Hazardous and Special Products: Processor Performance Reporting Guide

Pressurized containers (refillable and non-refillable)

RPRA Resource Productivity & Recovery Authority

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Introduction

What is Hazardous and Special Products performance reporting?

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

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

Further information about the HSP Regulation can be found on RPRA's website.

If you have further questions that are not answered in this guide, contact the Compliance Team at registry@rpra.ca or call 1-833-600-0530.

What data needs to be reported?

Processors of **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

Tips for logging into the Registry for the first time:

- If you don't have an account, click "Don't have an Account? Create a new Account".
- The Registry **will not work** with the Internet Explorer web browser. Google Chrome is the recommended web browser to use.

Tips for logging into an existing Registry account:

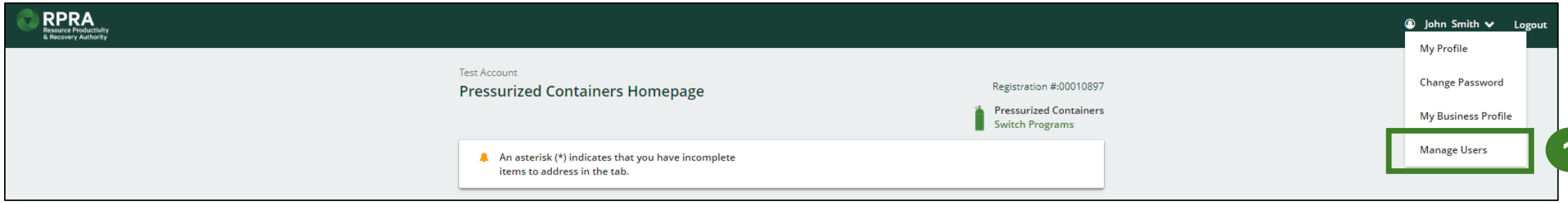
- If you already have an existing Registry account, you do not need to create a new one.
    - Simply log into your existing account, which will bring you to the homepage where you will see all programs you are enrolled in.
    - If you have forgotten your password, click "Forgot Password" on the login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

How to manage contacts in your Registry account

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

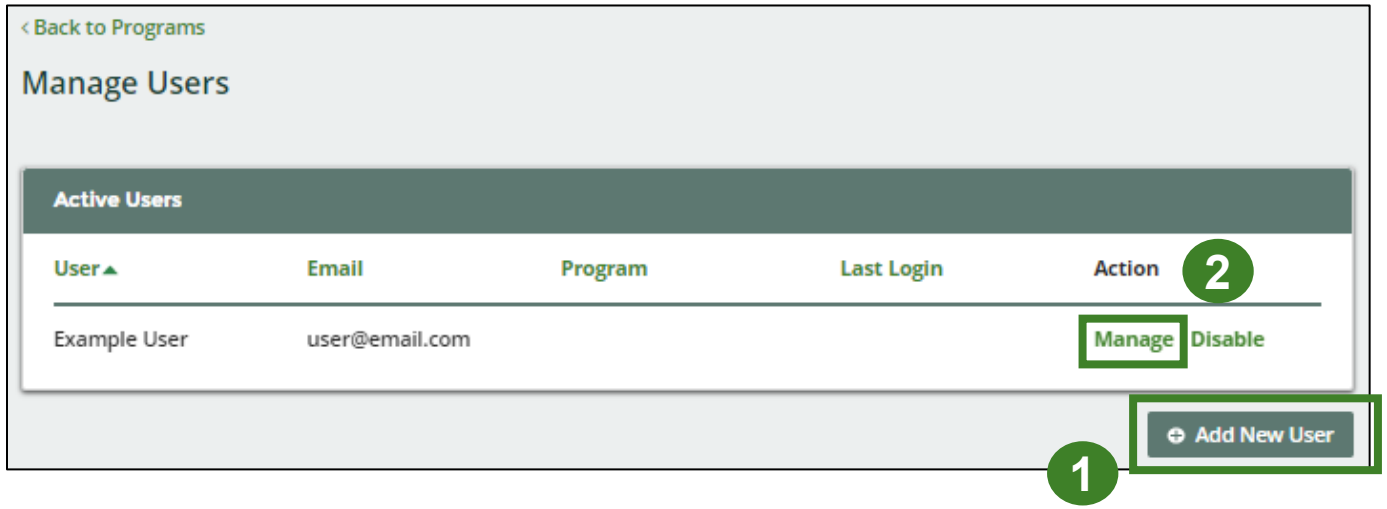
To manage contacts in your Registry account, see the following steps or watch our how-to video:

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

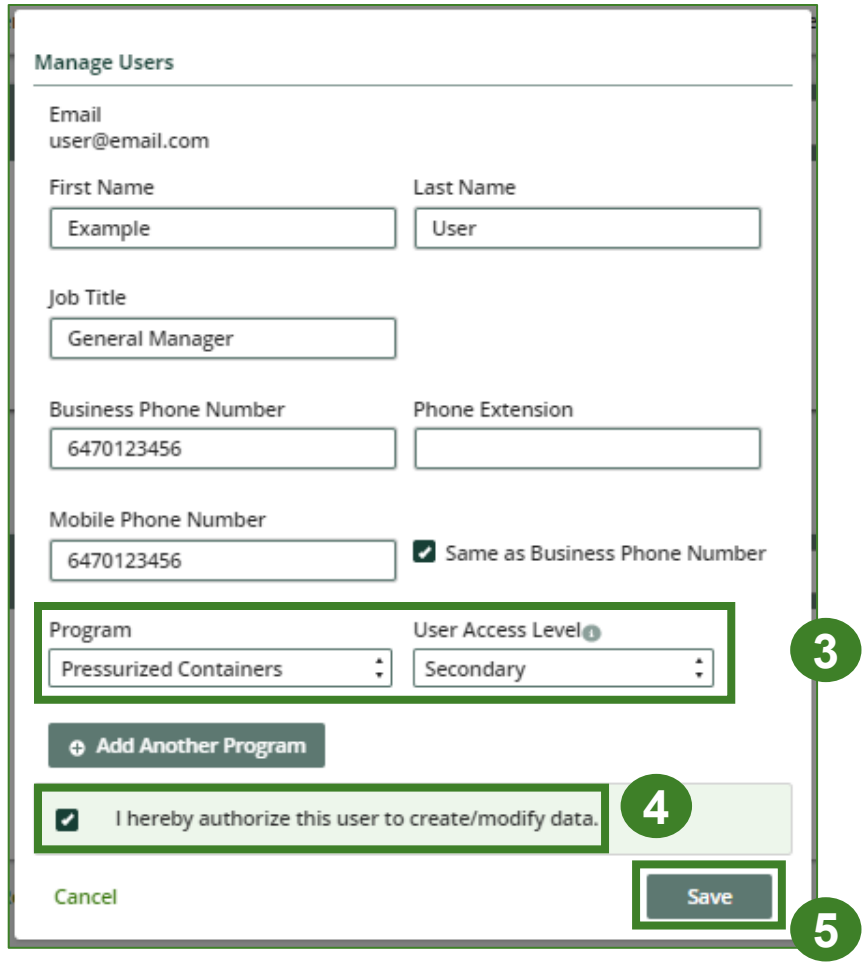


How to manage contacts on your Registry account cont.

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

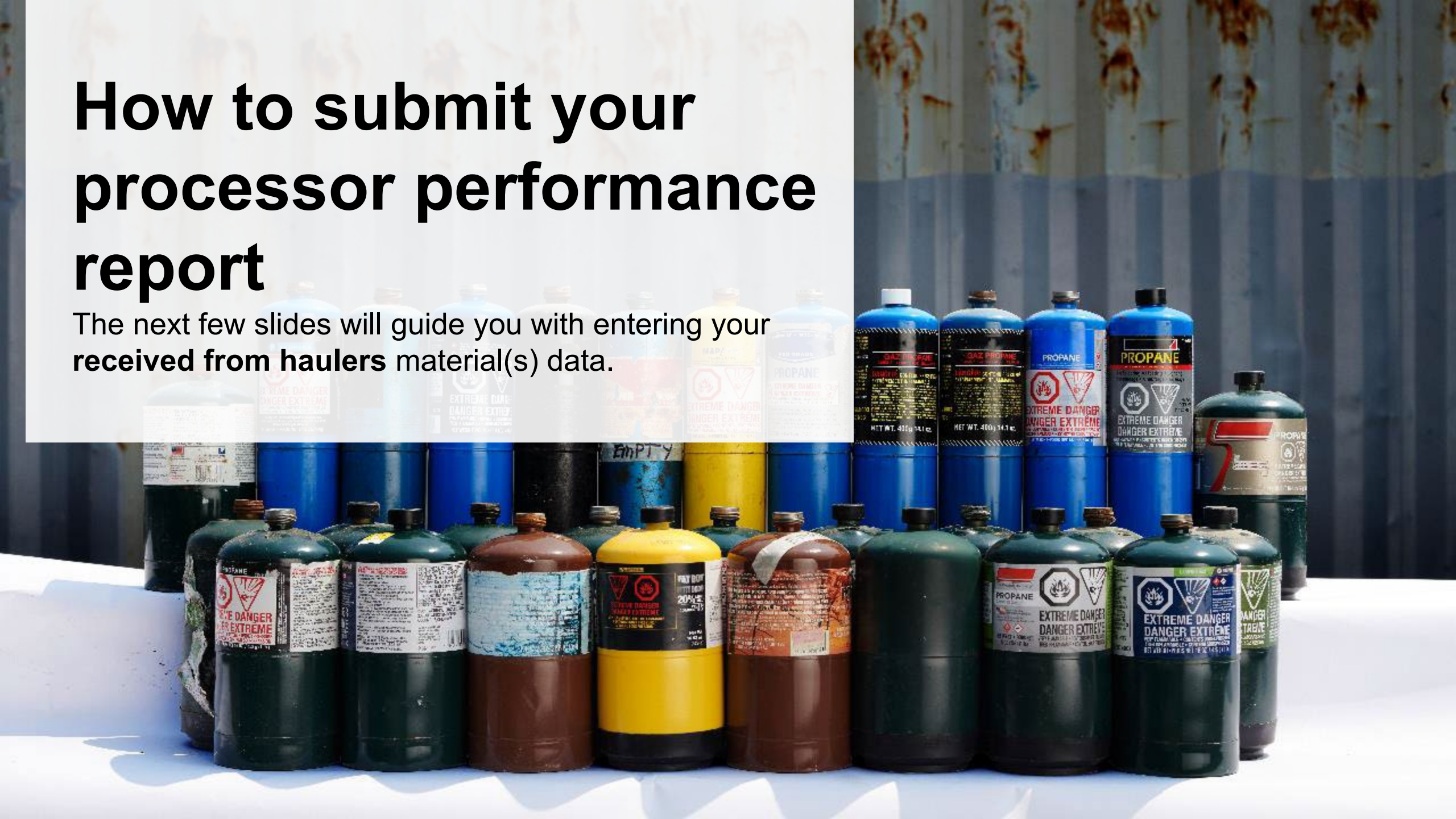


3. To give reporting abilities to a **Primary** or **Secondary** contact, select the program from the drop-down that you would like to grant the user access to.
4. Check the box to authorize the user.
5. Click **Save.**



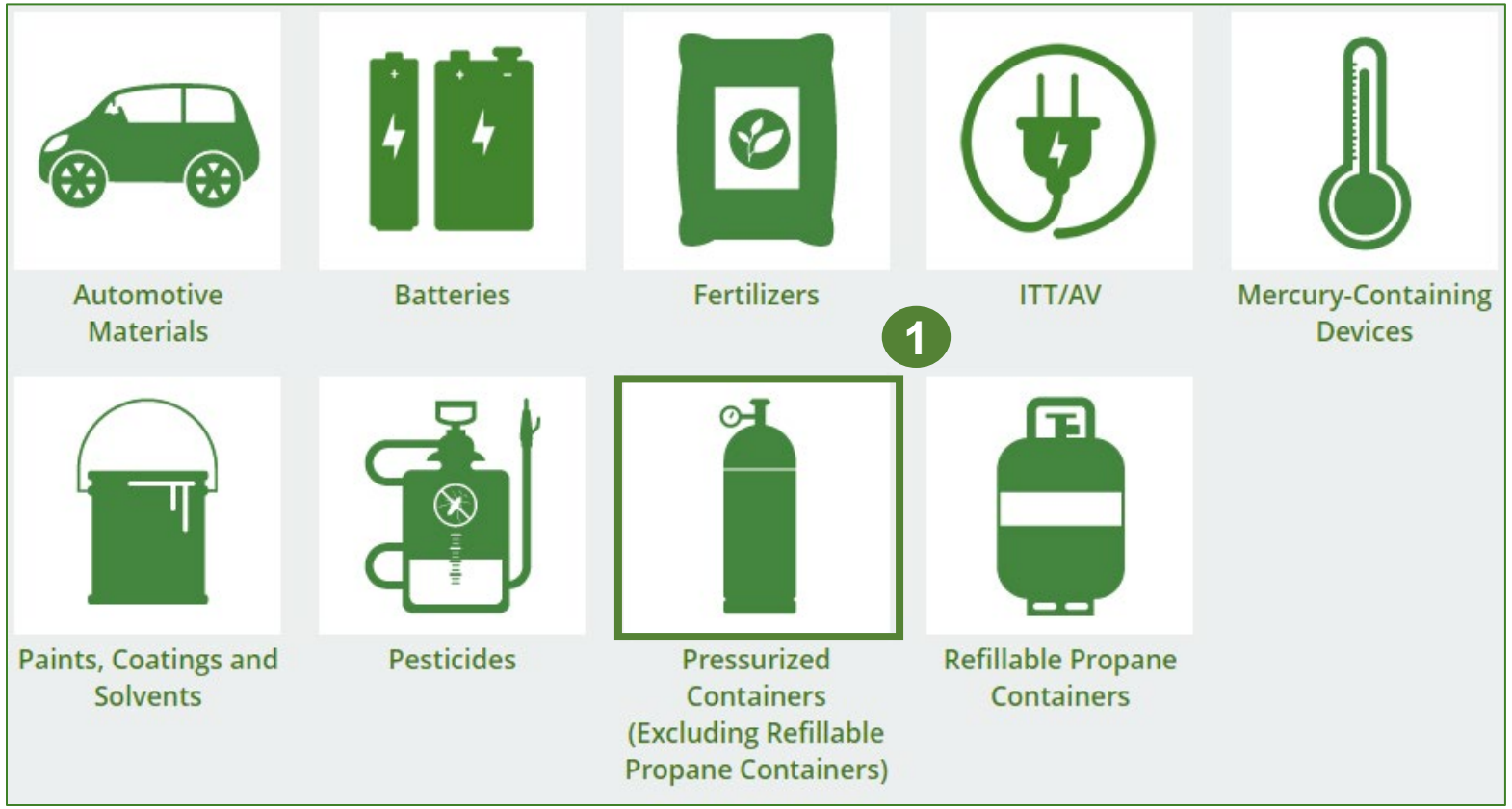
How to submit your processor performance report

