Batteries Performance
Processor Reporting Guide

RPRA Resource Productivity & Recovery Authority

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Introduction

What is batteries performance reporting?

Batteries performance reporting is an annual report that processors with obligations under the Batteries Regulation complete to report on their recovery and management activities in the previous calendar year. Processors must report single-use and rechargeable batteries separately.

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

Further information about the Batteries Regulation can be found on RPRA's website: https://rpra.ca/programs/batteries/

If you have further questions that are not answered in this guide, please contact the Compliance and Registry Team at registry@rpra.ca or call **647-496-0530** or toll-free at **1-833-600-0530**.

What data needs to be reported for the performance report?

If you are a **processor of batteries**, you are required to report:

- Actual weight of batteries received from each hauler

- Processing methods used for *resource recovery* of batteries

- Actual weight of processed materials (e.g. paper, plastic, metal, chemicals, other)

- Total weight of batteries received but not Processed

- Weights of processed material outputs

- Actual weight of processed materials that were disposed

- Details of products you or a third party made from your processed materials

- Recycling efficiency rate (RER) percentage

Note: RPRA has developed a weight conversion procedure to determine the calculated weight of obligated batteries. Please refer to this document to determine the total weight of batteries and for more information on RER: https://rpra.ca/programs/batteries/registry-resources-for-batteries/

How to log into the Registry as an account admin

The performance report is completed online through the 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 Tires 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.

How to manage contacts on your Registry account

Account Admins must add any new, or manage existing, contacts under the program they wish to give them access to (e.g., permissions to view and complete Reports).
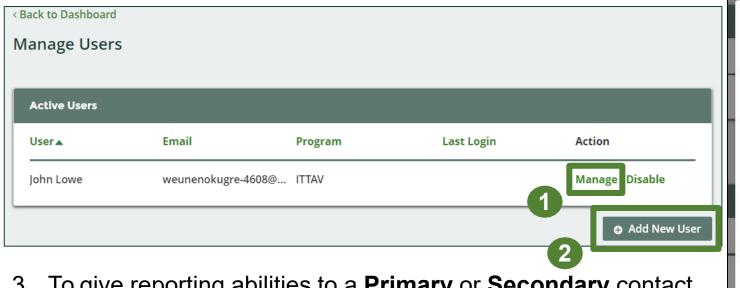
To manage contacts on your Registry account, please see the following steps:

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

< Back to Dashboard

Manage Users

Active Users

User ▲	Email	Program	Last Login	Action
John Lowe	weunenokugre-4608@...	ITTAV		**Manage** Disable

①

⊕ **Add New User**

②

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.**

Note: a **Primary** contact will be able to add **Secondary** contacts to a specific program.

Manage Users

Email
fake@email.com

First Name
Fake

Last Name
Contact

Job Title
Owner

Business Phone Number
2343434343

Phone Extension

Mobile Phone Number
3243243243

③

Program

Batteries

Batteries
ITTAV

⊕ Add Another Program

User Access Level ⓘ

◉ Primary ○ Secondary   ❌
⚠ Saving will replace the current Primary Fake Account

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

④

Cancel

Save

⑤

How to submit your Performance Report

Performance report
Accessing your program

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

Performance report
Starting your report

1. On the Batteries homepage, click on the **Processor** tab to navigate to the processor reports.

Note: Only the roles you are enrolled in will be clickable (e.g., if you are only a processor, you cannot click into the other role tabs.).

2. Under **Action**, click on **Start** to begin completing the report for Batteries Performance – Processor.

Battery Inc
Batteries Homepage

Registration #:000

Batteries Switch Programs

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

(1)

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

Batteries

Report ▾	Status	Last Updated By	Action
2020/21 Batteries Performance - Processor	Not Started Due Date: Apr 30, 2022		Start **(2)**

Performance report
Starting your report

1. After clicking **Start**, the notice below will appear. After reading the notice, click **Proceed**.

Performance report
Begin batteries received from hauler section

Before entering any information, your report status will be listed as **Not Started**, and 'submit report' will be disabled until the report is complete.

1. Under **Received from Hauler**, click **Start** to report the total weight of single-use and rechargeable batteries received from each hauler.

