,000</b>

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	
<b>Total</b>	

**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	<b>Total Kilograms</b>
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
<b>Total</b>	<b>2,000</b>

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**

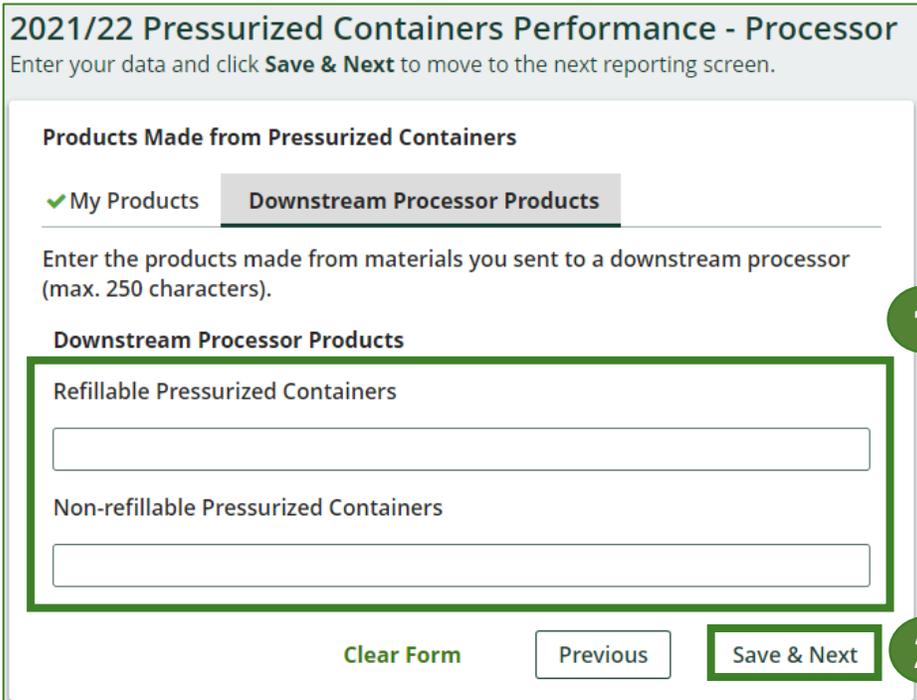
Enter the products made from materials you sent to a downstream processor (max. 250 characters).

**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).

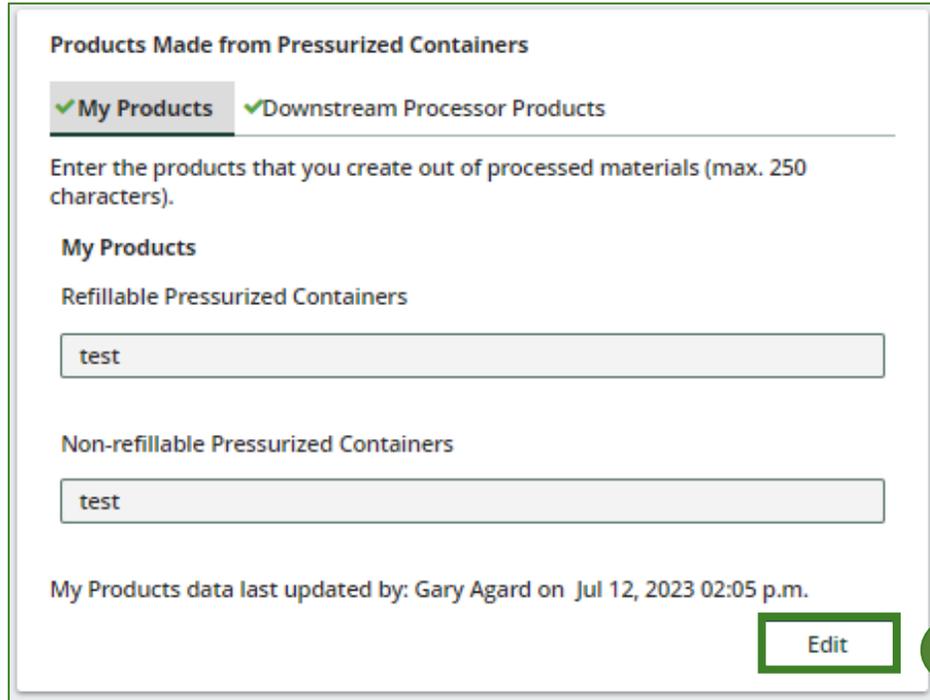
**My Products**

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 to RPRA. See [slide 6](#) for further explanation.

