

# Hazardous and Special Products: Processor Performance Reporting Guide

Automotive materials  
(oil filters, oil containers, antifreeze)



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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@rp.ra.ca](mailto:registry@rp.ra.ca) or call 1-833-600-0530.



# What data needs to be reported?

Processors of **oil filters, oil containers, antifreeze** 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 **oil filters, oil containers, antifreeze** 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 [42](#) 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			<span>Manage</span> <span>Disable</span>

1 + Add New User

## Manage Users

Email  
user@email.com

First Name  
Example

Last Name  
User

Job Title

Business Phone Number  
9059867891

Phone Extension

Mobile Phone Number  
9059867891

Program User Access Level ⓘ 3

Automotive Materials ⌵ ☐ Primary ☒ Secondary

+ Add Another Program

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

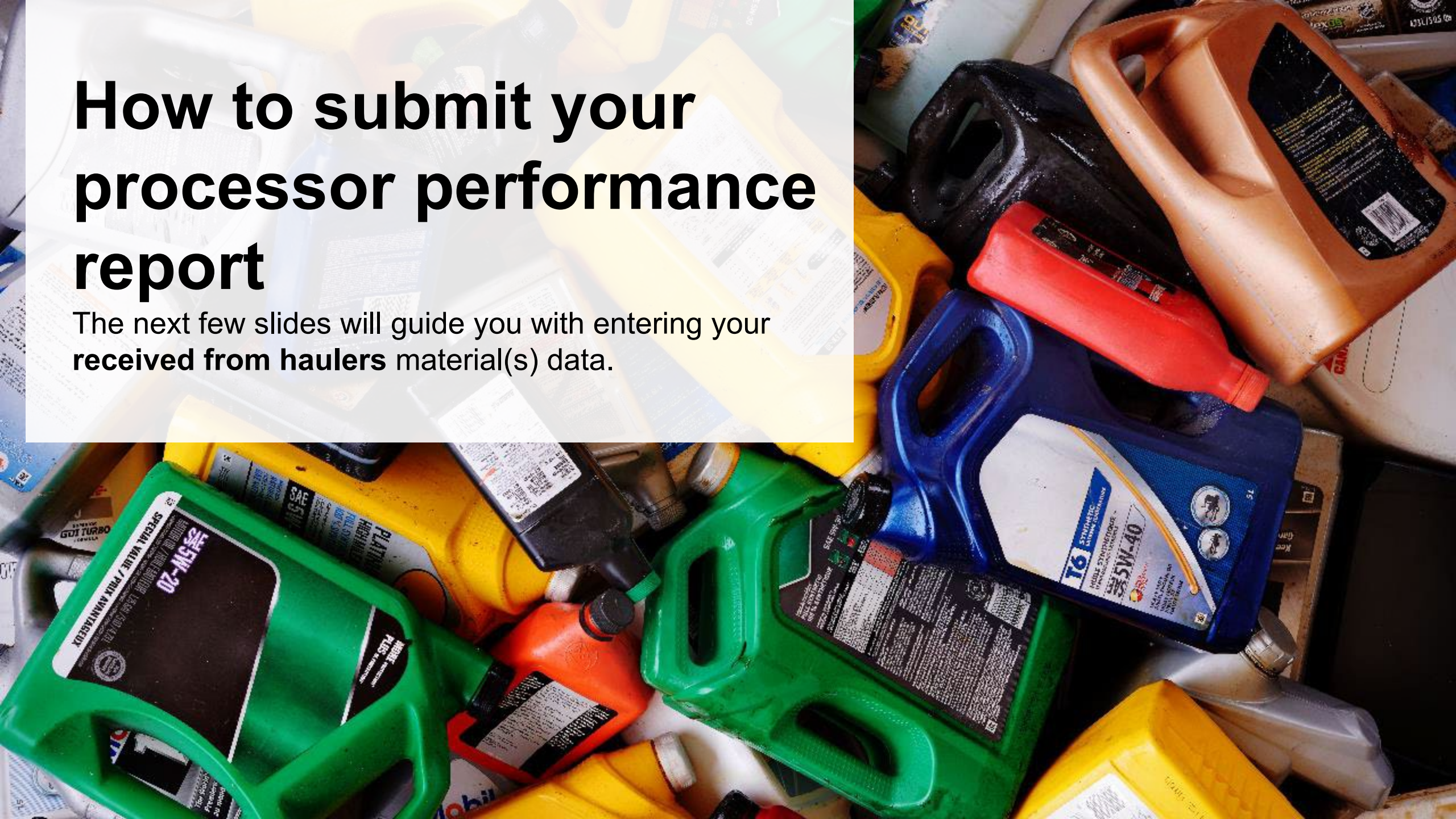
Cancel Save 5

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

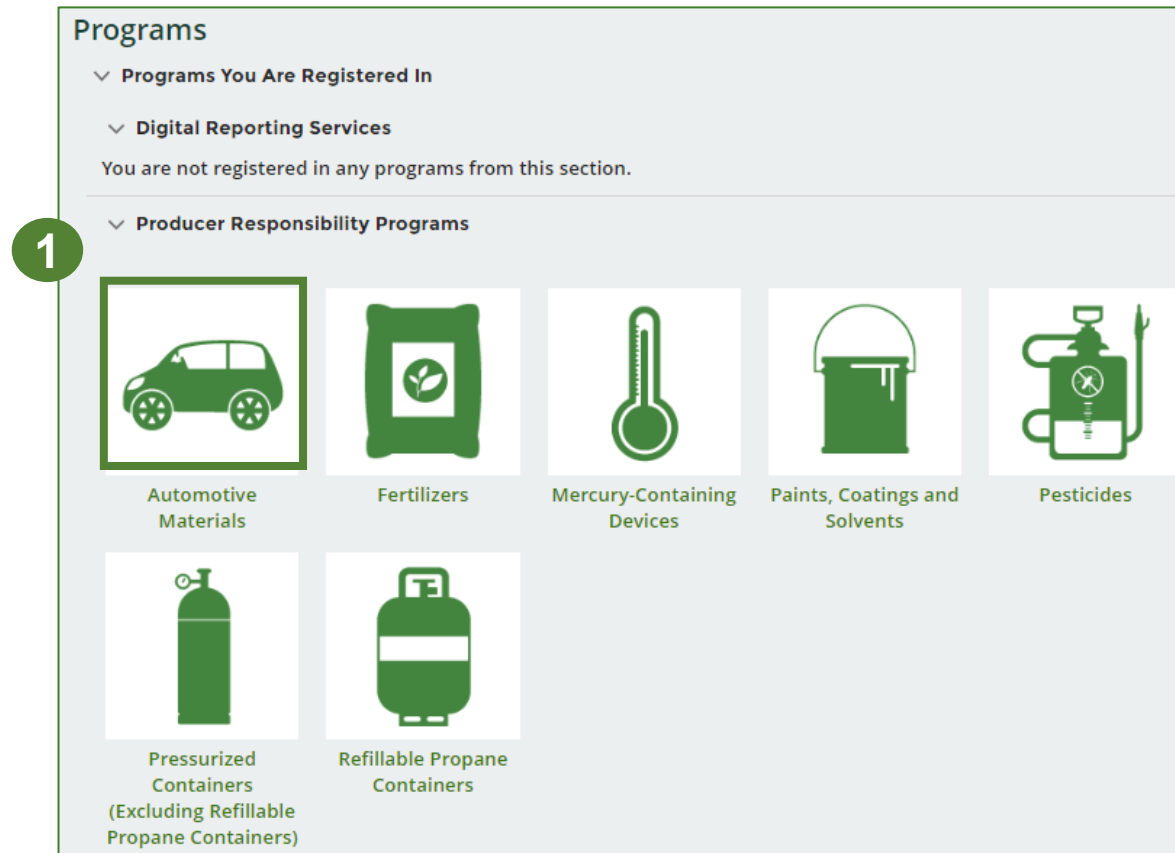
The next few slides will guide you with entering your received from haulers material(s) data.