Performance report
Adding haulers to your report

You will need to add each hauler that you received batteries 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.

‹Back to Report

Battery Inc
2020/21 Batteries Performance - Processor
Follow the steps below to identify and enter data for all the haulers you received batteries from. Click **Continue** once you have finished entering data for all of your haulers.
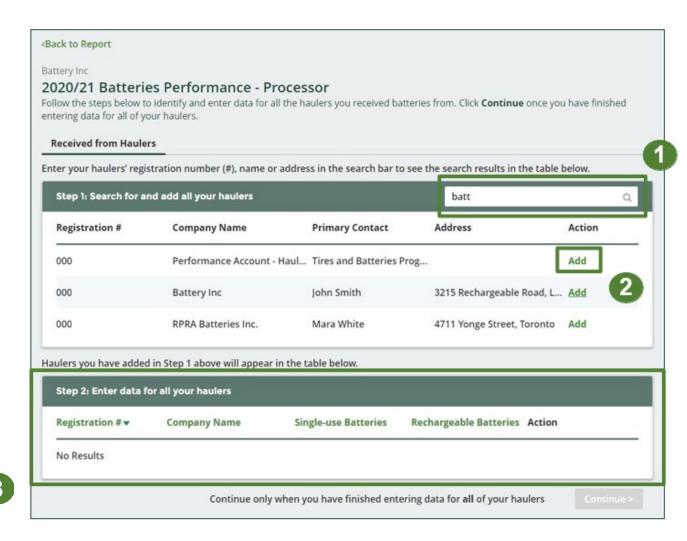
Received from Haulers

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			batt	
Registration #	**Company Name**	**Primary Contact**	**Address**	**Action**
000	Performance Account - Haul...	Tires and Batteries Prog...		Add
000	Battery Inc	John Smith	3215 Rechargeable Road, L...	Add
000	RPRA Batteries Inc.	Mara White	4711 Yonge Street, Toronto	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**	**Single-use Batteries**	**Rechargeable Batteries**	**Action**
No Results				

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

Performance report
How to begin entering in actual weight of batteries received from each hauler

1. Under **Action**, click **Enter** to add the total weight in kg of each applicable type of battery received for 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**	**Single-use Batteries**	**Rechargeable Batteries**	**Action**
000	Battery Inc	0	0	Enter Remove

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

Continue >

Performance report
Enter in actual weight of batteries received from each hauler

1. Under **Total Kilograms**, enter the total actual weight of single-use and rechargeable batteries received from the hauler.
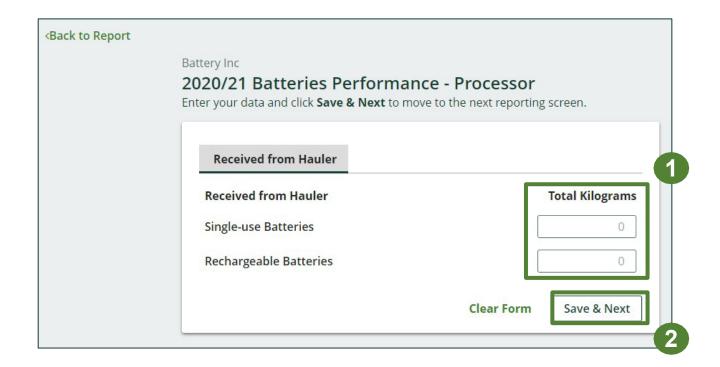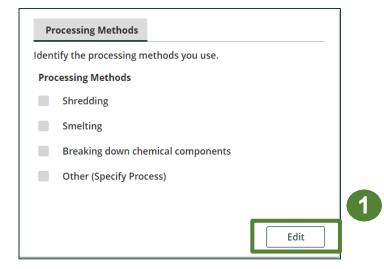
2. Click **Save & Next**.

Performance report
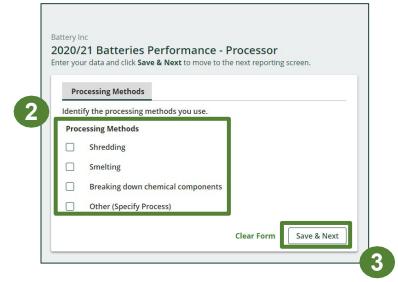## Processing methods used for resource recovery of batteries

Identify the processing methods used to recover the *core resources* contained within the batteries dropped off by the haulers to the processor.