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



Performance report
Access your program

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



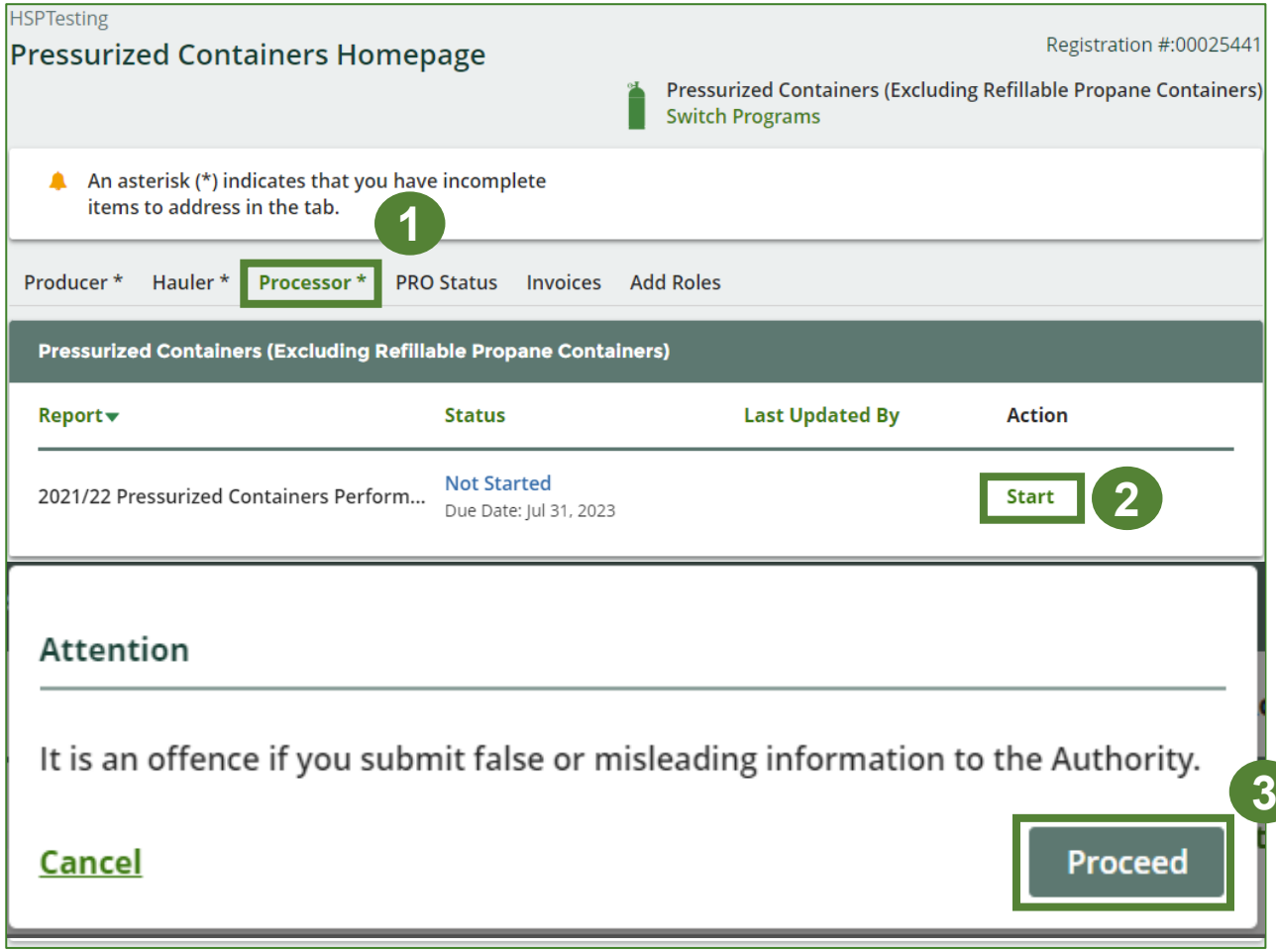
Performance report
Starting your report

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**.

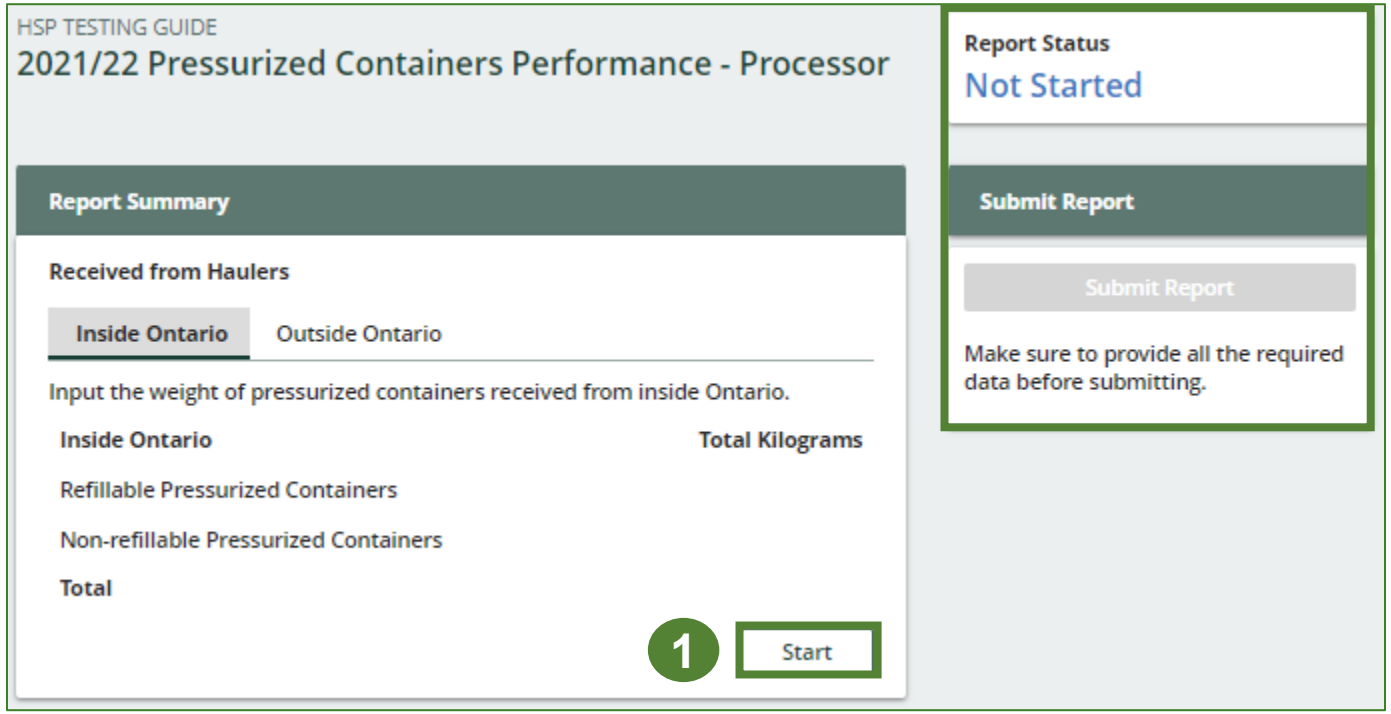
Note: Only the roles you are enrolled in will be clickable (e.g., if you are only a processor, you will only see the processor and add roles tab).



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**.

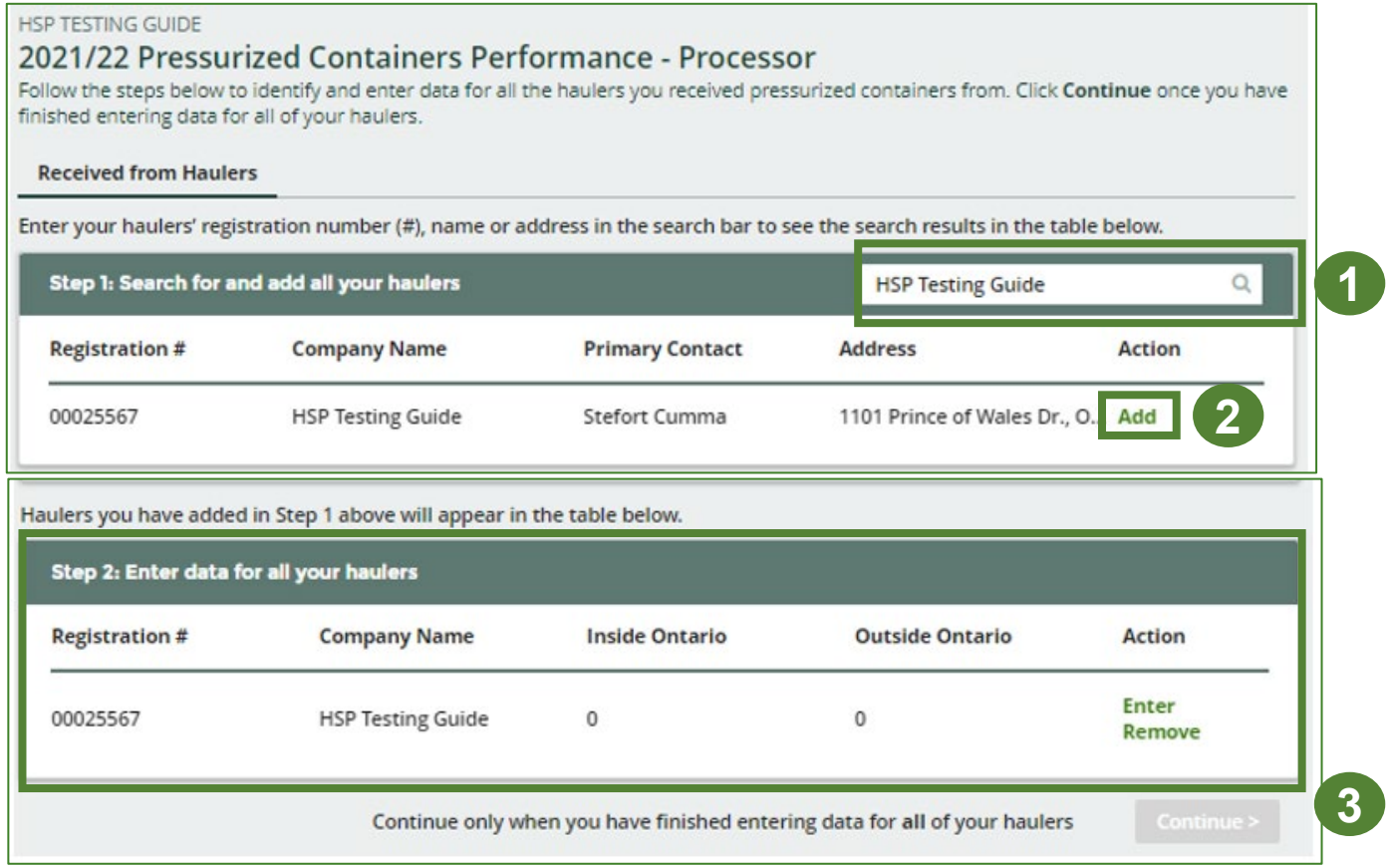
1. Under **Received from Haulers** in the **Inside Ontario** tab, click **Start** to begin entering the total weight of pressurized containers received from haulers.



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.



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.

Performance report

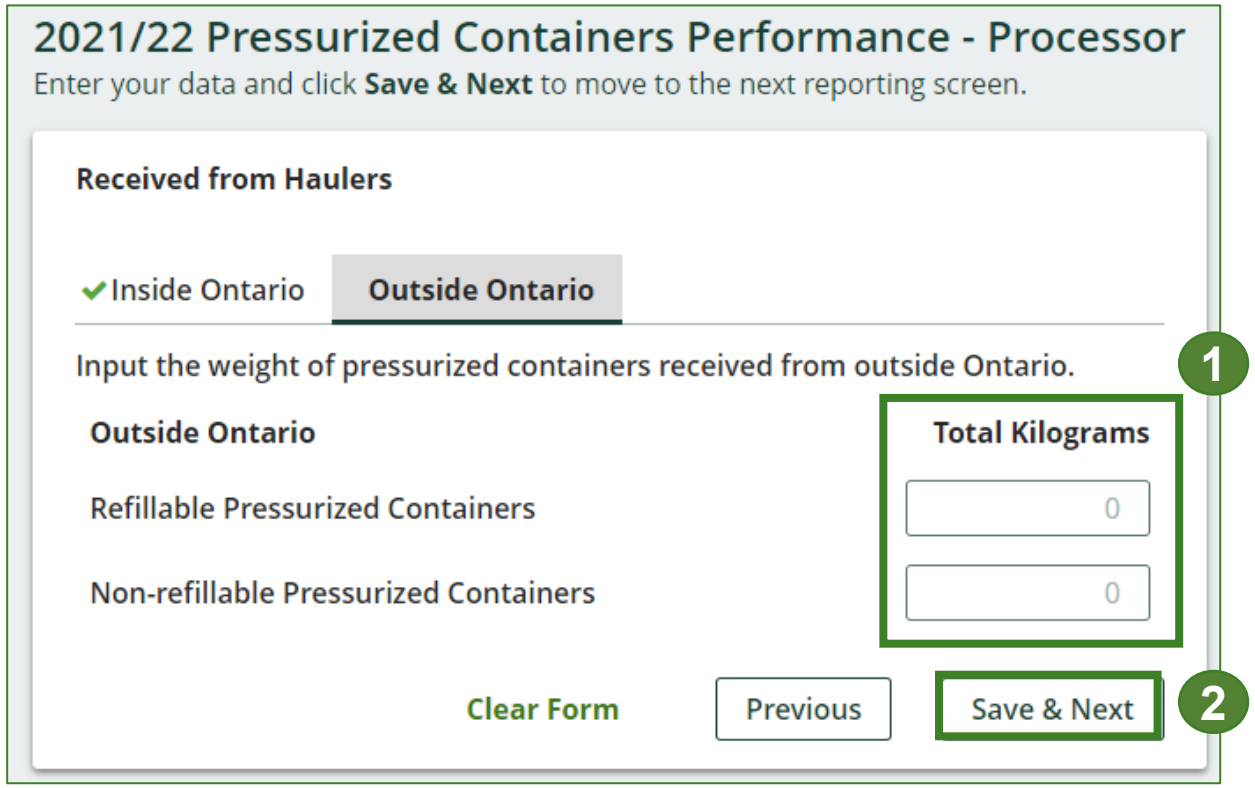
Enter weight of materials received from each hauler cont.

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**.

Performance report

Enter weight of materials received from each hauler cont.

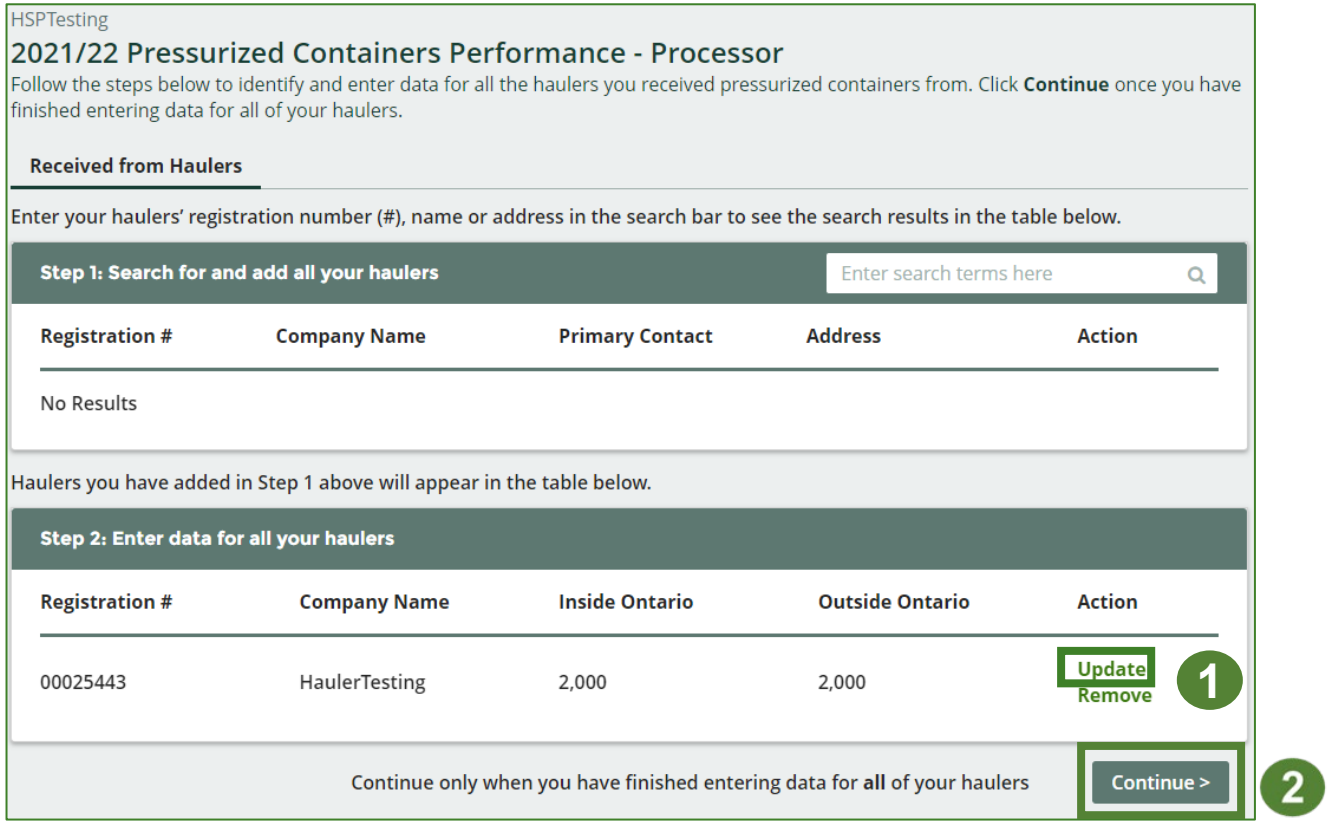
1. Under the **Outside Ontario** tab, enter the **Total Kilograms** of refillable and non-refillable pressurized containers collected from outside Ontario received from that hauler.
2. Click **Save & Next**.