# Performance report

## Access your program

1. After logging in, click on the icon for the **Automotive Materials** program on your dashboard.





# Performance report

## Start your report

1. On the **Automotive Materials Homepage**, click on the **Processor** tab to navigate to the processor reports.
2. Under **Action**, click on **Start** to begin completing the Automotive Materials Performance – Processor report.
3. After clicking **Start**, a notice will appear. After reading the notice, click **Proceed**.

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

The screenshot shows the 'Automotive Materials Homepage' with a navigation bar containing 'Producer \*', 'Hauler \*', 'Processor \*', 'PRO Status', 'Invoices', and 'Add Roles'. The 'Processor \*' tab is highlighted with a green box and a green circle with the number '1'. Below the navigation bar, there is a table with columns 'Report', 'Status', 'Last Updated By', and 'Action'. The first row shows '2021/22 Automotive Materials Performance' with a status of 'Not Started' and a 'Due Date: Jul 31, 2023'. The 'Start' button in the 'Action' column is highlighted with a green box and a green circle with the number '2'. Below the table, there are sections for 'Processing Sites', 'Materials Processed from Antifreeze', 'Materials Processed from Oil Filters', and 'Materials Processed from Oil Containers', each with a 'Manage' button.

The screenshot shows a dialog box titled 'Attention' with the text 'It is an offence if you submit false or misleading information to the Authority.' At the bottom, there are two buttons: 'Cancel' and 'Proceed'. The 'Proceed' button is highlighted with a green box and a green circle with the number '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 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 automotive materials received from haulers.

HSP TESTING GUIDE  
2021/22 Automotive Materials Performance - Processor

**Report Summary**

**Received from Haulers**

**Inside Ontario**    Outside Ontario

Input the weight of automotive materials received from inside Ontario.

Inside Ontario	Total Kilograms
Antifreeze and Oil Containers	
Antifreeze Liquid	
Oil Filters	
<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 **automotive materials** from to your report.

1. Use the **search bar** to look up the name of your hauler(s).
2. Once your hauler name appears in the list, click **Add**.
3. Hauler(s) added will appear in the **Step 2: Enter data for all your haulers** section.

### 2021/22 Automotive Materials Performance - Processor

Follow the steps below to identify and enter data for all the haulers you received automotive materials from. Click **Continue** once you have finished entering data for all of your haulers.

#### Received from Haulers

Enter your haulers' registration number (#), name or address in the search bar to see the search results in the table below.

##### Step 1: Search for and add all your haulers

HSP Testing Guide

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

Haulers you have added in Step 1 above will appear in the table below.

##### Step 2: Enter data for all your haulers

Registration #	Company Name	Inside Ontario	Outside Ontario	Action
00025567	HSP Testing Guide	0	0	Enter Remove

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

Continue >



# Performance report

## Enter weight of materials received from each hauler

1. Under **Action**, click **Enter** to add the total weight of oil filters, oil containers and antifreeze 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	<div>Enter Remove</div>

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

Continue >

# Performance report

Enter weight of materials received from each hauler cont.

1. Under the **Inside Ontario** tab, enter the **Total Kilograms** of antifreeze and oil containers, antifreeze liquid and oil filters collected from inside Ontario received from that hauler.
2. Click **Save & Next**.

**2021/22 Automotive Materials 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 automotive materials received from inside Ontario.

**Inside Ontario**

Antifreeze and Oil Containers	<input type="text" value="0"/>
Antifreeze Liquid	<input type="text" value="0"/>
Oil Filters	<input type="text" value="0"/>

**Total Kilograms**

**1**

**2**

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 antifreeze and oil containers, antifreeze liquid and oil filters from outside Ontario received from that hauler.
2. Click **Save & Next**.

Karim's Auto  
2021/22 Automotive Materials Performance - Processor  
Enter your data and click **Save & Next** to move to the next reporting screen.

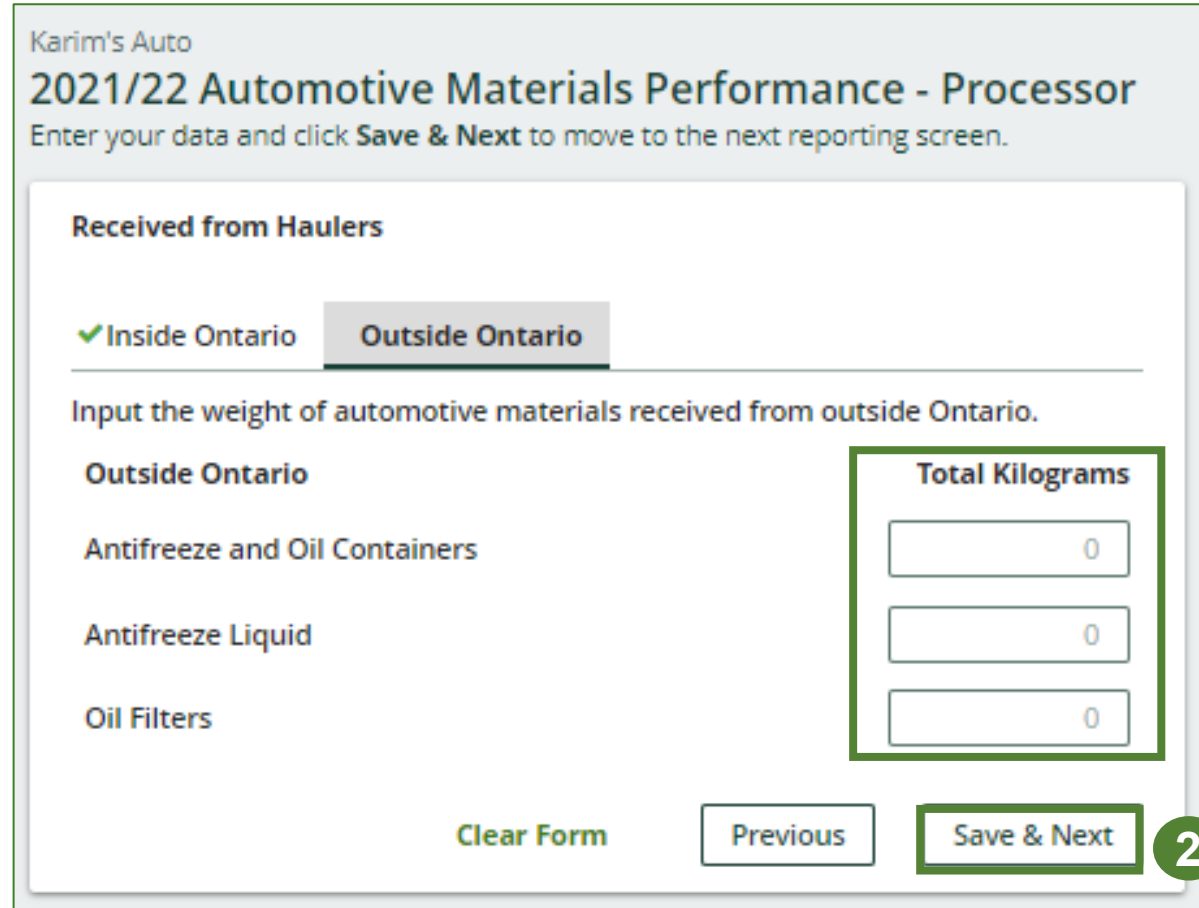
**Received from Haulers**

✓ Inside Ontario   **Outside Ontario**

Input the weight of automotive materials received from outside Ontario.