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

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

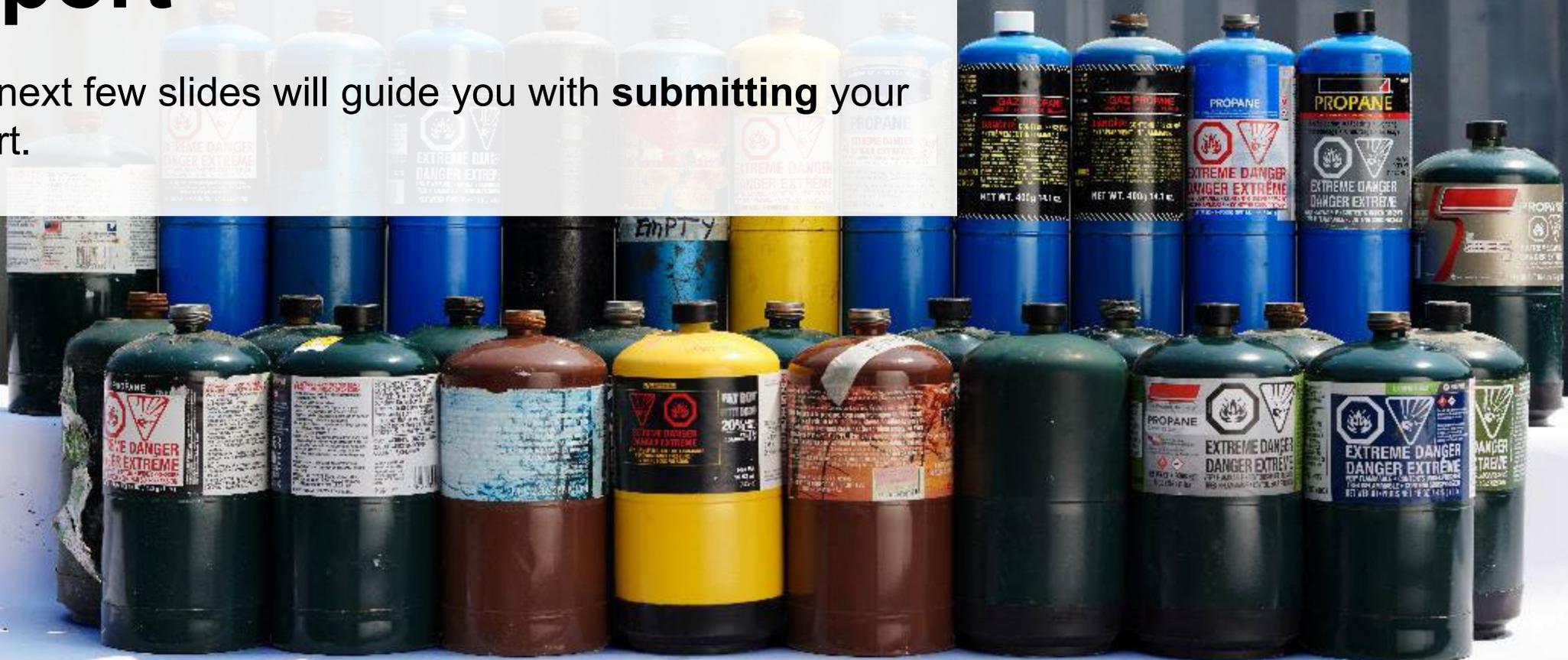
	RER (%)
Pressurized Containers	
Refillable Pressurized Containers	80
Non-refillable Pressurized Containers	78

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  
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Report Status  
In Progress

**Report Summary**

Received from Haulers

✓ Inside Ontario ✓ Outside Ontario

Input the weight of pressurized containers received from inside Ontario.