Performance report

Enter weight of materials received from each hauler cont.

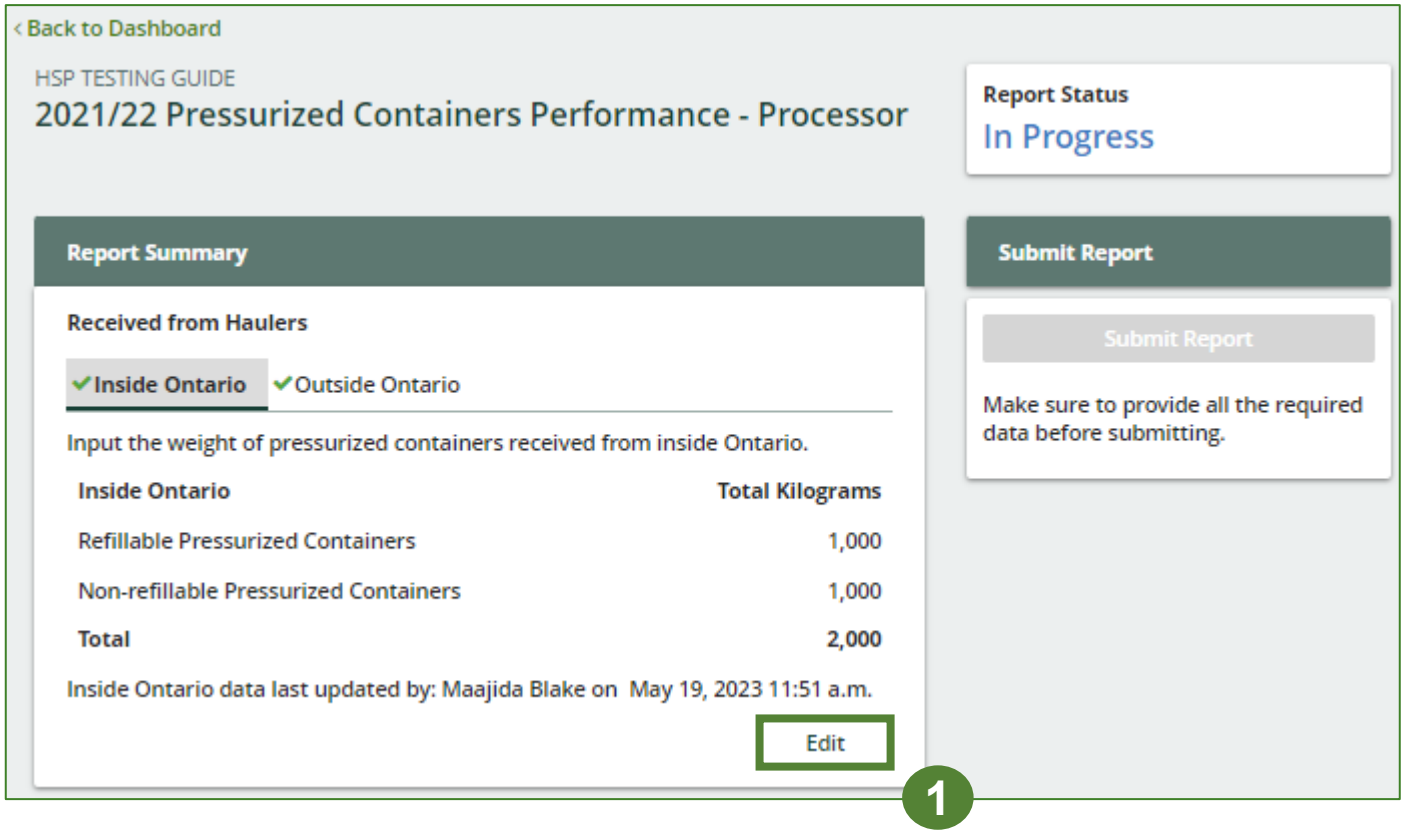
1. Click on **Update**, if you need to make a change to data entered for a specific hauler.
2. Click on **Continue** to proceed.



Performance report
Report summary for pressurized containers

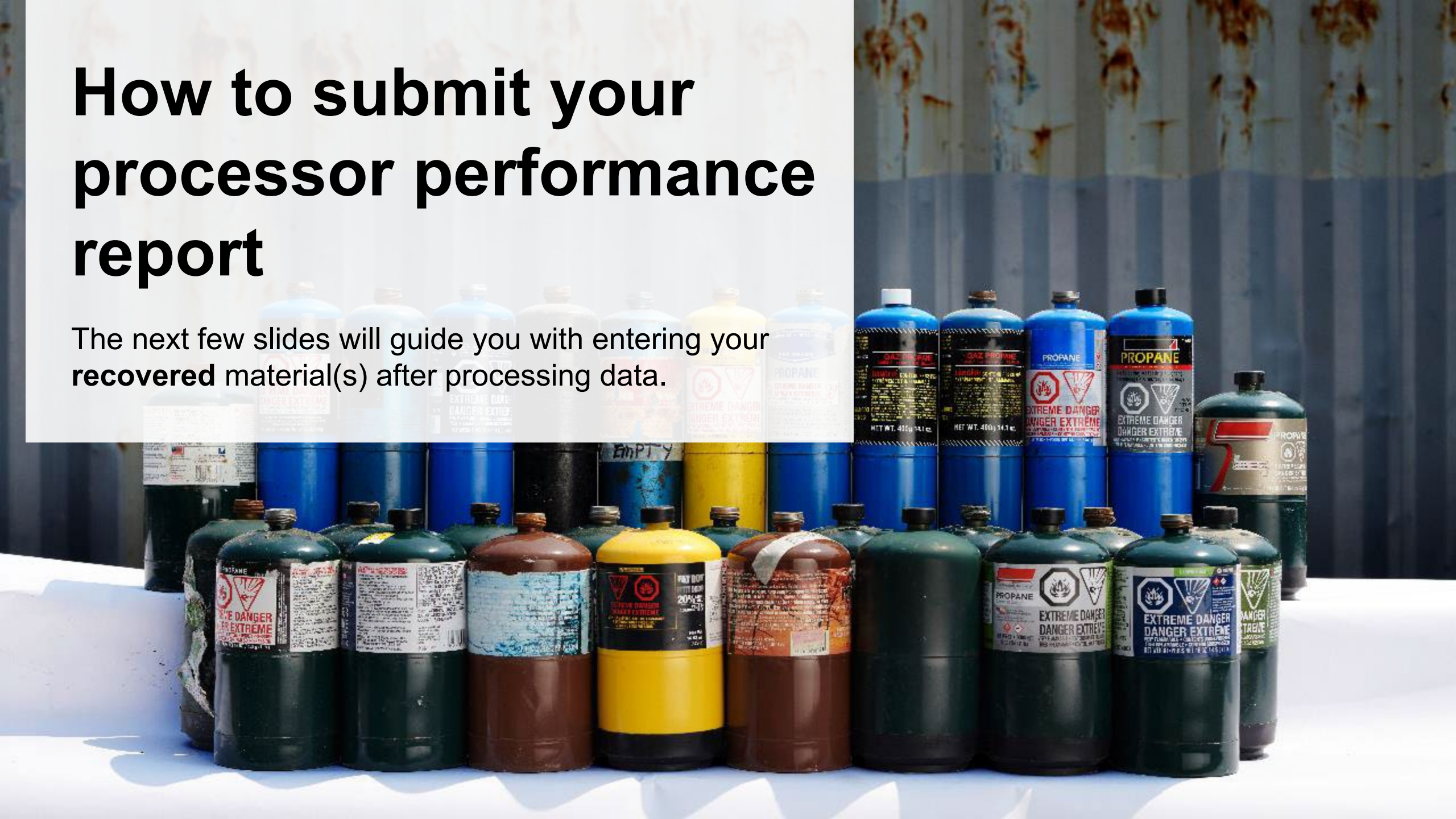
On the report summary you will see the total sum of kilograms dropped off by all haulers.

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



How to submit your processor performance report

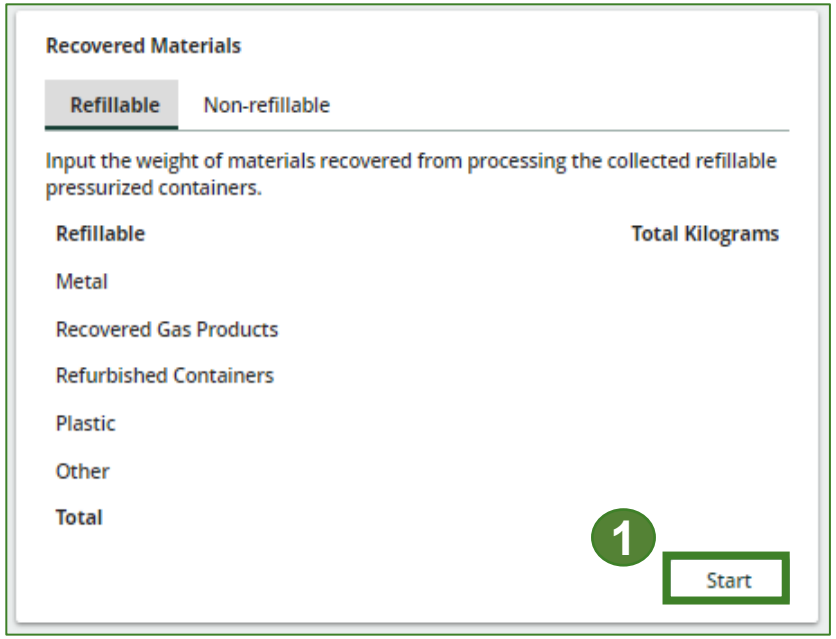
The next few slides will guide you with entering your **recovered** material(s) after processing data.

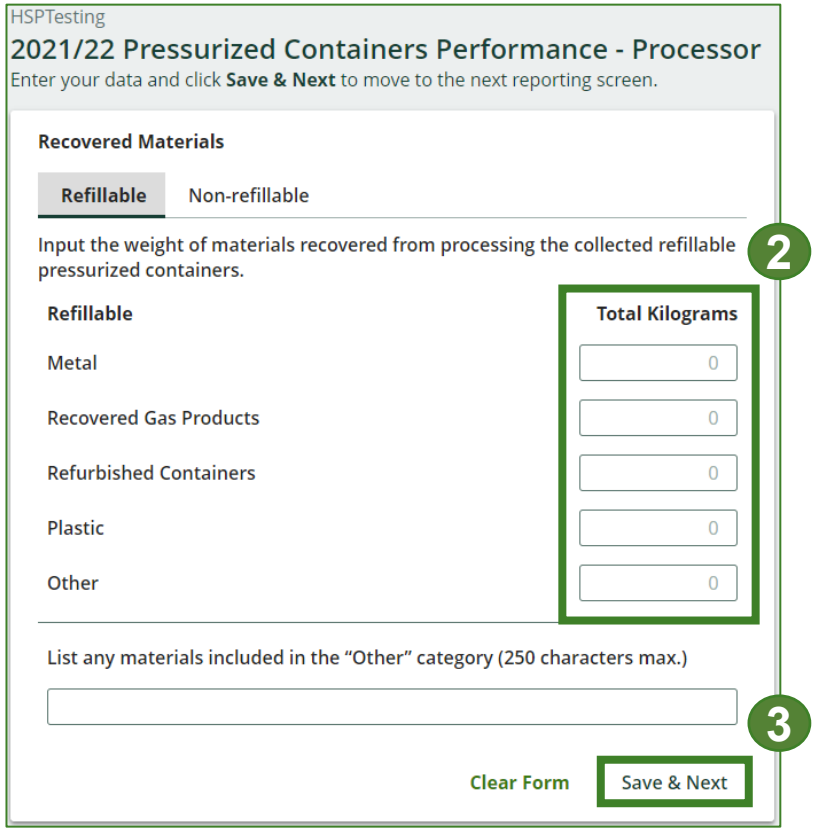


Performance report

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.

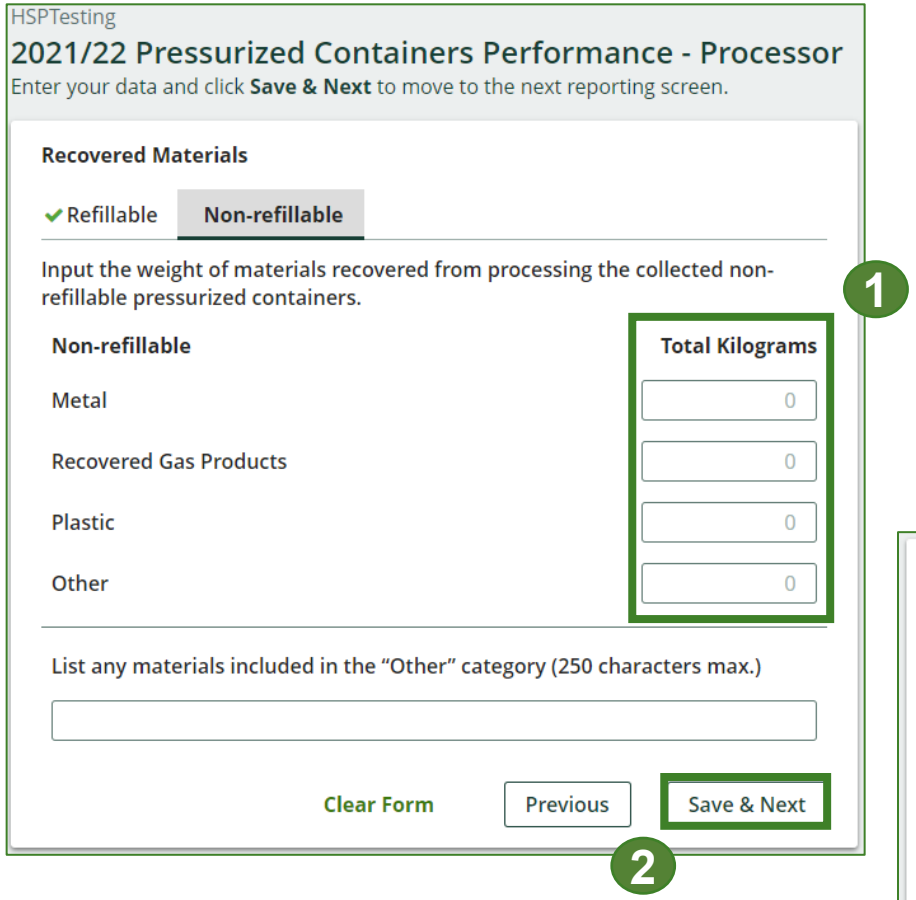


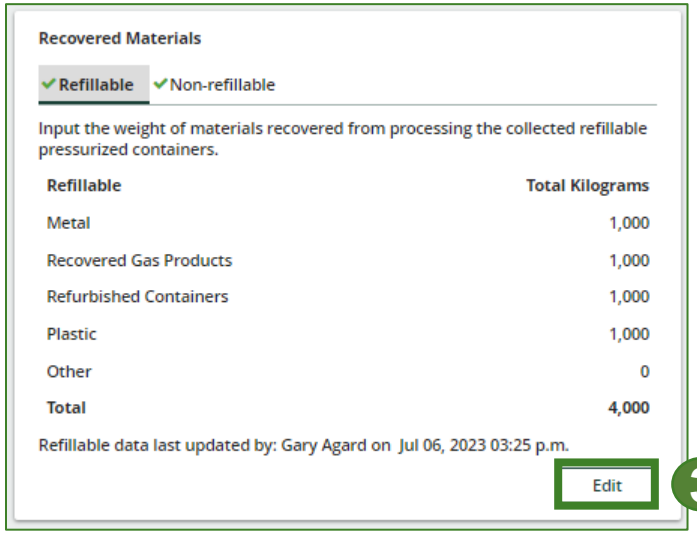


Performance report

Enter your data for the weight of recovered materials cont.