Outside Ontario	Total Kilograms
Antifreeze and Oil Containers	<input type="text" value="0"/>
Antifreeze Liquid	<input type="text" value="0"/>
Oil Filters	<input type="text" value="0"/>

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.

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## 2021/22 Automotive Materials Performance - Processor

Follow the steps below to identify and enter data for all the haulers you received automotive materials 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
00025567	HSP Testing Guide	3,000	0	<div><div>Update</div><div>Remove</div></div>

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

Continue >

1

2

# Performance report

## Report summary

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 antifreeze and oil containers, antifreeze liquid and oil filters weights.

Karim's Auto

2021/22 Automotive Materials Performance - Processor

Report Summary

Received from Haulers

✓ Inside Ontario

✓ Outside Ontario

Input the weight of automotive materials received from inside Ontario.

Inside Ontario	Total Kilograms
Antifreeze and Oil Containers	1,000
Antifreeze Liquid	1,000
Oil Filters	1,000
<b>Total</b>	<b>3,000</b>

Inside Ontario data last updated by: Karim Asad on Jul 05, 2023 05:11 p.m.

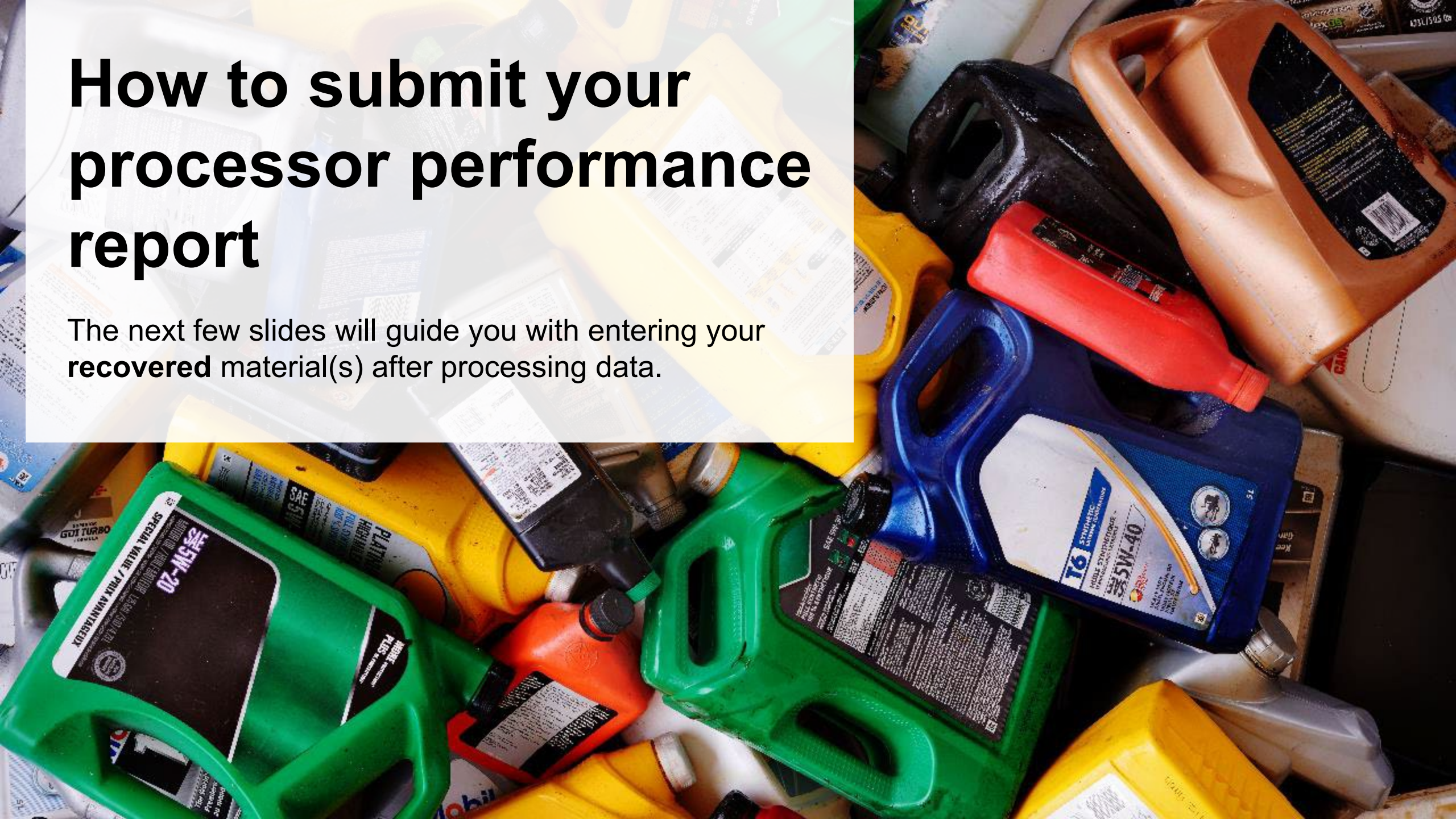
Edit

1



# How to submit your processor performance report

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





# Performance report

## Enter your data for the weight of recovered materials

1. Click **Start** to begin entering the total weight of recovered materials.
2. Under the **Antifreeze Liquid** 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

Antifreeze Liquid Containers Oil Filters

Input the weight of materials recovered from processing the collected antifreeze liquid.

Antifreeze Liquid	Total Kilograms
Clean Water	
Distilled Glycol	
Filtered and Reconditioned Antifreeze	
Waste Water	
Other	
Total	

Start

2021/22 Automotive Materials Performance - Processor

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

Recovered Materials

Antifreeze Liquid Containers Oil Filters

Input the weight of materials recovered from processing the collected antifreeze liquid.

Antifreeze Liquid	Total Kilograms
Clean Water	0
Distilled Glycol	0
Filtered and Reconditioned Antifreeze	0
Waste Water	0
Other	0

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

Clear Form Save & Next

Antifreeze Liquid data last updated by: HSP Testing on May 04, 2023 04:28 p.m.



# Performance report

Enter your data for the weight of recovered materials cont.

1. Under the **Containers** tab, enter the total weight of materials recovered from antifreeze and oil containers under **Total Kilograms**.
  - If applicable, list any materials included in the **Other** category.
2. Click **Save & Next** to proceed.

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

**Recovered Materials**

✓ Antifreeze Liquid   **Containers**   Oil Filters

Input the weight of materials recovered from processing the collected antifreeze and oil containers.

	Total Kilograms
Paper and Plastic Labels	<input type="text" value="0"/>
Plastic	<input type="text" value="0"/>
Metal	<input type="text" value="0"/>
Oil	<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**

# Performance report

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

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

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

Recovered Materials

✓ Antifreeze Liquid ✓ Containers **Oil Filters**

Input the weight of materials recovered from processing the collected oil filters.

Oil Filters	Total Kilograms
Metal	<input type="text" value="0"/>
Used Oil	<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](#)

Oil Filters data last updated by: Gary Agard on Jul 07, 2023 02:31 p.m.

Recovered Materials

✓ Antifreeze Liquid ✓ Containers ✓ Oil Filters

Input the weight of materials recovered from processing the collected antifreeze liquid.