1. Click **Edit** to select the applicable processing method(s).

2. Select the applicable processing method(s).
   - If applicable, specify the process included under "other".

3. Once done, click **Save & Next**.

Performance report
Entering actual weight of processed materials

Report the weight of material output from processing the single-use and rechargeable batteries dropped off by haulers.

1. To begin entering data of recovered material type from processing, click **Start**.

2. Under the **Single-use Batteries** tab, enter the total kilograms for each of the materials that resulted from the processing of the batteries.

   - If applicable, list out any materials included under "other".

3. Click **Save & Next**.

Performance report
Entering actual weight of processed materials

1. Under the **Rechargeable Batteries** tab, enter the total kilograms for each of the materials that resulted from the processing of the batteries.
   - If applicable, list out any materials included under "other".

2. Click **Save & Next**.

Performance report
Entering total weight of batteries received but not processed

Report the total weight of single-use and rechargeable batteries that were sent for reuse without processing and/or sent to a different processor to be processed.

1. Click **Start** to input the weight of each category of battery sent for reuse or sent to a different processor.

2. Under the **Batteries Sent for Reuse** tab, enter the total kilograms of each type of battery sent for reuse.

3. If the above is not applicable, check **I did not send any batteries for reuse**.

4. Click **Save & Next**.

Batteries Received but not Processed

Batteries Sent for Reuse	Batteries Sent to Different Processor

Total weight of batteries sent for reuse.

Batteries Sent for Reuse	**Total Kilograms**
Single-use Batteries	
Rechargeable Batteries	
Total	

Start

Battery Inc

2020/21 Batteries Performance - Processor
Enter your data and click **Save & Next** to move to the next reporting screen.

Batteries Received but not Processed

✓**Batteries Sent for Reuse**	✓Batteries Sent to Different Processor

Total weight of batteries sent for reuse.

Batteries Sent for Reuse	**Total Kilograms**
Single-use Batteries	0
Rechargeable Batteries	0

☐ I did not send any batteries for reuse.

Clear Form   Save & Next

Batteries Sent for Reuse data last updated by: John Smith on Feb 02, 2022 12:52 PM

Performance report
Entering total weight of batteries received but not processed
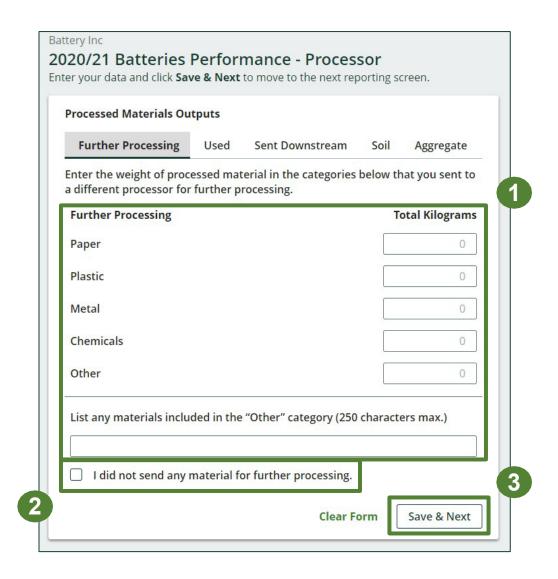
1. Under the **Batteries Sent to a Different Processor** tab, enter the total kilograms of each type of battery sent to a different processor.

2. If the above is not applicable, check **I did not send any batteries to a different processor**.

3. Click **Save & Next**.

Performance report
Entering weight of processed material outputs

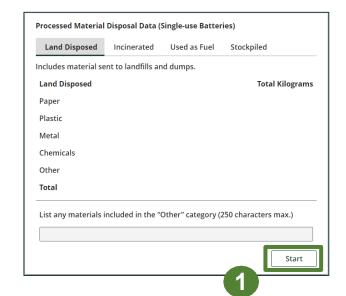Report the total weight of the processed materials recovered from batteries that were:

- further processed by a different processor

- used by you to make products or packaging

- sent to a downstream processor to make products or packaging

- used to enrich soil

- made into aggregate

1. Under the **Further Processing**, enter the total kilograms of the listed processed materials.
   - If applicable, list out any materials included under "other".