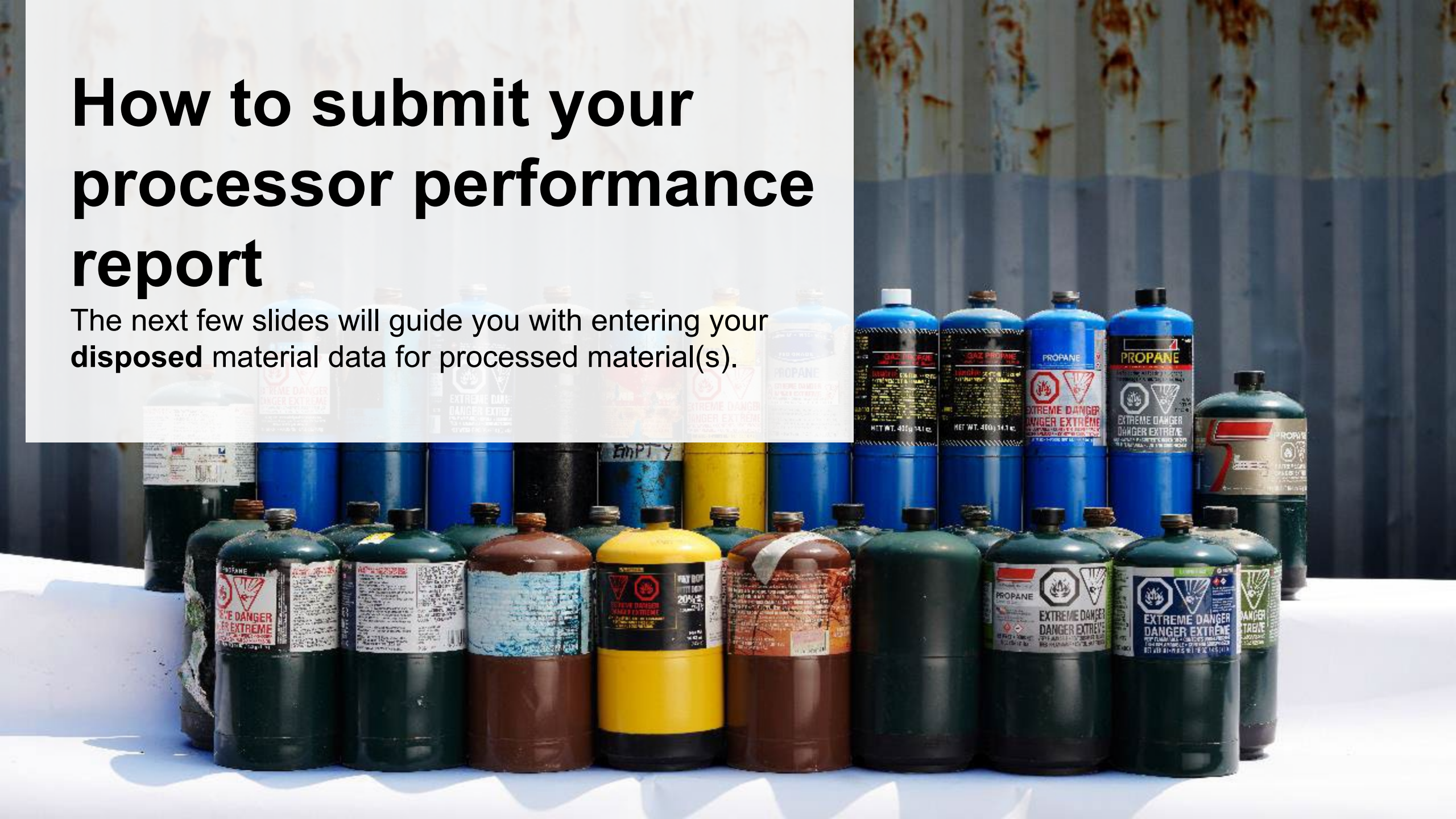
1. Under the **Non-refillable** tab, enter the total weight of materials recovered for each of the recovered material(s) under **Total Kilograms**.
    - If applicable list any materials included in the **Other** category.
2. Click **Save & Next** to proceed.
3. Click on **Edit**, if you need to make a change to the data previously entered.





How to submit your processor performance report

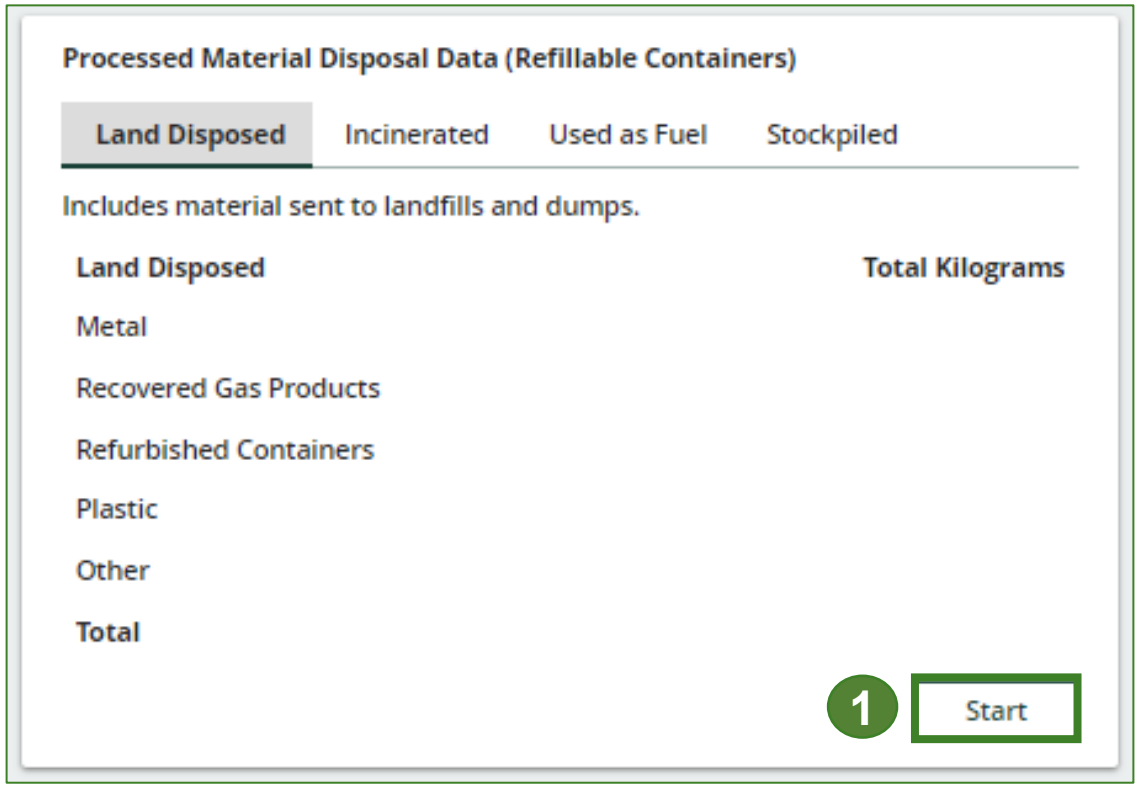
The next few slides will guide you with entering your **disposed** material data for processed material(s).



Performance report

Enter your processed material disposal data (refillable containers)

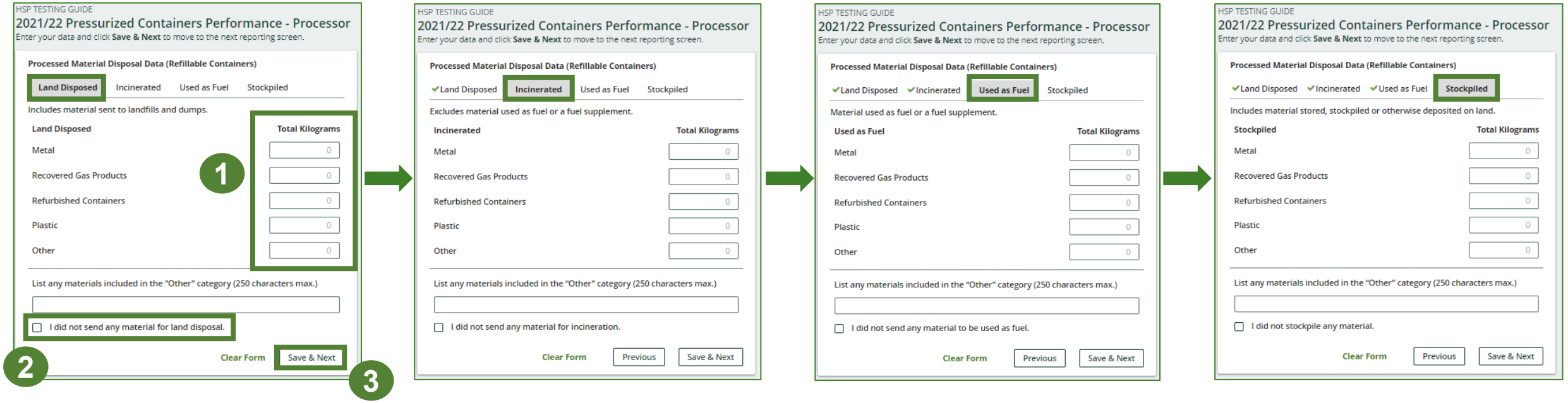
1. Click **Start** to enter the weight of the material(s) disposed, which includes materials sent to landfills and dumps.



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.



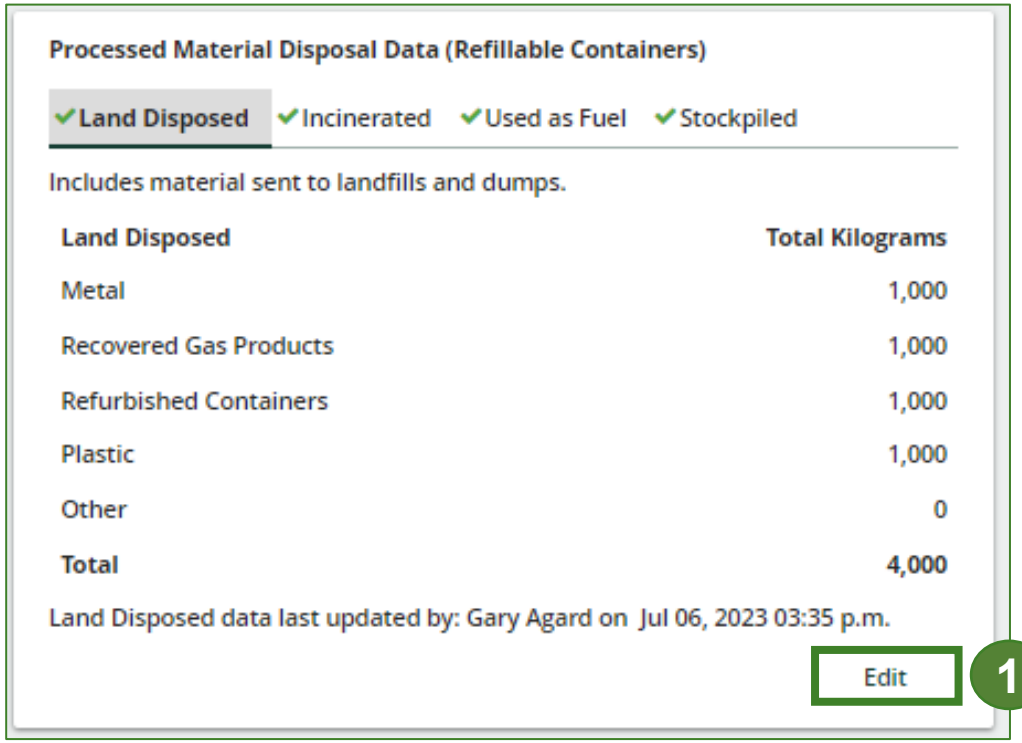
2. For each tab, if you did not send any material for land disposal, incineration, used as fuel or stockpiled, leave the kilograms field blank and click the check box for **I did not send any material**.

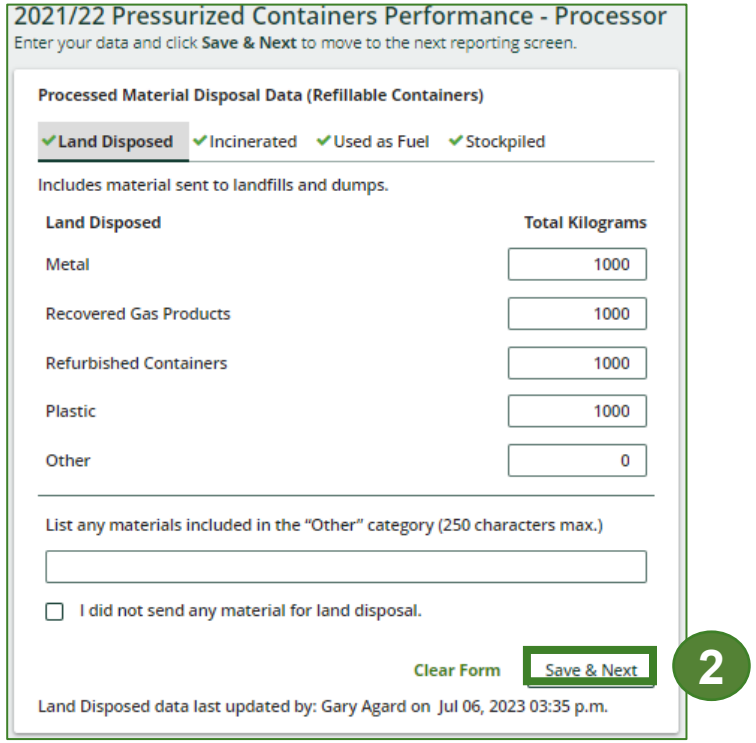
3. Click **Save & Next**.