Antifreeze Liquid	Total Kilograms
Clean Water	1,000
Distilled Glycol	1,000
Filtered and Reconditioned Antifreeze	1,000
Waste Water	1,000
Other	0
<b>Total</b>	<b>4,000</b>

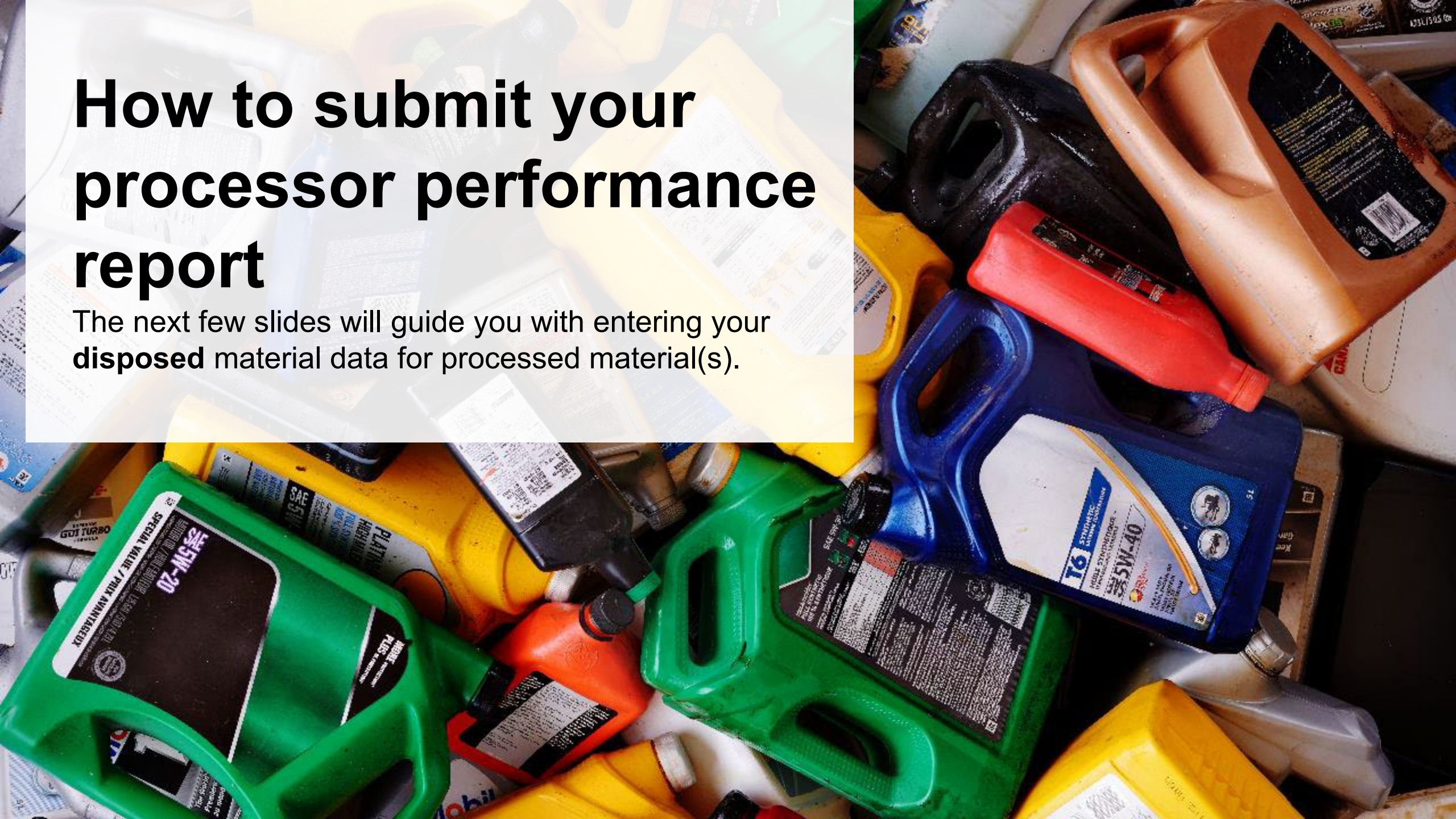
Antifreeze Liquid data last updated by: Gary Agard on Jul 07, 2023 02:30 p.m.

[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 (antifreeze liquid)

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

**Processed Material Disposal Data (Antifreeze Liquid)**

Land Disposed

Incinerated

Used as Fuel

Stockpiled

Includes material sent to landfills and dumps.

Land Disposed	Total Kilograms
Clean Water	
Distilled Glycol	
Filtered and Reconditioned Antifreeze	
Waste Water	
Other	
Total	

1

Start



# Performance report

## Enter your processed material disposal data (antifreeze liquid) 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 Automotive Materials Performance - Processor  
Enter your data and click **Save & Next** to move to the next reporting screen.

**Processed Material Disposal Data (Antifreeze Liquid)**

**Land Disposed** Incinerated Used as Fuel Stockpiled

Includes material sent to landfills and dumps.

Land Disposed	Total Kilograms
Clean Water	<input type="text" value="0"/>
Distilled Glycol	<input type="text" value="0"/>
Filtered and Reconditioned Antifreeze	<input type="text" value="0"/>
Waste Water	<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 Automotive Materials Performance - Processor  
Enter your data and click **Save & Next** to move to the next reporting screen.

**Processed Material Disposal Data (Antifreeze Liquid)**

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

Excludes material used as fuel or a fuel supplement.

Incinerated	Total Kilograms
Clean Water	<input type="text" value="0"/>
Distilled Glycol	<input type="text" value="0"/>
Filtered and Reconditioned Antifreeze	<input type="text" value="0"/>
Waste Water	<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 Automotive Materials Performance - Processor  
Enter your data and click **Save & Next** to move to the next reporting screen.

**Processed Material Disposal Data (Antifreeze Liquid)**

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

Material used as fuel or a fuel supplement.

Used as Fuel	Total Kilograms
Clean Water	<input type="text" value="0"/>
Distilled Glycol	<input type="text" value="0"/>
Filtered and Reconditioned Antifreeze	<input type="text" value="0"/>
Waste Water	<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 Automotive Materials Performance - Processor  
Enter your data and click **Save & Next** to move to the next reporting screen.

**Processed Material Disposal Data (Antifreeze Liquid)**

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

Includes material stored, stockpiled or otherwise deposited on land.

Stockpiled	Total Kilograms
Clean Water	<input type="text" value="0"/>
Distilled Glycol	<input type="text" value="0"/>
Filtered and Reconditioned Antifreeze	<input type="text" value="0"/>
Waste Water	<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 (antifreeze liquid) cont.

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

Processed Material Disposal Data (Antifreeze Liquid)

☒ Land Disposed ☒ Incinerated ☒ Used as Fuel ☒ Stockpiled

Includes material sent to landfills and dumps.

Land Disposed	Total Kilograms
Clean Water	1,000
Distilled Glycol	1,000
Filtered and Reconditioned Antifreeze	1,000
Waste Water	1,000
Other	0
<b>Total</b>	<b>4,000</b>

Land Disposed data last updated by: Gary Agard on Jul 07, 2023 02:46 p.m.

**Edit**

1

TopNotchAuto

### 2021/22 Automotive Materials Performance - Processor

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

Processed Material Disposal Data (Antifreeze Liquid)

☒ Land Disposed ☒ Incinerated ☒ Used as Fuel ☒ Stockpiled

Includes material sent to landfills and dumps.