2. If the above is not applicable, check **I did not send any material for further processing**.

3. Click **Save & Next**.

Battery Inc
2020/21 Batteries Performance - Processor
Enter your data and click **Save & Next** to move to the next reporting screen.

Processed Materials Outputs

| **Further Processing** | Used | Sent Downstream | Soil | Aggregate |

Enter the weight of processed material in the categories below that you sent to a different processor for further processing.

Further Processing — **Total Kilograms**

Paper	0
Plastic	0
Metal	0
Chemicals	0
Other	0

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

☐ I did not send any material for further processing.

Clear Form   Save & Next

Performance report
Entering actual weight of processed material disposal data – single-use batteries

Report the total weight of processed materials retrieved from single-use and rechargeable batteries that were:
- land disposed
- incinerated
- used as fuel
- stockpiled

1. Click **Start** to begin entering data of disposed processed materials.

2. Under the **Land Disposed** tab, enter the total kilograms of the listed processed materials.
   - If applicable, list out any materials included under "other".

3. If the above is not applicable, check **I did not send any material for land disposal**.

4. Click **Save & Next**.
   - Continue to follow the above instructions under each tab in this section.
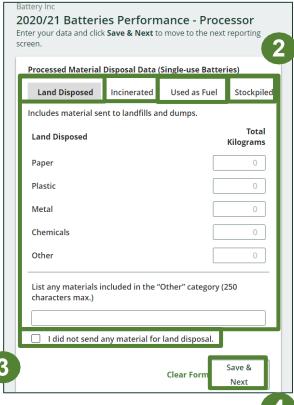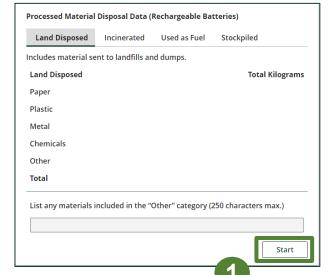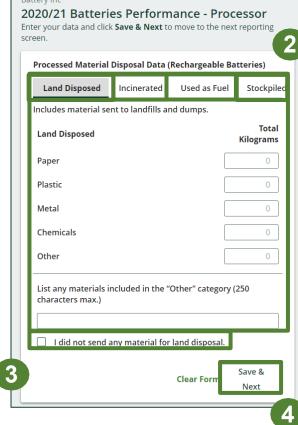
Performance report
Entering actual weight of processed material disposal data – rechargeable batteries

Report the total weight of processed materials retrieved from single-use and rechargeable batteries that were:
- land disposed
- incinerated
- used as fuel
- stockpiled

1. Click **Start** to begin entering data of disposed processed materials.

2. Under the **Land Disposed** tab, enter the total kilograms of the listed processed materials.
   - If applicable, list out any materials included under "other".

3. If the above is not applicable, check **I did not send any material for land disposal**.

4. Click **Save & Next**.
   - Continue to follow the above instructions under each tab in this section.

Processed Material Disposal Data (Rechargeable Batteries)

Land Disposed	Incinerated	Used as Fuel	Stockpiled

Includes material sent to landfills and dumps.

Land Disposed	Total Kilograms
Paper	
Plastic	
Metal	
Chemicals	
Other	
Total	

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

Start

1

Battery Inc
2020/21 Batteries Performance - Processor
Enter your data and click **Save & Next** to move to the next reporting screen.

2

Processed Material Disposal Data (Rechargeable Batteries)

Land Disposed	Incinerated	Used as Fuel	Stockpiled

Includes material sent to landfills and dumps.

Land Disposed	Total Kilograms
Paper	0
Plastic	0
Metal	0
Chemicals	0
Other	0

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

☐ I did not send any material for land disposal.