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.

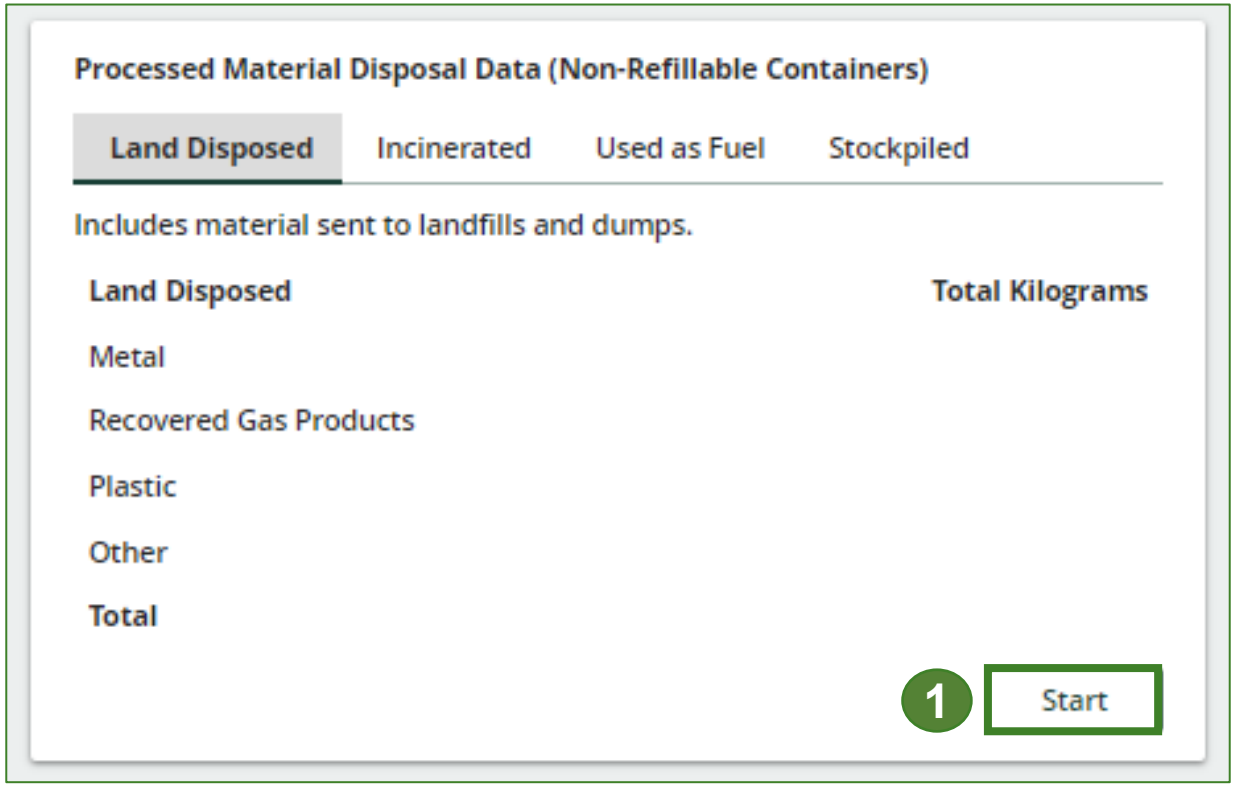




Performance report

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

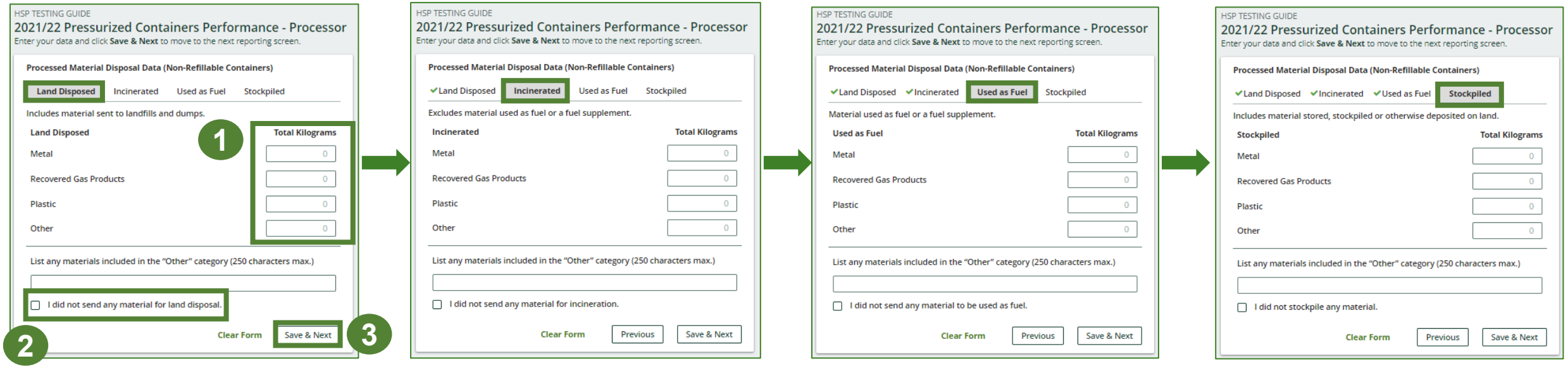
1. Click **Start** to enter the weight of the material(s) disposed, which includes materials sent to landfills and dumps.



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.



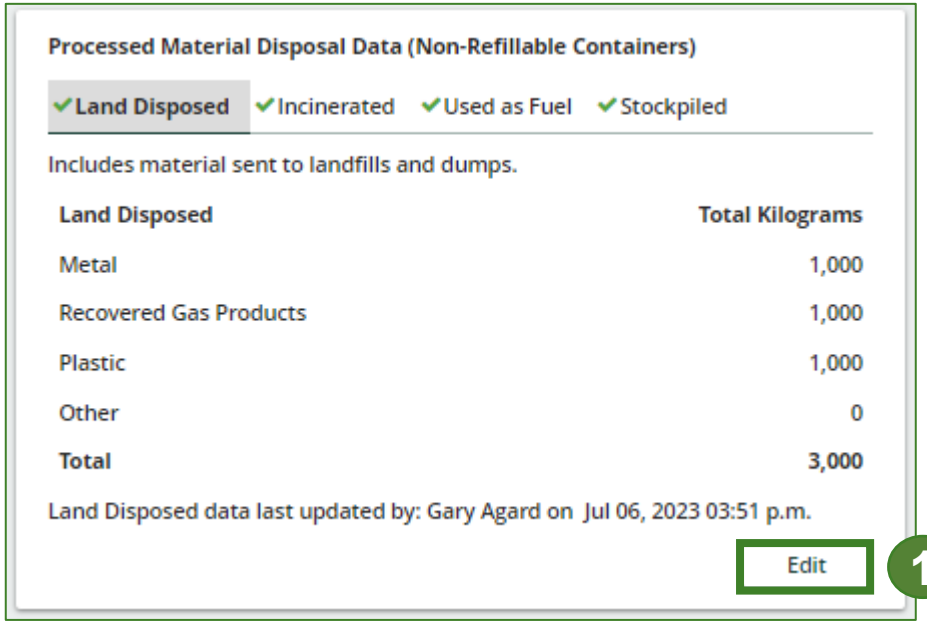
2. For each tab, if you did not send any material for land disposal, incineration, used as fuel or stockpiled, leave the kilograms field blank and click the check box for **I did not send any material**.

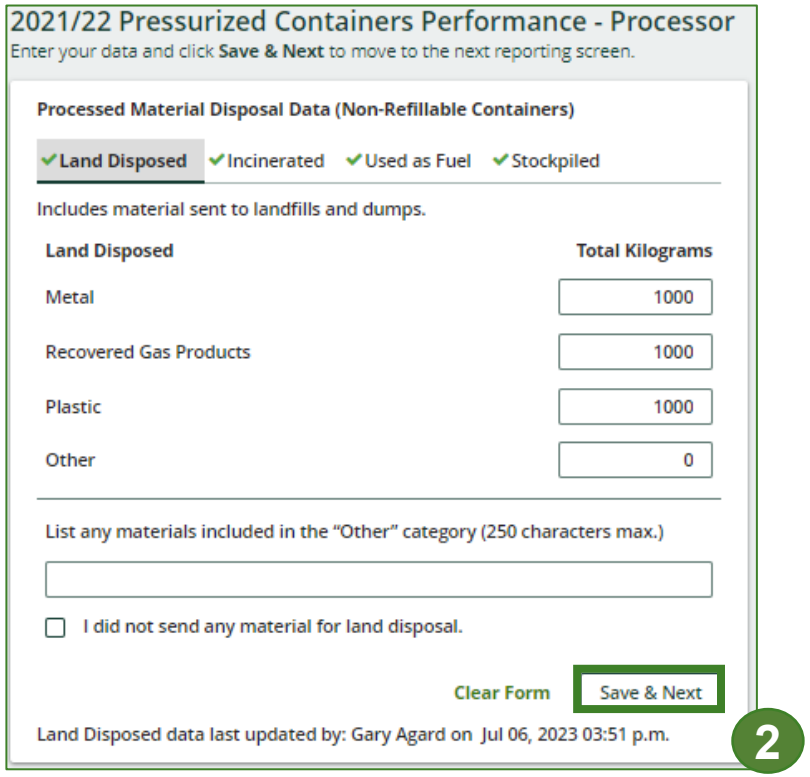
3. Click **Save & Next**.

Performance report

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

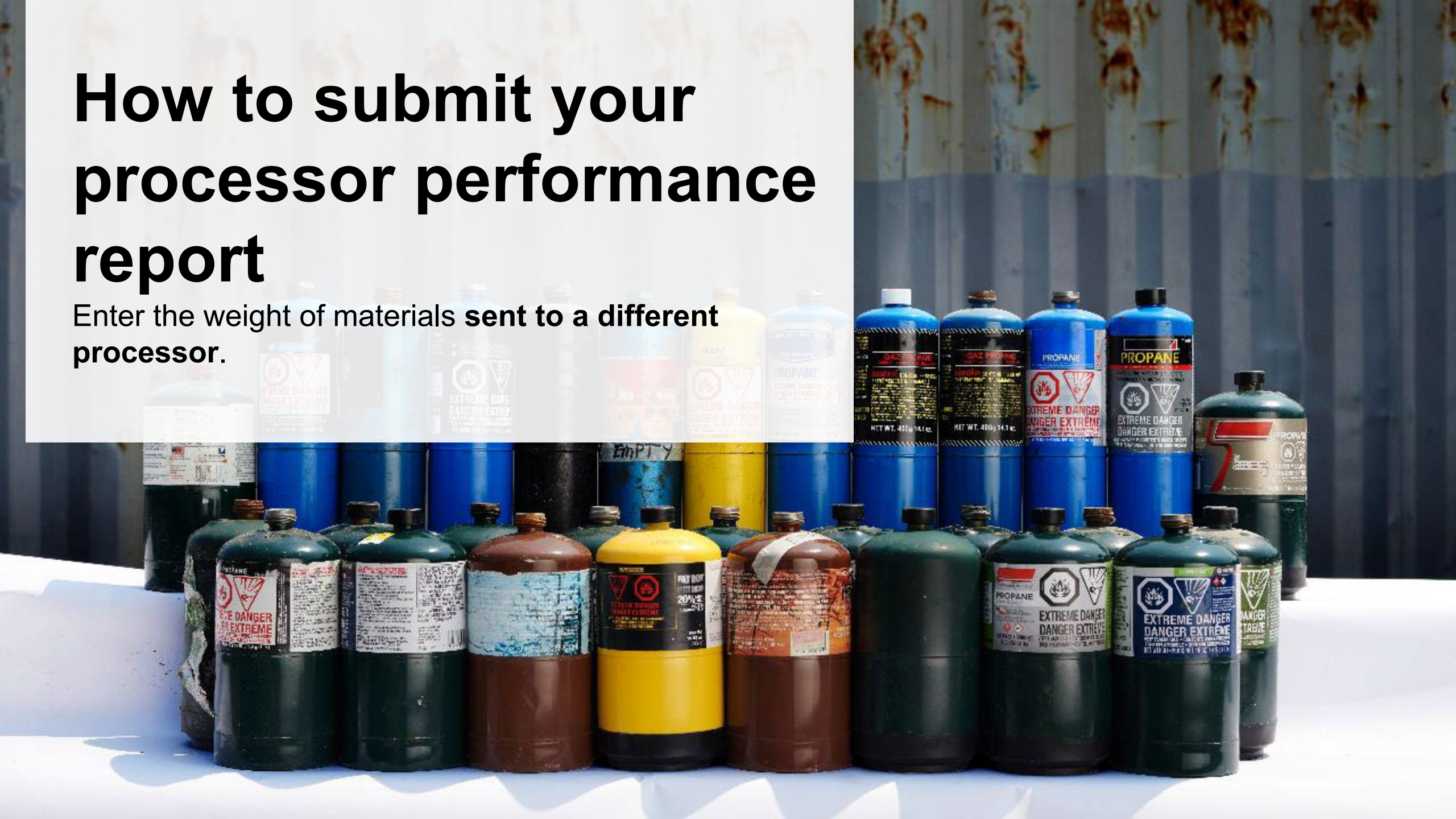
1. Click on **Edit** if you need to change the previously entered data.
2. Click **Save & Next** to proceed.





How to submit your processor performance report

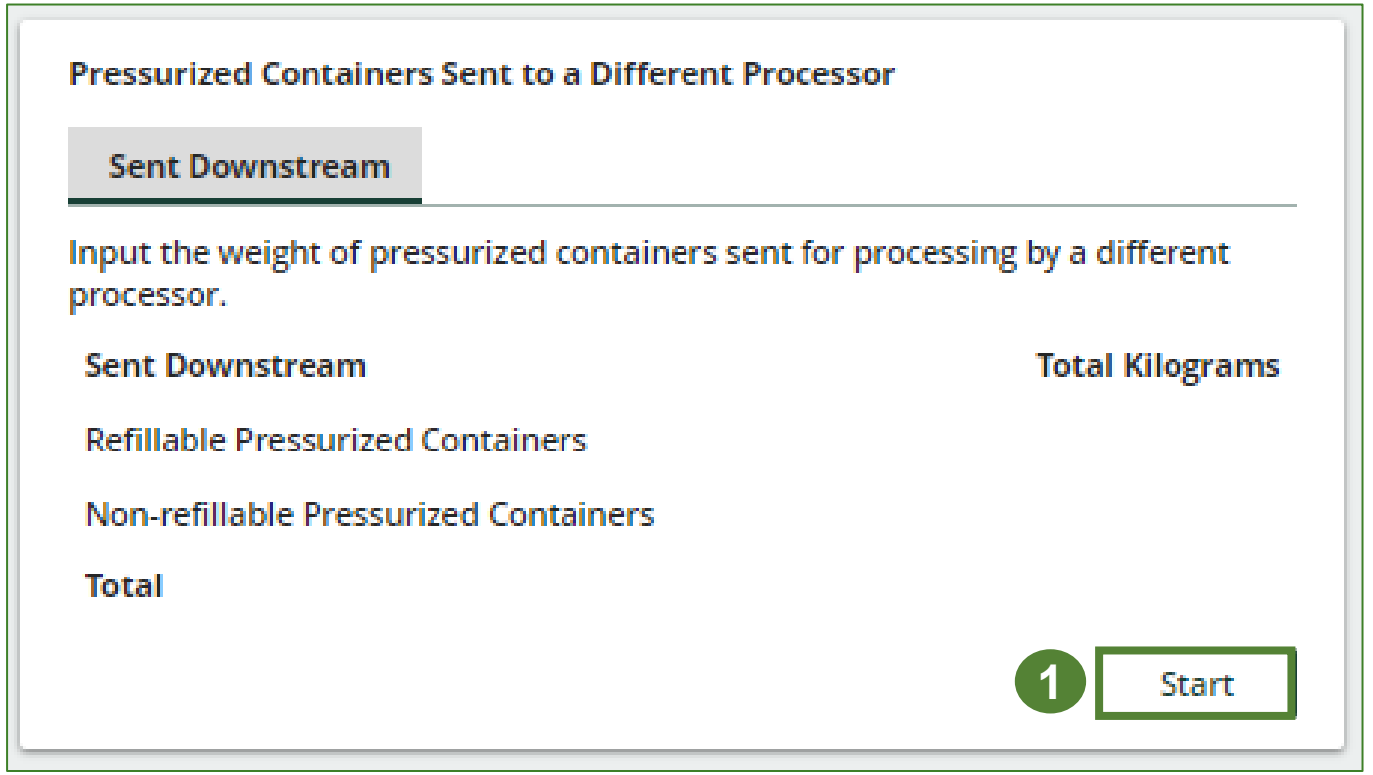
Enter the weight of materials **sent to a different processor**.