Land Disposed	Total Kilograms
Clean Water	<input type="text" value="1000"/>
Distilled Glycol	<input type="text" value="1000"/>
Filtered and Reconditioned Antifreeze	<input type="text" value="1000"/>
Waste Water	<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 07, 2023 02:46 p.m.

2

# Performance report

## Enter your processed material disposal data (antifreeze and oil 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 (Antifreeze and Oil Containers)

**Land Disposed**IncineratedUsed as FuelStockpiled

Includes material sent to landfills and dumps.

Land Disposed	Total Kilograms
Paper and Plastic Labels	
Plastic	
Metal	
Oil	
Other	
<b>Total</b>	

1

Start

# Performance report

## Enter your processed material disposal data (antifreeze and oil 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 Automotive Materials Performance - Processor  
Enter your data and click **Save & Next** to move to the next reporting screen.

**Processed Material Disposal Data (Antifreeze and Oil Containers)**

**Land Disposed** Incinerated Used as Fuel Stockpiled

Includes material sent to landfills and dumps.

Material Category	Total Kilograms
Paper and Plastic Labels	<input type="text"/>
Plastic	<input type="text"/>
Metal	<input type="text"/>
Oil	<input type="text"/>
Other	<input type="text"/>

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 Automotive Materials Performance - Processor  
Enter your data and click **Save & Next** to move to the next reporting screen.

**Processed Material Disposal Data (Antifreeze and Oil Containers)**

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

Excludes material used as fuel or a fuel supplement.

Material Category	Total Kilograms
Paper and Plastic Labels	<input type="text"/>
Plastic	<input type="text"/>
Metal	<input type="text"/>
Oil	<input type="text"/>
Other	<input type="text"/>

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 Automotive Materials Performance - Processor  
Enter your data and click **Save & Next** to move to the next reporting screen.

**Processed Material Disposal Data (Antifreeze and Oil Containers)**

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

Material used as fuel or a fuel supplement.

Material Category	Total Kilograms
Paper and Plastic Labels	<input type="text"/>
Plastic	<input type="text"/>
Metal	<input type="text"/>
Oil	<input type="text"/>
Other	<input type="text"/>

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 Automotive Materials Performance - Processor  
Enter your data and click **Save & Next** to move to the next reporting screen.

**Processed Material Disposal Data (Antifreeze and Oil Containers)**

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

Includes material stored, stockpiled or otherwise deposited on land.

Material Category	Total Kilograms
Paper and Plastic Labels	<input type="text"/>
Plastic	<input type="text"/>
Metal	<input type="text"/>
Oil	<input type="text"/>
Other	<input type="text"/>

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 (antifreeze and oil 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 (Antifreeze and Oil Containers)

✓ Land Disposed ✓ Incinerated ✓ Used as Fuel ✓ Stockpiled

Includes material sent to landfills and dumps.

Land Disposed	Total Kilograms
Paper and Plastic Labels	1,000
Plastic	1,000
Metal	1,000
Oil	1,000
Other	0
<b>Total</b>	<b>4,000</b>

Land Disposed data last updated by: Gary Agard on Jul 07, 2023 02:56 p.m.

**1** [Edit](#)

TopNotchAuto

## 2021/22 Automotive Materials Performance - Processor

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

Processed Material Disposal Data (Antifreeze and Oil Containers)

✓ Land Disposed ✓ Incinerated ✓ Used as Fuel ✓ Stockpiled

Includes material sent to landfills and dumps.

Land Disposed	Total Kilograms
Paper and Plastic Labels	<input type="text" value="1000"/>
Plastic	<input type="text" value="1000"/>
Metal	<input type="text" value="1000"/>
Oil	<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](#)

**2**

Land Disposed data last updated by: Gary Agard on Jul 07, 2023 02:56 p.m.



# Performance report

## Enter your processed material disposal data (oil filters)

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

### Processed Material Disposal Data (Oil Filters)

Land Disposed

Incinerated

Used as Fuel

Stockpiled

Includes material sent to landfills and dumps.

Land Disposed	Total Kilograms
Metal	
Used Oil	
Other	
Total	

1

Start

# Performance report

## Enter your processed material disposal data (oil filters) 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 Automotive Materials Performance - Processor". Each screenshot shows a different tab for material disposal: "Land Disposed", "Incinerated", "Used as Fuel", and "Stockpiled".

- Land Disposed Tab:** Shows input fields for "Metal", "Used Oil", and "Other" under "Total Kilograms". A green box with a "1" highlights the "Total Kilograms" label. A green box with a "2" highlights the checkbox "I did not send any material for land disposal." A green box with a "3" highlights the "Save & Next" button.
- Incinerated Tab:** Shows input fields for "Metal", "Used Oil", and "Other" under "Total Kilograms". A green box with a "3" highlights the "Save & Next" button.
- Used as Fuel Tab:** Shows input fields for "Metal", "Used Oil", and "Other" under "Total Kilograms". A green box with a "3" highlights the "Save & Next" button.
- Stockpiled Tab:** Shows input fields for "Metal", "Used Oil", and "Other" under "Total Kilograms". A green box with a "3" highlights the "Save & Next" button.

Each tab also includes a "List any materials included in the 'Other' category (250 characters max.)" text area and a "Clear Form" button.

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 (oil filters) cont.

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

Processed Material Disposal Data (Oil Filters)

☒ Land Disposed ☒ Incinerated ☒ Used as Fuel ☒ Stockpiled

Includes material sent to landfills and dumps.

Land Disposed	Total Kilograms
Metal	1,000
Used Oil	1,000
Other	0
<b>Total</b>	<b>2,000</b>

Land Disposed data last updated by: Gary Agard on Jul 07, 2023 03:04 p.m.

**1**

TopNotchAuto

### 2021/22 Automotive Materials Performance - Processor

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

Processed Material Disposal Data (Oil Filters)

☒ Land Disposed ☒ Incinerated ☒ Used as Fuel ☒ Stockpiled

Includes material sent to landfills and dumps.

Land Disposed	Total Kilograms
Metal	<input type="text" value="1000"/>
Used Oil	<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.