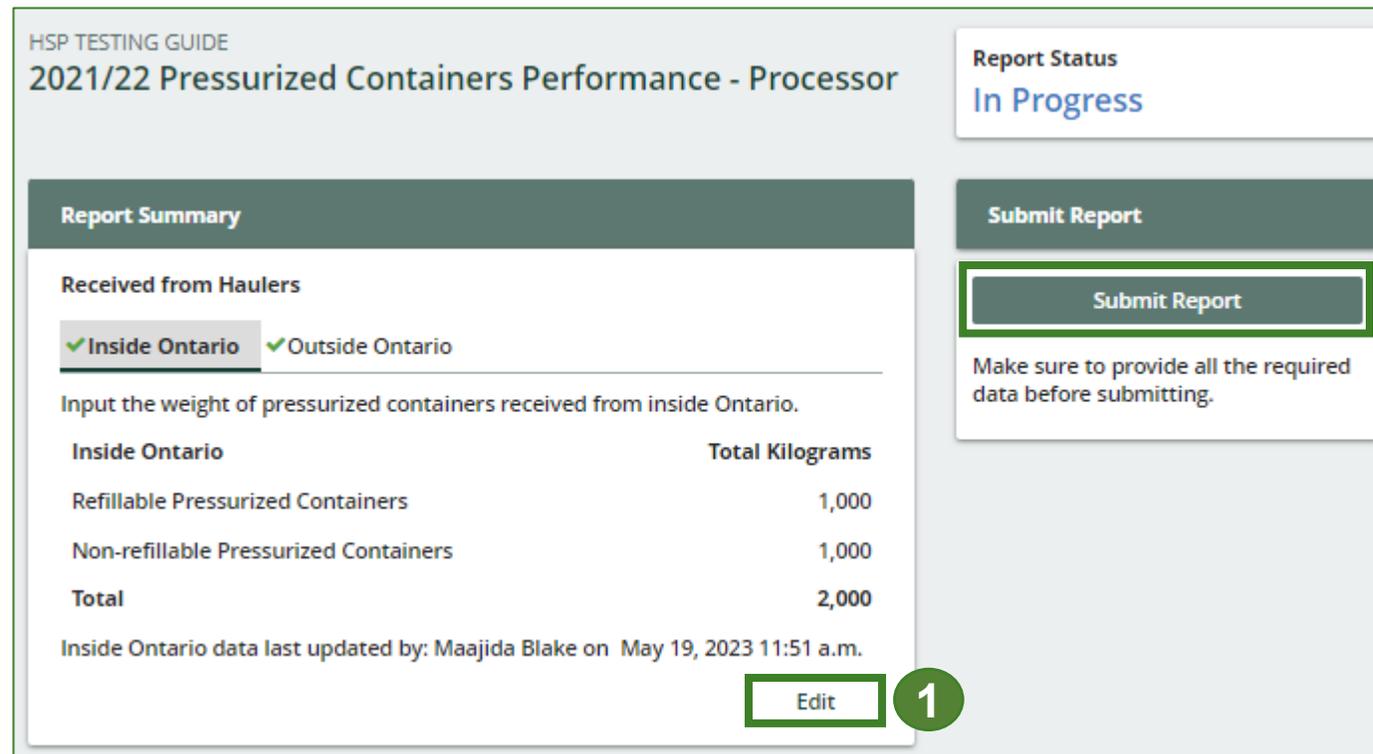
Inside Ontario	Total Kilograms
Refillable Pressurized Containers	1,000
Non-refillable Pressurized Containers	1,000
<b>Total</b>	<b>2,000</b>

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.