Performance report

Enter the weight of materials sent to a different processor

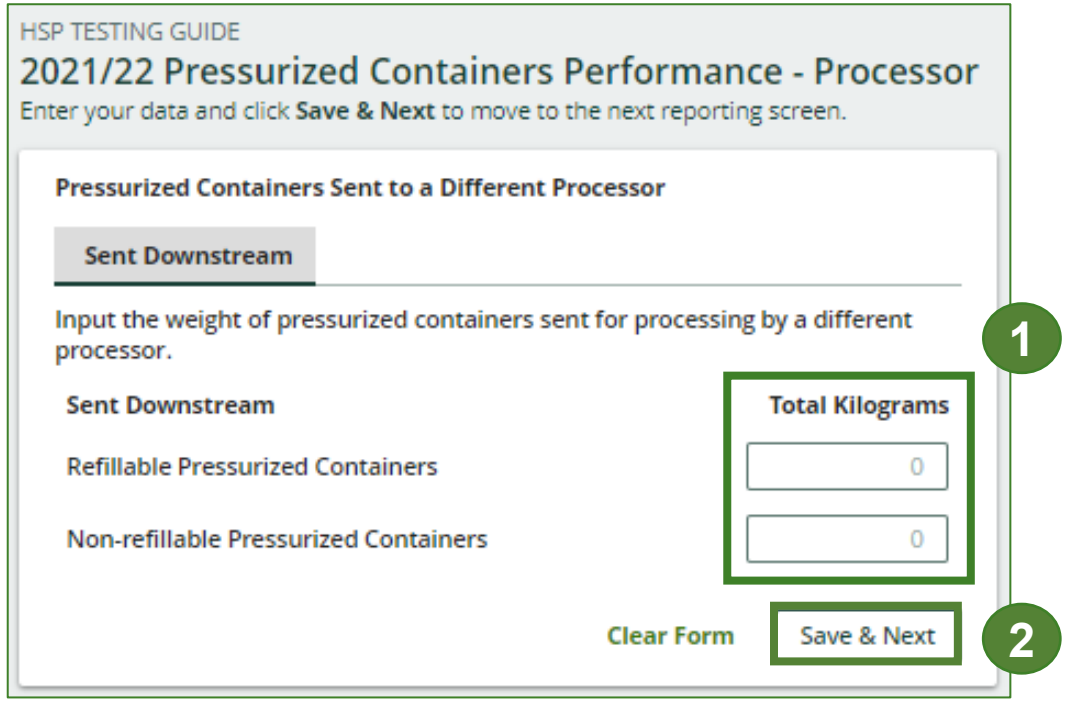
1. Click **Start** to begin entering the total weight of pressurized containers sent to a different processor.

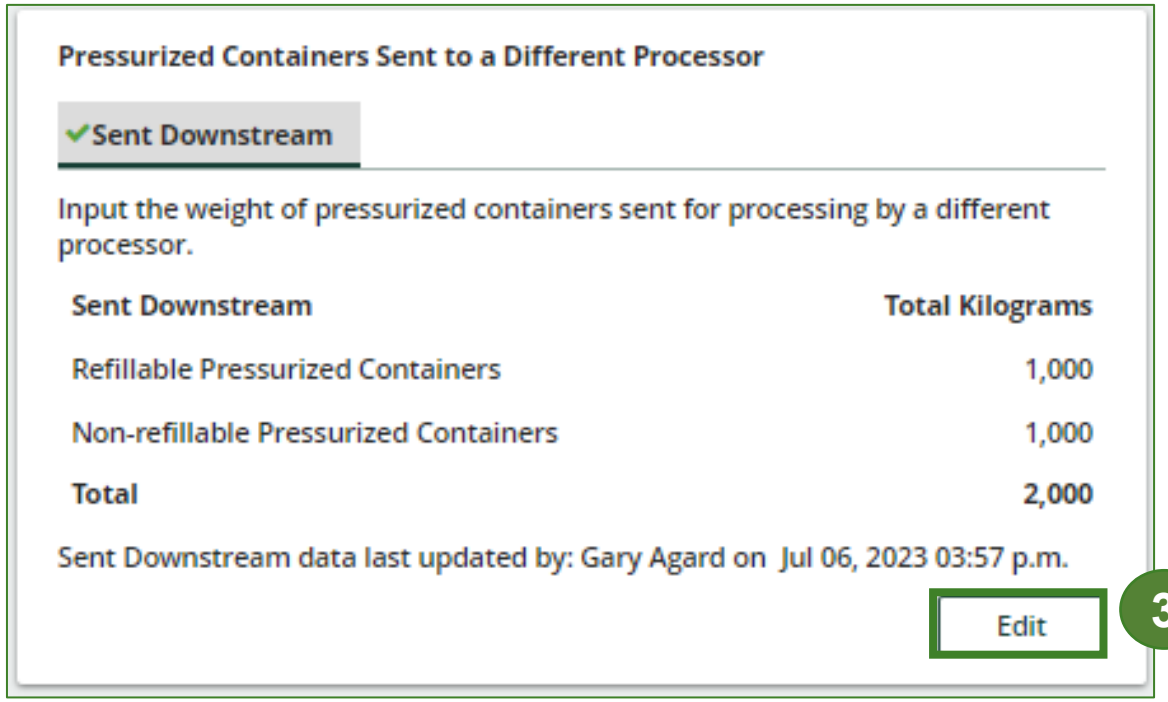


Performance report

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

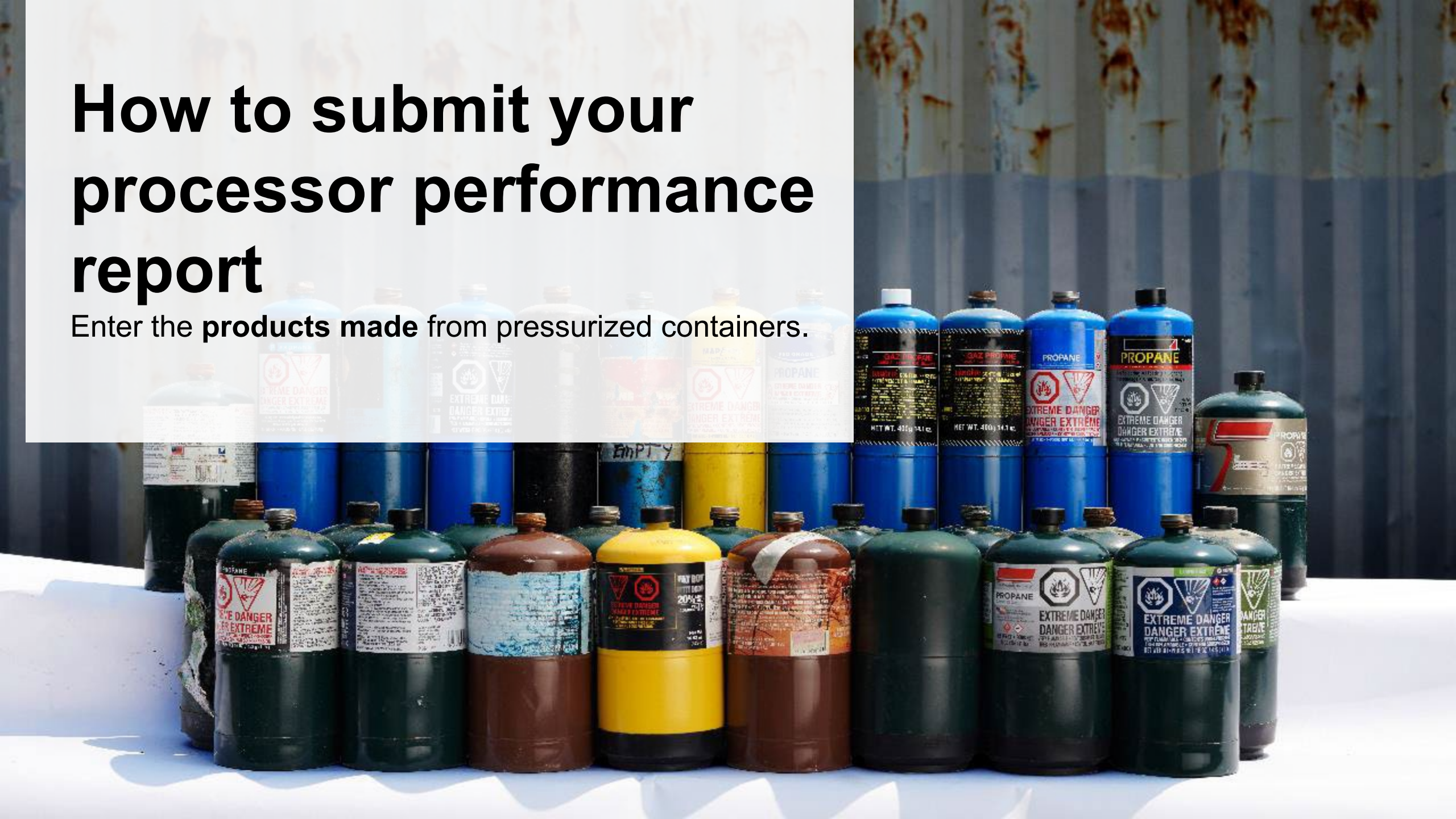
1. Enter the total weight of refillable and non-refillable pressurized containers sent for processing by a different processor under **Total Kilograms**.
2. Click **Save & Next**.
3. Click **Edit** if you need to make a change to data previously entered.





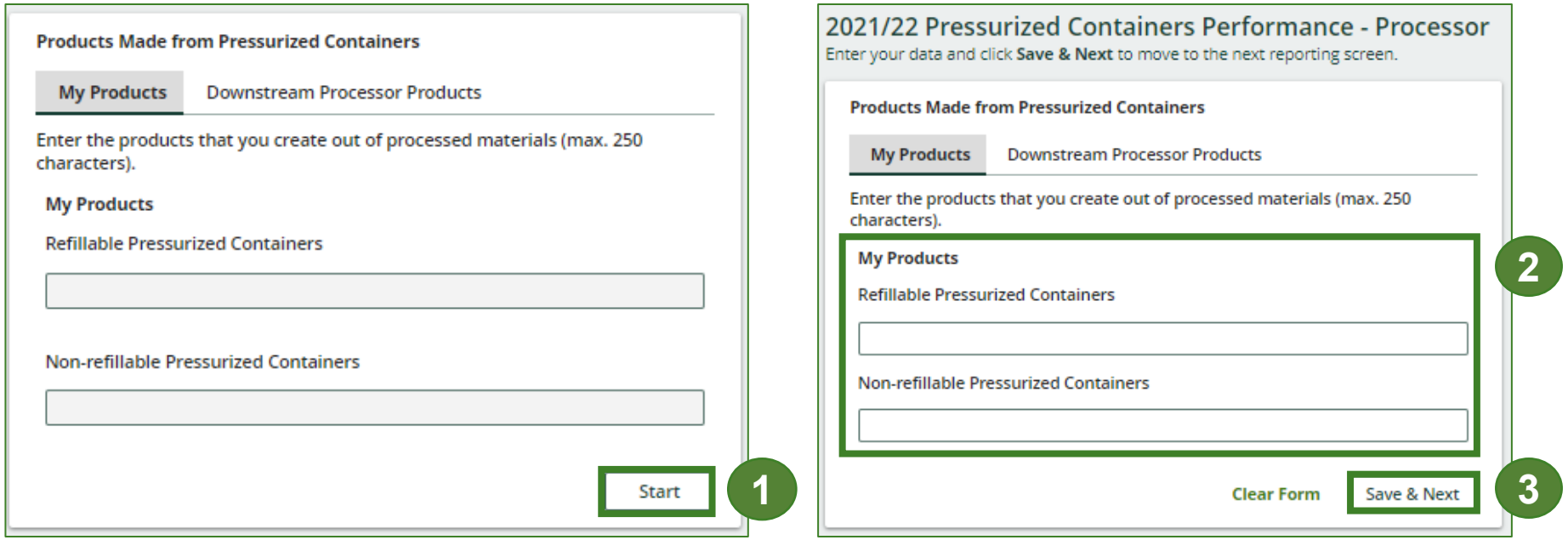
How to submit your processor performance report

Enter the **products made** from pressurized containers.



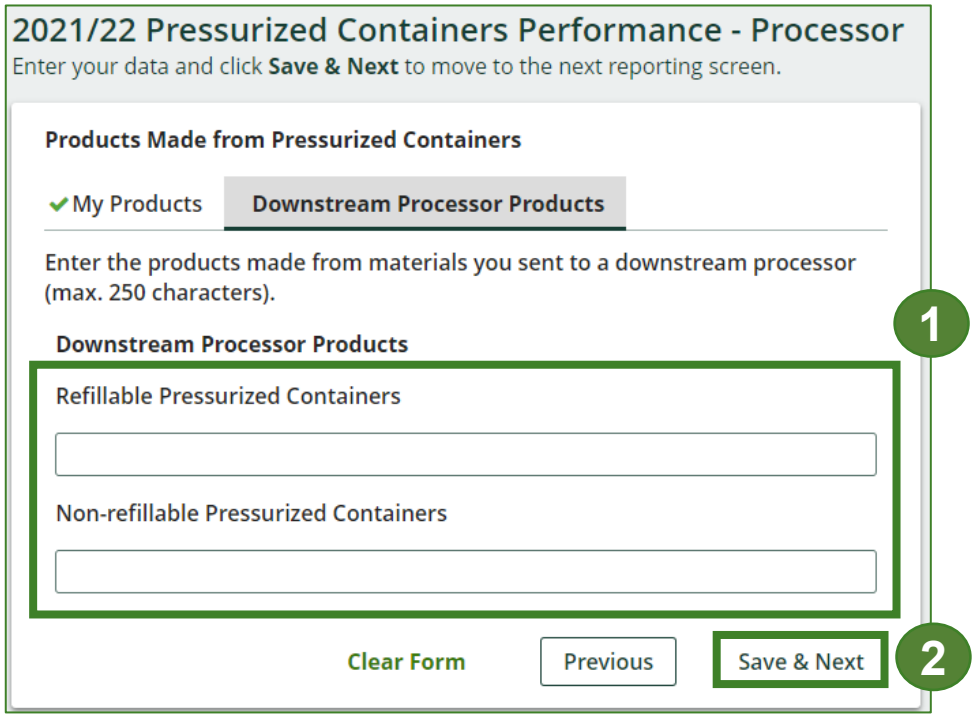
Performance report
Products made from pressurized containers