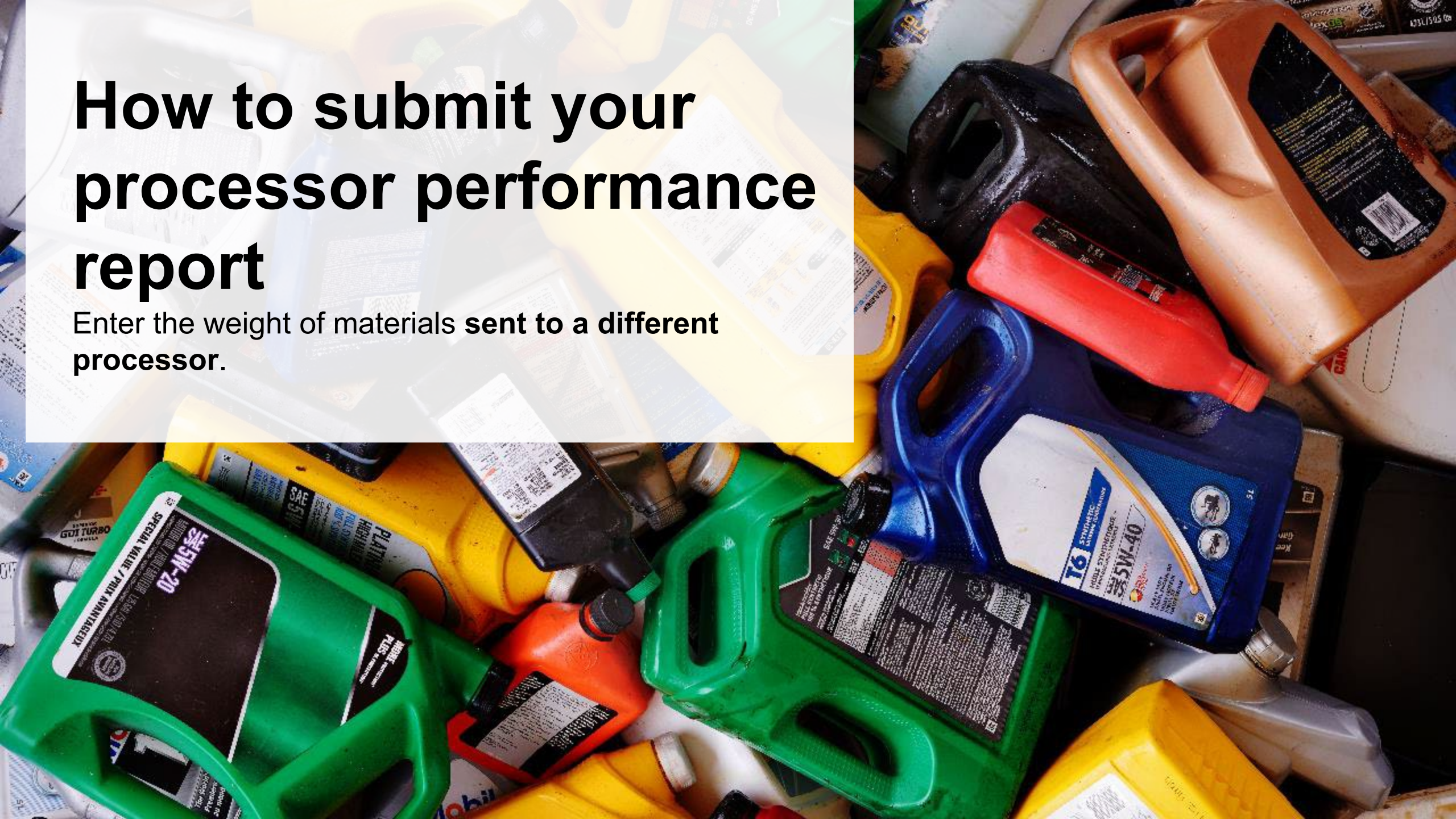
**2**

Land Disposed data last updated by: Gary Agard on Jul 07, 2023 03:04 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 weight of automotive materials sent to a different processor.

### Automotive Materials Sent to a Different Processor

Sent Downstream

Input the weight of automotive materials sent for processing by a different processor.

Sent Downstream	Total Kilograms
Antifreeze and Oil Containers	
Antifreeze Liquid	
Oil Filters	
Total	

Start

# Performance report

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

1. Enter the total weight of antifreeze and oil containers, antifreeze liquid and oil filters sent for processing by a different processor under **Total Kilograms**.
2. Click **Save & Next**.
3. Click on **Edit** if you need to change the previously entered data.

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

**Automotive Materials Sent to a Different Processor**

**Sent Downstream**

Input the weight of automotive materials sent for processing by a different processor.

Sent Downstream	Total Kilograms
Antifreeze and Oil Containers	<input type="text" value="0"/>
Antifreeze Liquid	<input type="text" value="0"/>
Oil Filters	<input type="text" value="0"/>

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

**Automotive Materials Sent to a Different Processor**

**✓ Sent Downstream**

Input the weight of automotive materials sent for processing by a different processor.

Sent Downstream	Total Kilograms
Antifreeze and Oil Containers	1,000
Antifreeze Liquid	1,000
Oil Filters	1,000
<b>Total</b>	<b>3,000</b>

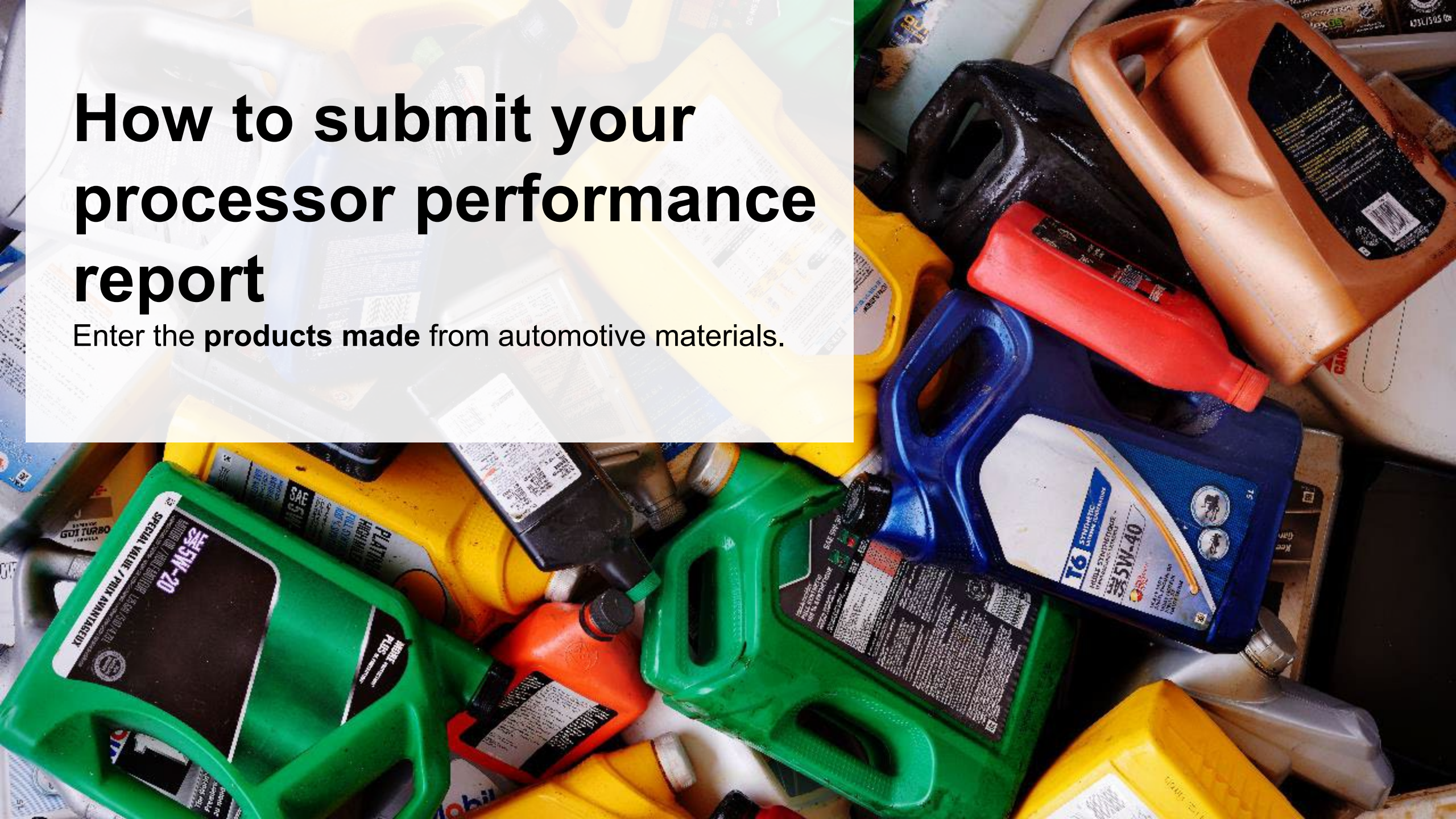
Sent Downstream data last updated by: Gary Agard on Jul 07, 2023 03:10 p.m.