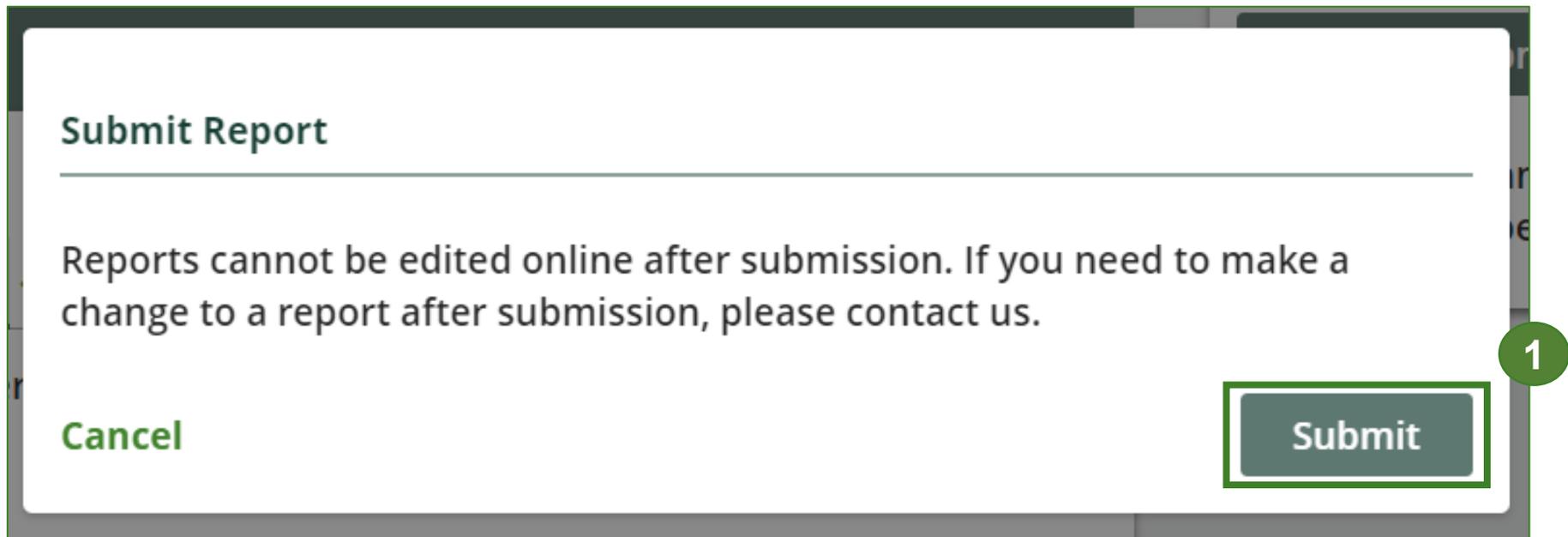


# Performance report

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 main header area displays 'TopNotchAuto' and '2021/22 Pressurized Containers Performance - Processor'. On the right side, there is a 'Report Status' box with a green border, containing the text 'Submitted' and 'Jul 12, 2023 03:20 p.m.', with a green circular callout '1' next to it. Below the header, there is a 'Submit Report' button. The main content area is divided into 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. Below the table, it says 'Inside Ontario data last updated by: Gary Agard on Jul 12, 2023 03:20 p.m.' and has a 'View' button. The 'Recovered Materials' section has a sub-section 'Recovered Materials' with 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. Below the table, it says 'Refillable data last updated by: Gary Agard on Jul 12, 2023 03:20 p.m.'

# 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.

The screenshot displays the 'Pressurized Containers Homepage' for a user with registration number 00025568. The page features a navigation menu with tabs for 'Producer \*', 'Hauler \*', 'Processor' (selected), 'PRO Status', 'Invoices', and 'Add Roles'. A notification banner states: 'An asterisk (\*) indicates that you have incomplete items to address in the tab.' Below the navigation, a table titled 'Pressurized Containers (Excluding Refillable Propane Containers)' is shown. The table has columns for 'Report', 'Status', 'Last Updated By', and 'Action'. A single row is visible with the report name '2021/22 Pressurized Containers Perform...', a status of 'Submitted' (dated May 19, 2023 02:37 p.m.), and 'Maajida Blake' as the last updated by. The 'Action' column contains 'View' and 'Download' links. Below the table, there are three sections: 'Processing Sites' (with a 'Manage' button), 'Materials Processed from Non-refillable Pressurized Containers' (with a 'Manage' button), and 'Materials Processed from Refillable Pressurized Containers' (with a 'Manage' button'). Red callout boxes with numbers 1 and 2 highlight the 'Submitted' status and the 'View'/'Download' buttons, respectively.

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

# 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, contact the Compliance Team at [registry@rpra.ca](mailto:registry@rpra.ca) or call 1-833-600-0530.