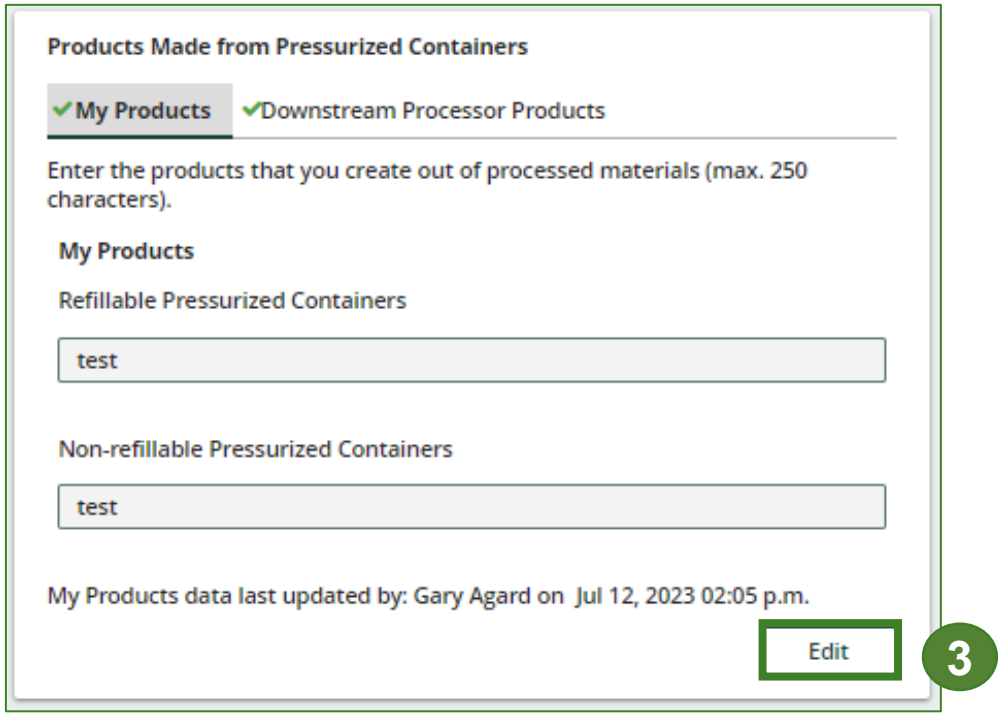
1. Click **Start** to enter your data for products that you created out of processed refillable and non-refillable pressurized containers.
2. Under **My Products,** enter the name of the product you created from processed materials (e.g., metal pellets).
    - Write “Not Applicable or “None” on the materials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



Performance report
Products made from pressurized containers cont.

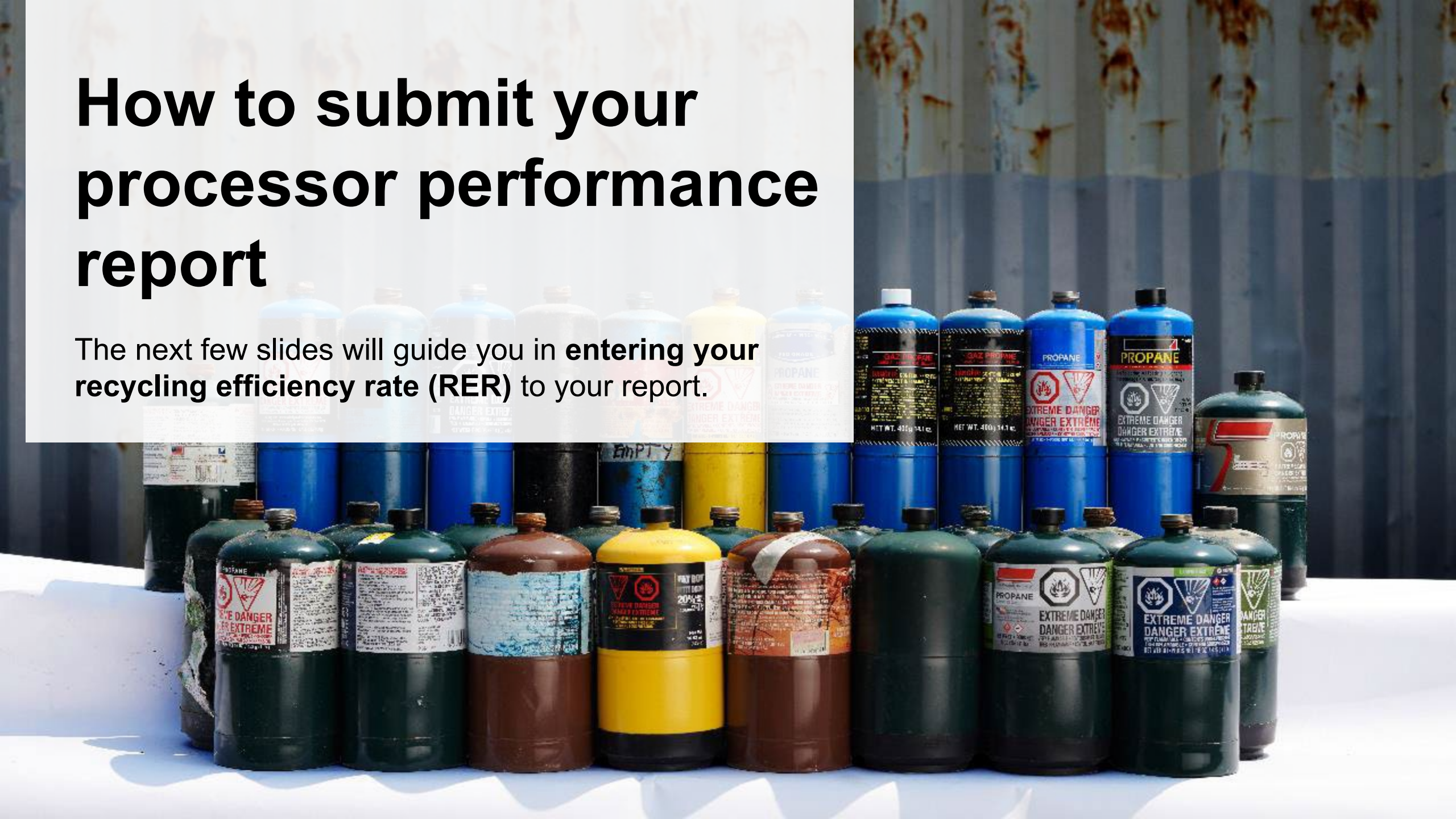
1. Under **Downstream Processor Products** enter the products made from refillable and non-refillable pressurized containers you sent to a downstream processor.
    - Write “Not Applicable or “None” on the materials that do not apply to you.
2. Click **Save & Next**.
3. Click **Edit** if you need to make a change to the data previously entered.





How to submit your processor performance report

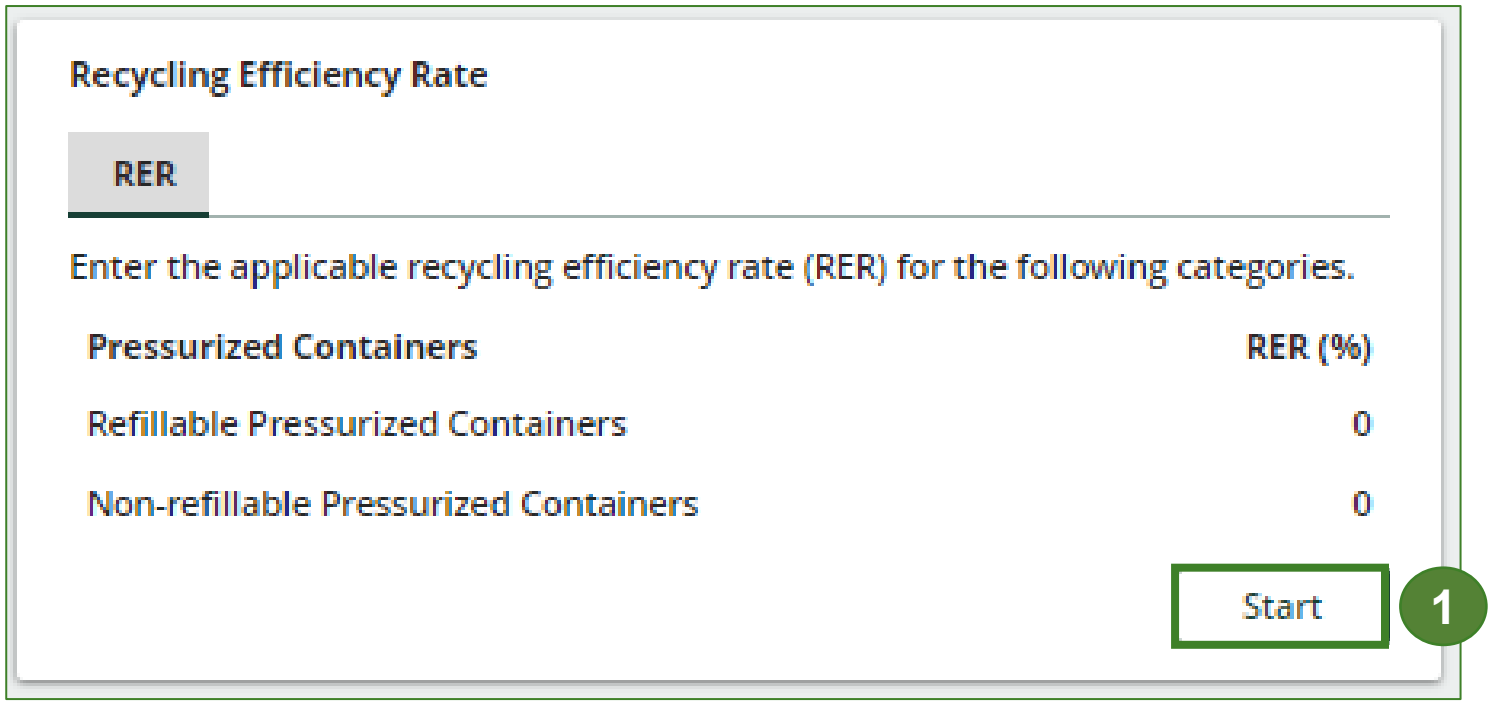
The next few slides will guide you in **entering your recycling efficiency rate (RER)** to your report.



Performance report
Enter your recycling efficiency rate

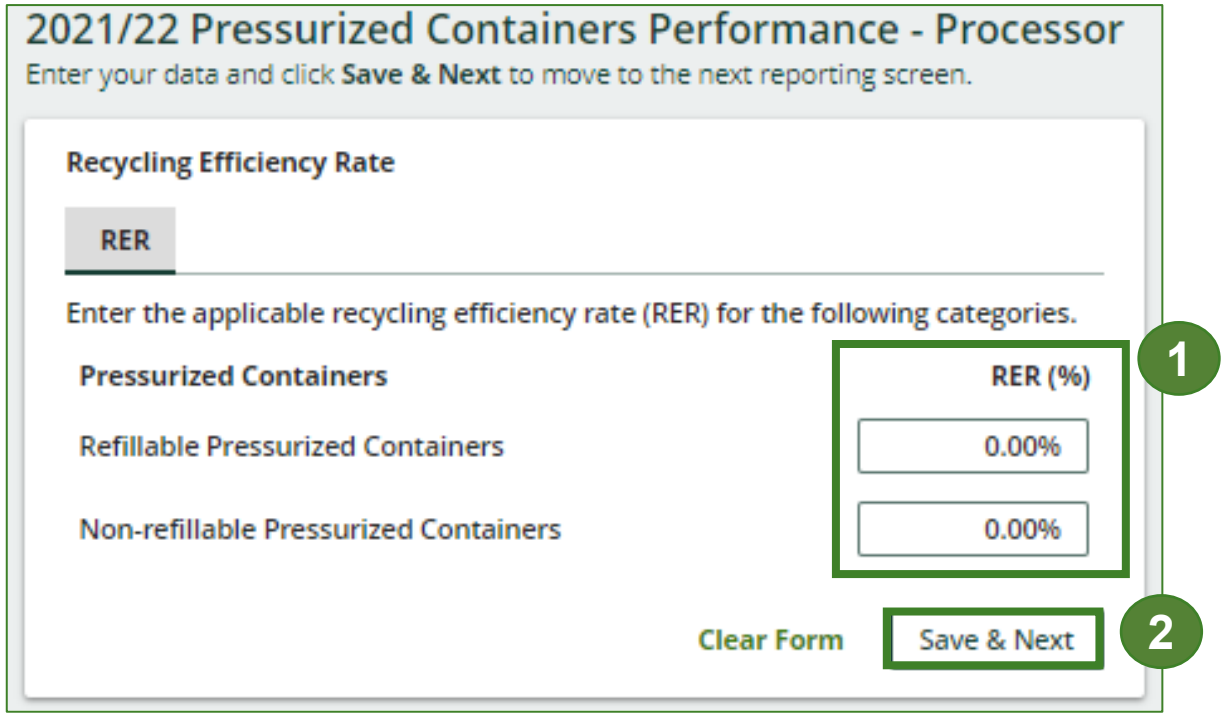
Processors listed on RPRA's website are only required to enter the RER previously submitted to RPRA. See slide 6 for further explanation.

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



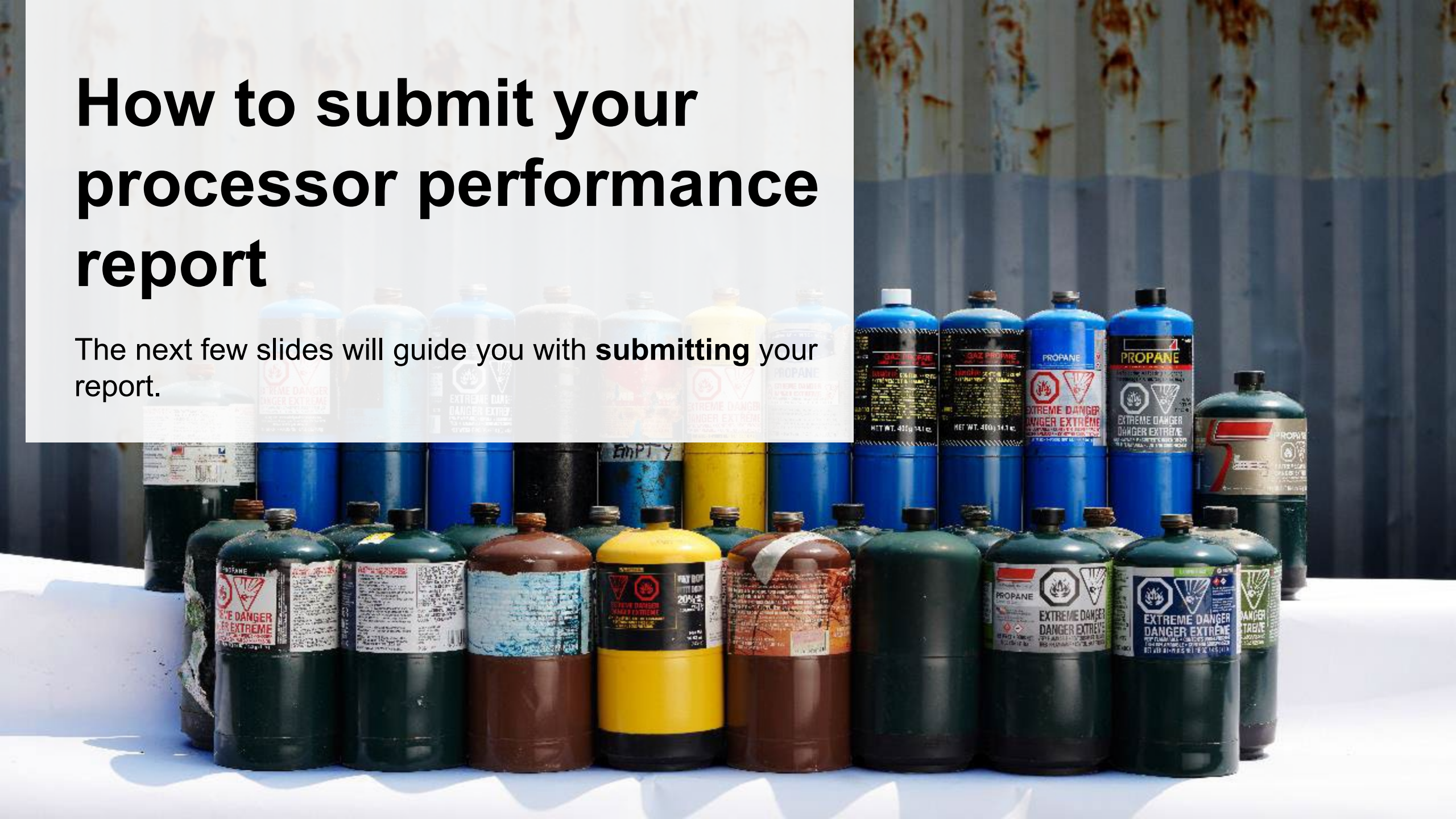
Performance report
Enter your recycling efficiency rate cont.