[Edit](#)



# How to submit your processor performance report

Enter the products made from automotive materials.





# Performance report

## Products made from automotive materials

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

Products Made from Automotive Materials

**My Products** Downstream Processor Products

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

**My Products**

Antifreeze and Oil Containers

Antifreeze Liquid

Oil Filters

**Start**

1

HSPTesting

2021/22 Automotive Materials Performance - Processor

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

Products Made from Automotive Materials

**My Products** Downstream Processor Products

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

**My Products**

Antifreeze and Oil Containers

Antifreeze Liquid

Oil Filters

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

2 3



# Performance report

## Products made from automotive materials cont.

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

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### 2021/22 Automotive Materials Performance - Processor

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

**Products Made from Automotive Materials**

✓ My Products   **Downstream Processor Products**

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

**Downstream Processor Products**

Antifreeze and Oil Containers

Antifreeze Liquid

Oil Filters

**1**

Clear Form   Previous   **Save & Next** **2**

**Products Made from Automotive Materials**

✓ My Products   ✓ Downstream Processor Products

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

**My Products**

Antifreeze and Oil Containers

Antifreeze Liquid

Oil Filters

My Products data last updated by: Gary Agard on Jul 07, 2023 03:17 p.m.

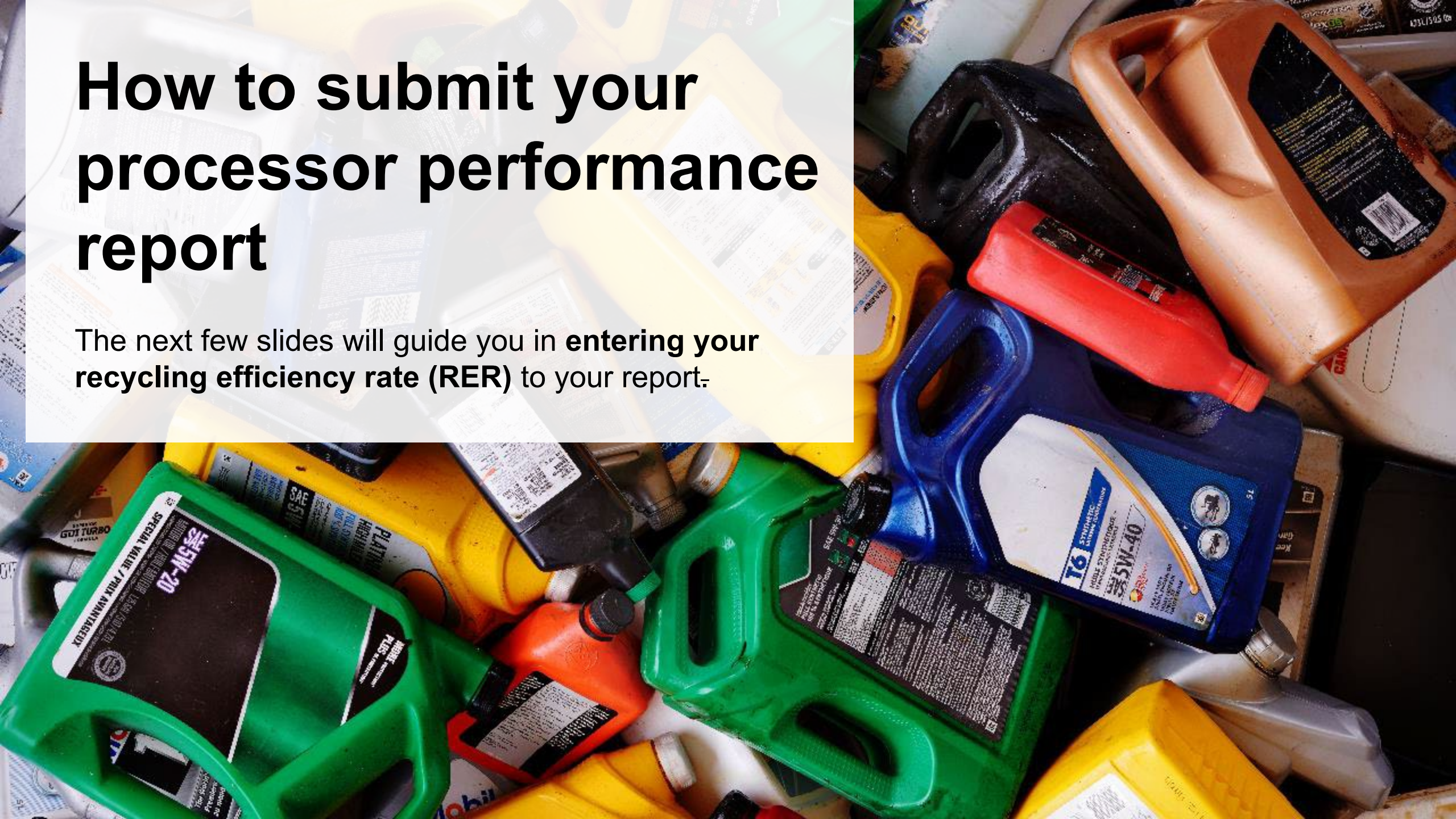
**3**

**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.

Automotive Materials	RER (%)
Antifreeze and Oil Containers	0
Antifreeze Liquid	0
Oil Filters	0

Start

1



# 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 on **Edit** if you need to change the previously entered data.

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### 2021/22 Automotive Materials 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.

Automotive Materials	RER (%)
Antifreeze and Oil Containers	<input type="text" value="0.00%"/>
Antifreeze Liquid	<input type="text" value="0.00%"/>
Oil Filters	<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.

Automotive Materials	RER (%)
Antifreeze and Oil Containers	75
Antifreeze Liquid	81
Oil Filters	83