3
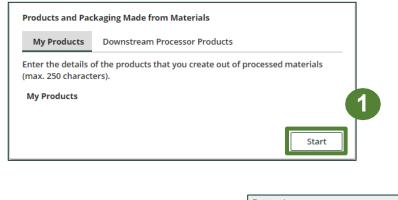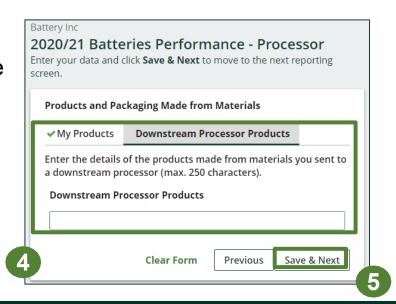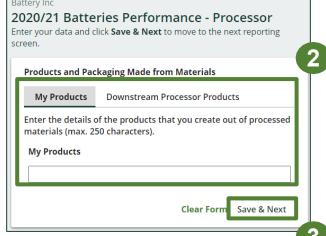
Clear Form   Save & Next

4

Performance report
Entering details of products and packaging made from materials

Report the details of the products and/or packaging you or a third party made from your processed materials.

1. Click **Start** to begin entering data.

2. Under the **My Products** tab, list the details of the products that you created out of processed materials.

3. Click **Save & Next**.

4. Under the **Downstream Processor Products** tab, enter the details of the products made from materials you sent to a downstream processor.

5. Click **Save & Next**.

Products and Packaging Made from Materials

My Products   Downstream Processor Products

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

My Products

Start

(1)

Battery Inc
2020/21 Batteries Performance - Processor
Enter your data and click **Save & Next** to move to the next reporting screen.

Products and Packaging Made from Materials

My Products   Downstream Processor Products

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

My Products

Clear Form   Save & Next

(2)   **(3)**

Battery Inc
2020/21 Batteries Performance - Processor
Enter your data and click **Save & Next** to move to the next reporting screen.

Products and Packaging Made from Materials

✔ My Products   **Downstream Processor Products**

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

Downstream Processor Products

Clear Form   Previous   Save & Next
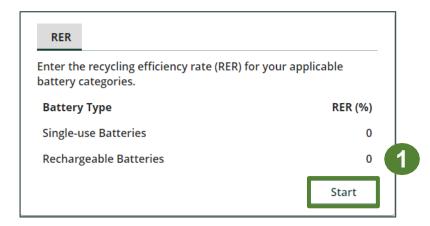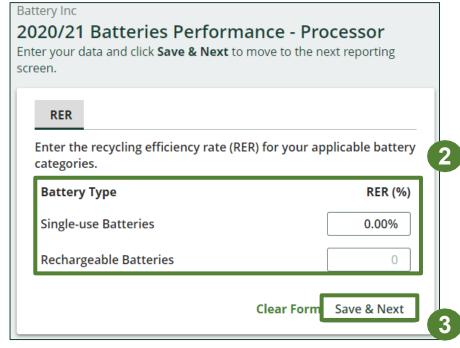
(4)   **(5)**

Performance report
Entering recycling efficiency rate (RER) percentage

Provide the calculated RER based on the weight of the recovered resources derived from batteries against the total weight of batteries received from haulers in a calendar year.

Refer to the verification and audits procedure to calculate RER: Registry Procedure - Verification of EEE (ITT/AV and Lighting) and Batteries

1. Click **Start** to begin entering your calculated RER percentage.

2. Enter the RER already submitted to RPRA in previous years, a new RER your company may have calculated, or zero for both single-use and rechargeable batteries.
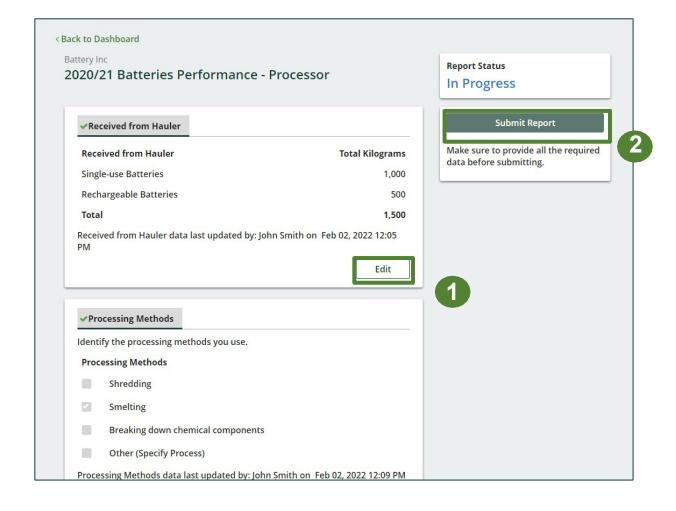
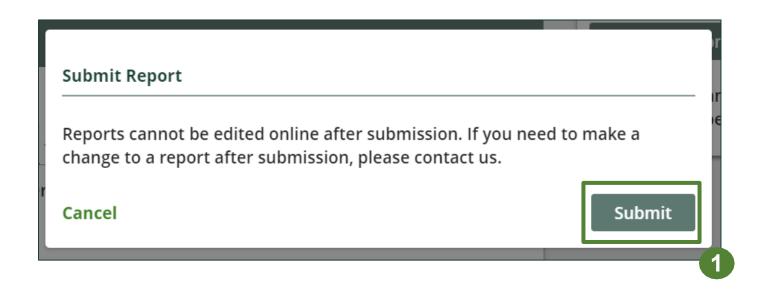3. Click **Save & Next**.