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.



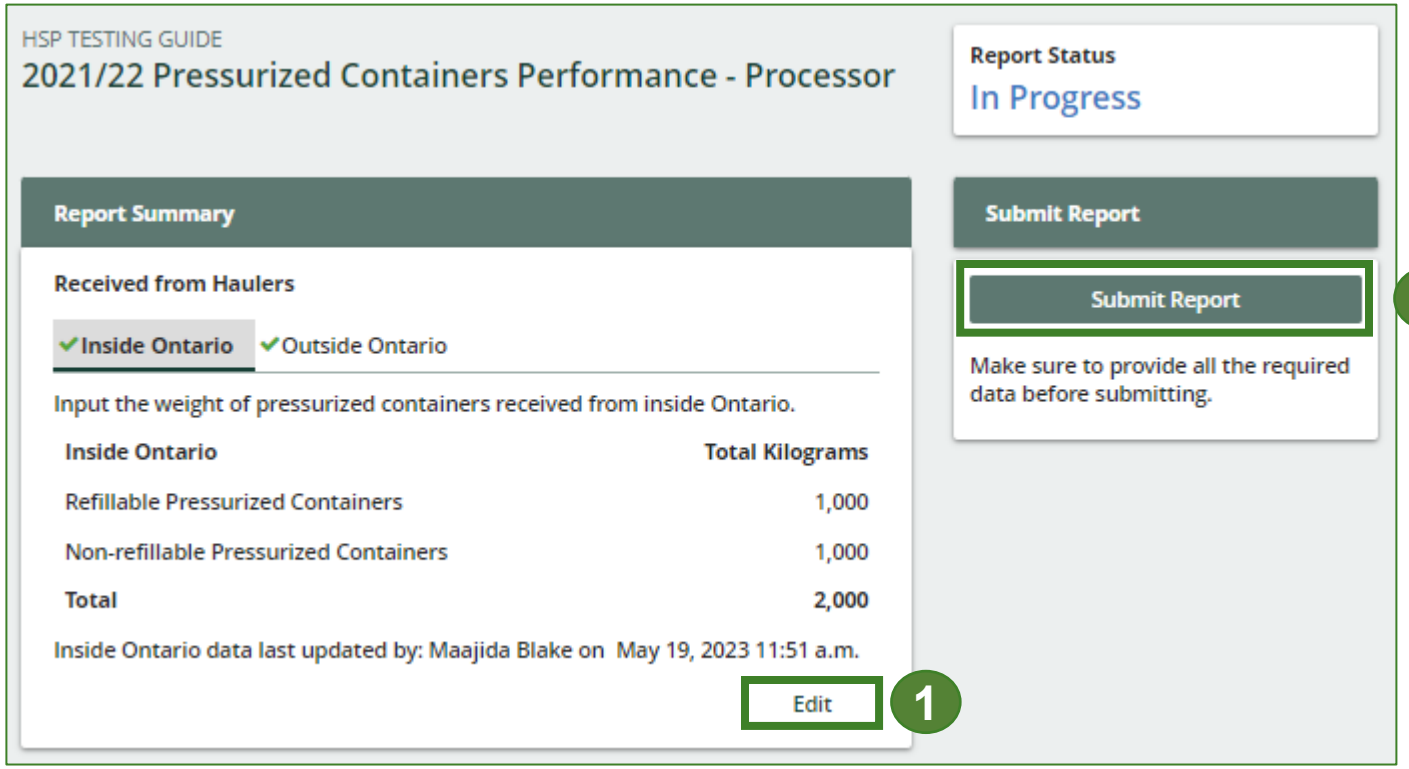
How to submit your processor performance report

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



Performance report
Submit your report

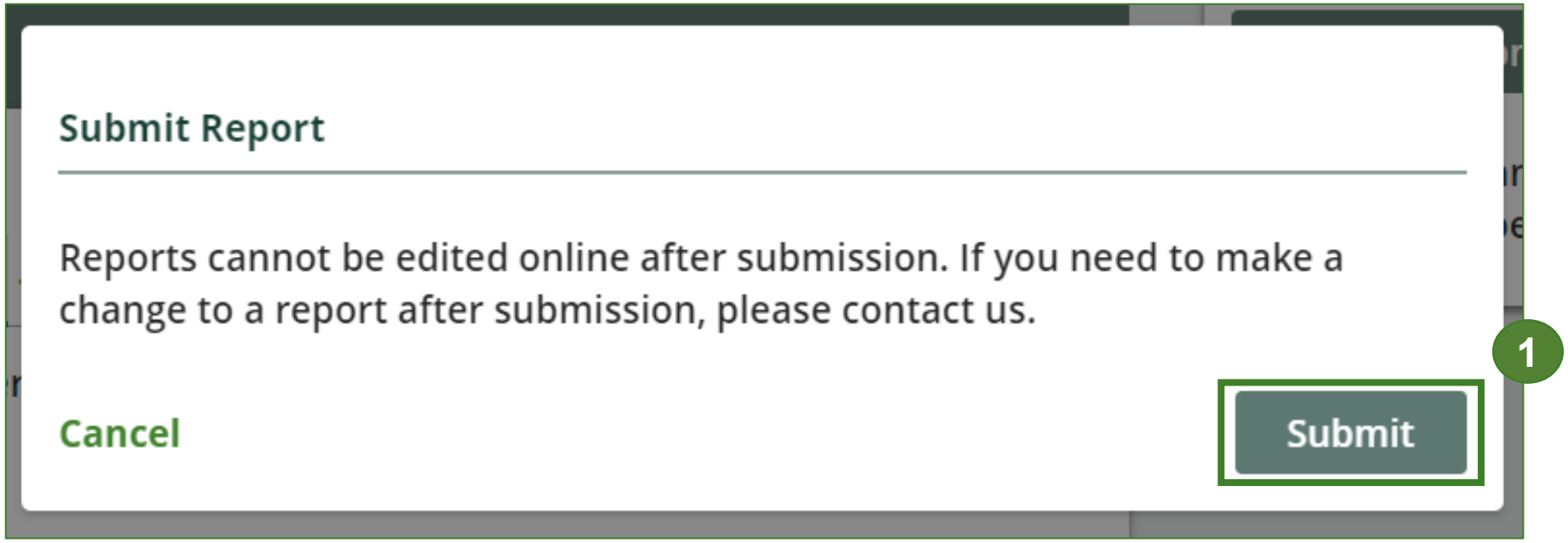
1. Under **Report Summary**, you can review the data previously entered and click **Edit** if you need to make changes.
2. Click on **Submit Report** once you are finished reviewing and ready to submit.



Performance report
Submit your report cont.

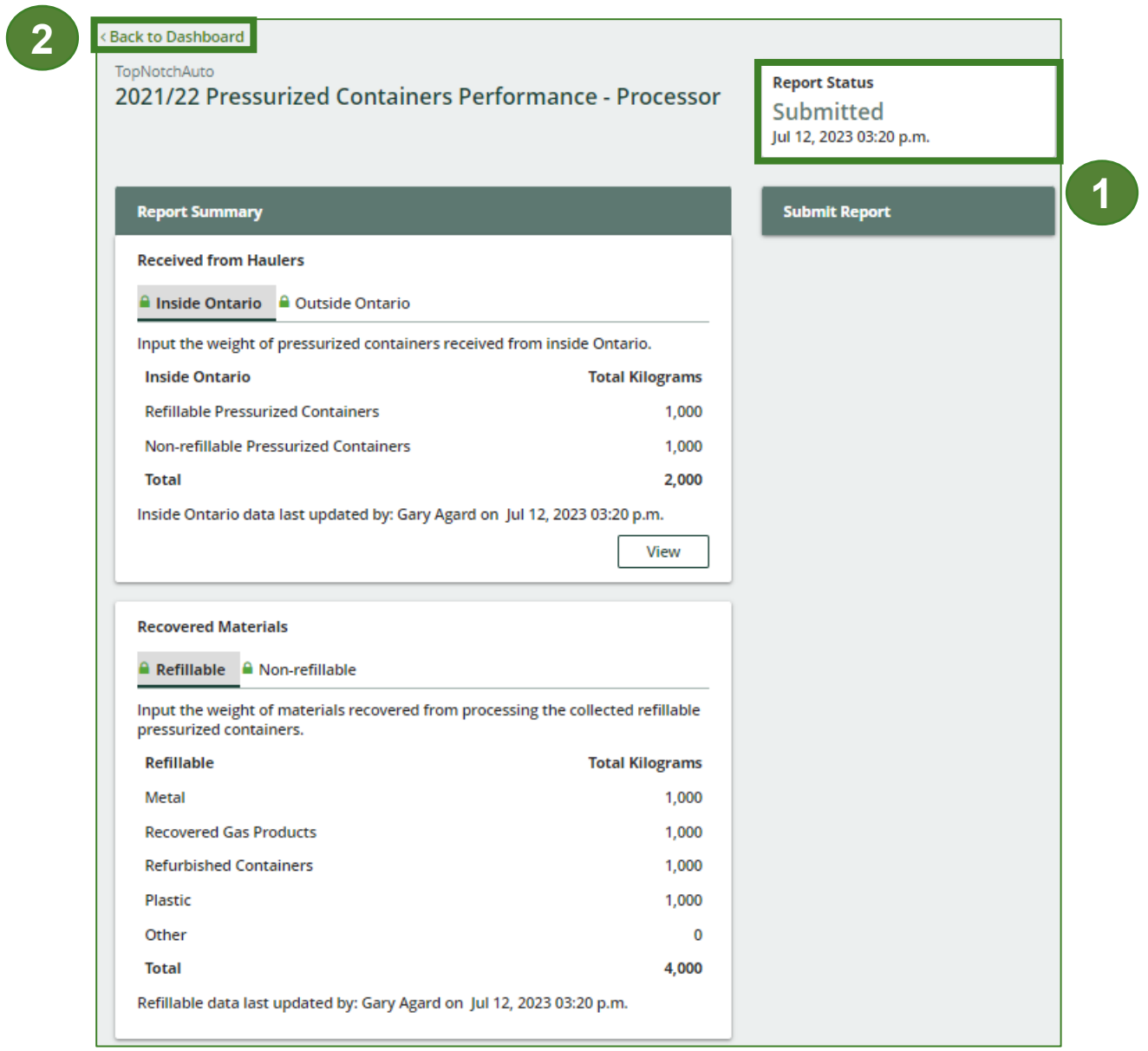
1. After clicking on **Submit Report**, the below notice will appear. After reading the notice, click **Submit**.

Note: Once the report is submitted you are not able to make any changes.



Performance report
Submit your report cont.

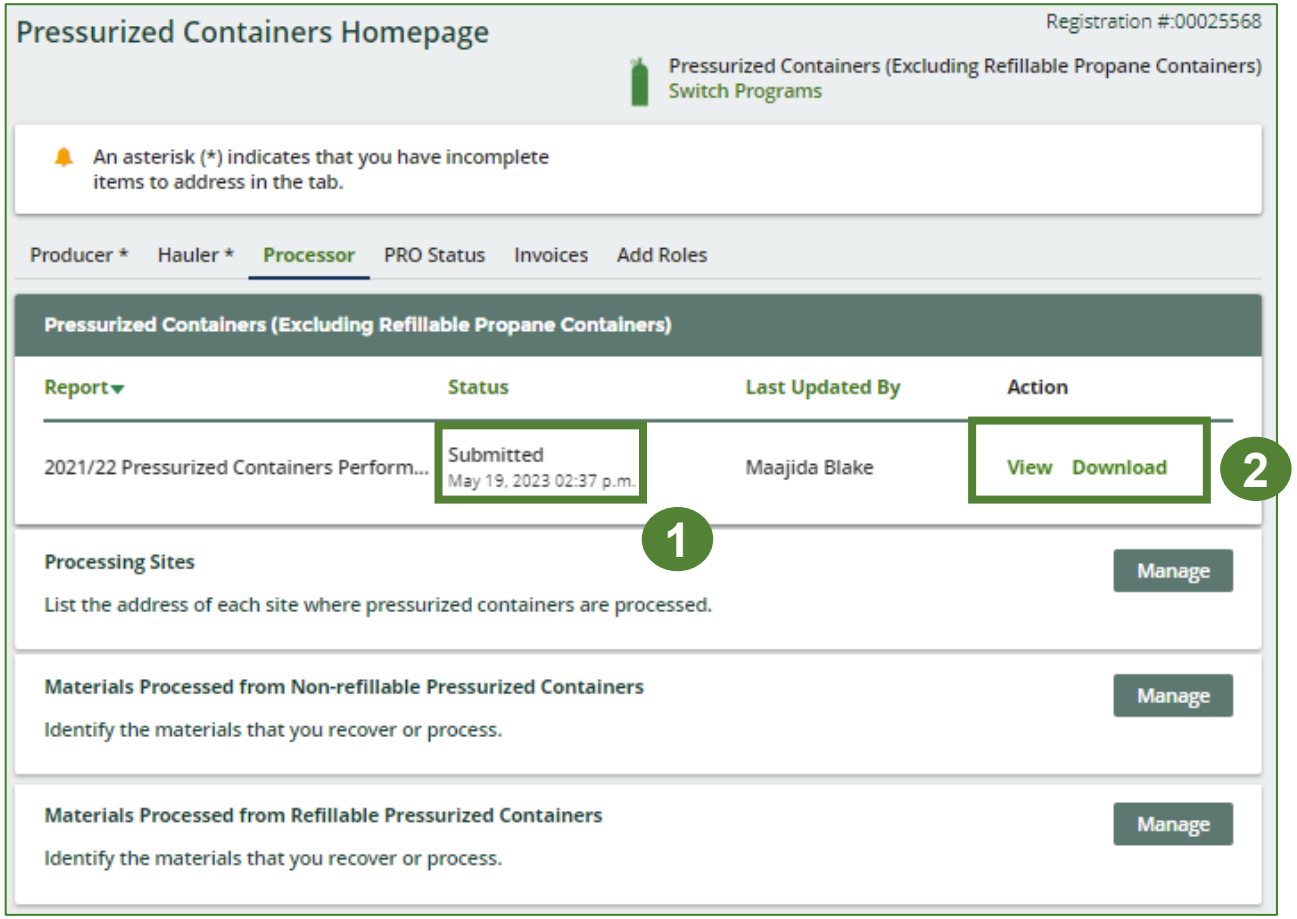
1. Your report status should now read as **Submitted**.
2. Click on **Back to Dashboard** to return to the Pressurized Containers homepage.



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.



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 or call 1-833-600-0530.