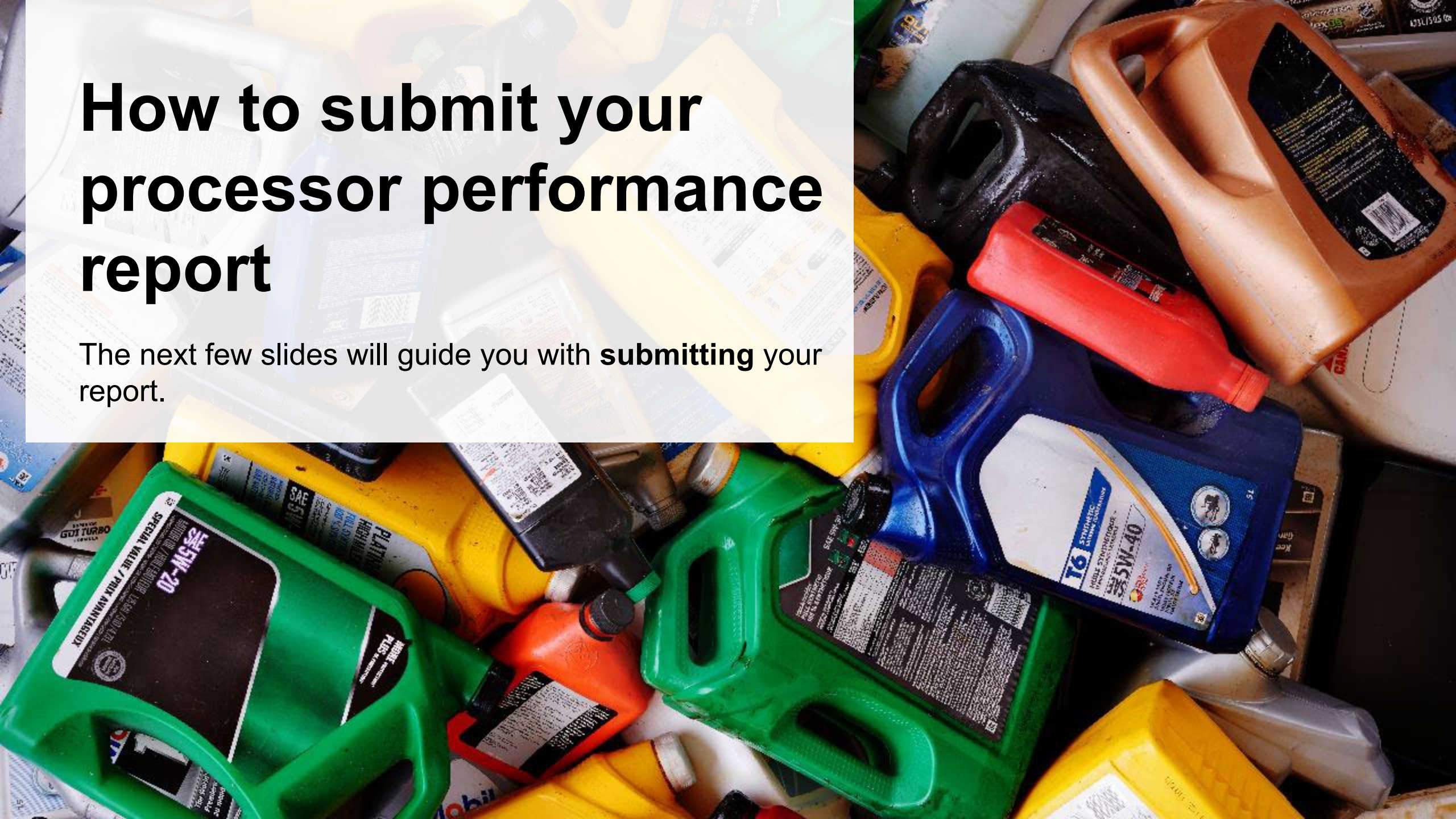
RER data last updated by: Gary Agard on Jul 07, 2023 03:23 p.m.

[Edit](#)



# How to submit your processor performance report

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





# Performance report

## Submit your report

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

HSP TESTING GUIDE  
2021/22 Automotive Materials Performance - Processor

Report Status  
In Progress

Report Summary

Received from Haulers

✓ Inside Ontario

✓ Outside Ontario

Input the weight of automotive materials received from inside Ontario.

Inside Ontario	Total Kilograms
Antifreeze and Oil Containers	1,000
Antifreeze Liquid	1,000
Oil Filters	1,000
<b>Total</b>	<b>3,000</b>

Inside Ontario data last updated by: Maajida Blake on May 19, 2023 06:10 p.m.

Edit

Submit Report

Submit Report

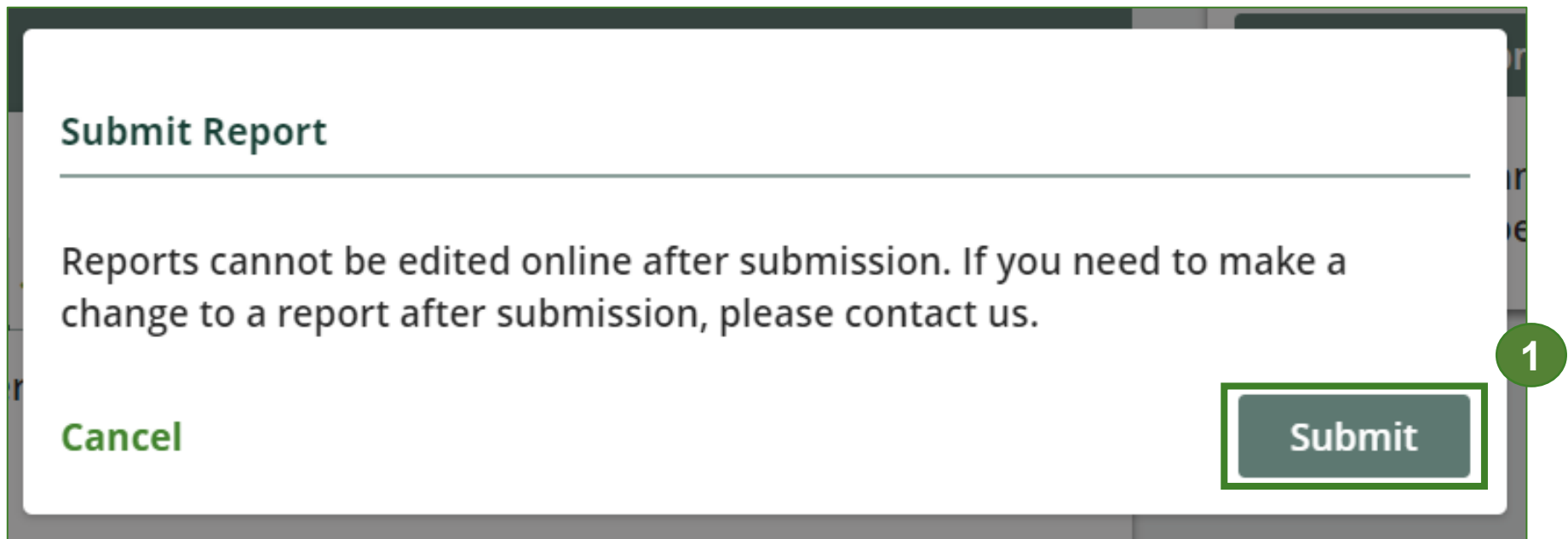
Make sure to provide all the required data before submitting.

# 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 Automotive Materials homepage.

2

Back to Dashboard

HSP TESTING GUIDE

2021/22 Automotive Materials Performance - Processor

Report Status

Submitted

May 19, 2023 08:43 p.m.

Submit Report

Report Summary

Received from Haulers

Inside Ontario

Outside Ontario

Input the weight of automotive materials received from inside Ontario.

Inside Ontario	Total Kilograms
Antifreeze and Oil Containers	1,000
Antifreeze Liquid	1,000
Oil Filters	1,000
Total	3,000

Inside Ontario data last updated by: Maajida Blake on May 19, 2023 08:43 p.m.

View

1



# Performance report


## View submitted report


1. On the **Automotive Materials** homepage, under the **Processor** tab, your Automotive Materials Performance – Processor report status should show **Submitted** and who it was last updated by.
2. Under **Action**, you can click **View** to review the report submission or click **Download** for a copy of the report.

HSP TESTING GUIDE

Automotive Materials Homepage

Registration #:00025568

 Automotive Materials Switch Programs

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

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

### Automotive Materials

Report▼	Status	Last Updated By	Action
2021/22 Automotive Materials Performa...	Submitted May 19, 2023 08:43 p.m.	Maajida Blake	<a href="#">View</a> <a href="#">Download</a>

**Processing Sites** [Manage](#)  
List the address of each site where automotive materials are processed.

**Materials Processed from Antifreeze** [Manage](#)  
Identify the materials that you recover or process.

**Materials Processed from Oil Filters** [Manage](#)  
Identify the materials that you recover or process.

**Materials Processed from Oil Containers** [Manage](#)  
Identify the materials that you recover or process.

Need help? Explore our [Registry Resources](#)   Can't find an answer? [Contact Us](#)



# Additional resources



# Have a question?

## Resources to help you submit your report:

- 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.