Performance report
Submit your report

Under the **Received from Hauler** and **Processing Methods** tab, you can review the data previously entered.

1. Click on **Edit**, if you need to make a change to the data.

2. Click on **Submit Report** once you are finished reviewing and ready to submit

‹ Back to Dashboard

Battery Inc
2020/21 Batteries Performance - Processor

Report Status
In Progress

✔ **Received from Hauler**

Received from Hauler	Total Kilograms
Single-use Batteries	1,000
Rechargeable Batteries	500
Total	**1,500**

Received from Hauler data last updated by: John Smith on Feb 02, 2022 12:05 PM

Edit

Submit Report

Make sure to provide all the required data before submitting.

✔ **Processing Methods**

Identify the processing methods you use.

Processing Methods

☐ Shredding

☑ Smelting

☐ Breaking down chemical components

☐ Other (Specify Process)

Processing Methods data last updated by: John Smith on Feb 02, 2022 12:09 PM
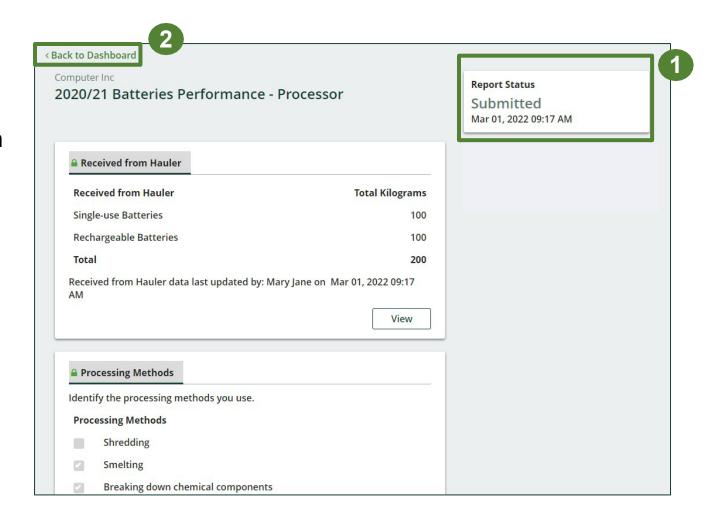
Performance report
Submit your report

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

Performance report
Submit your report

1. Your report status should now read as **Submitted**.

2. Click on **Back to Dashboard** to return to the Batteries homepage.

‹ Back to Dashboard

Computer Inc
2020/21 Batteries Performance - Processor

Report Status
Submitted
Mar 01, 2022 09:17 AM

🔒 **Received from Hauler**

Received from Hauler	Total Kilograms
Single-use Batteries	100
Rechargeable Batteries	100
Total	**200**

Received from Hauler data last updated by: Mary Jane on Mar 01, 2022 09:17 AM

View

🔒 **Processing Methods**

Identify the processing methods you use.

Processing Methods

☐ Shredding

☑ Smelting

☑ Breaking down chemical components

Performance report
View submitted report(s)

1. On the **Batteries Homepage** under the **Hauler** tab, your Batteries Performance - Hauler report status should show **Submitted**, and who it was last updated by.

2. Under Action, you can either click **View** or **Download** a PDF version to review and save your report submission.