

Batteries Performance Producer Reporting Guide

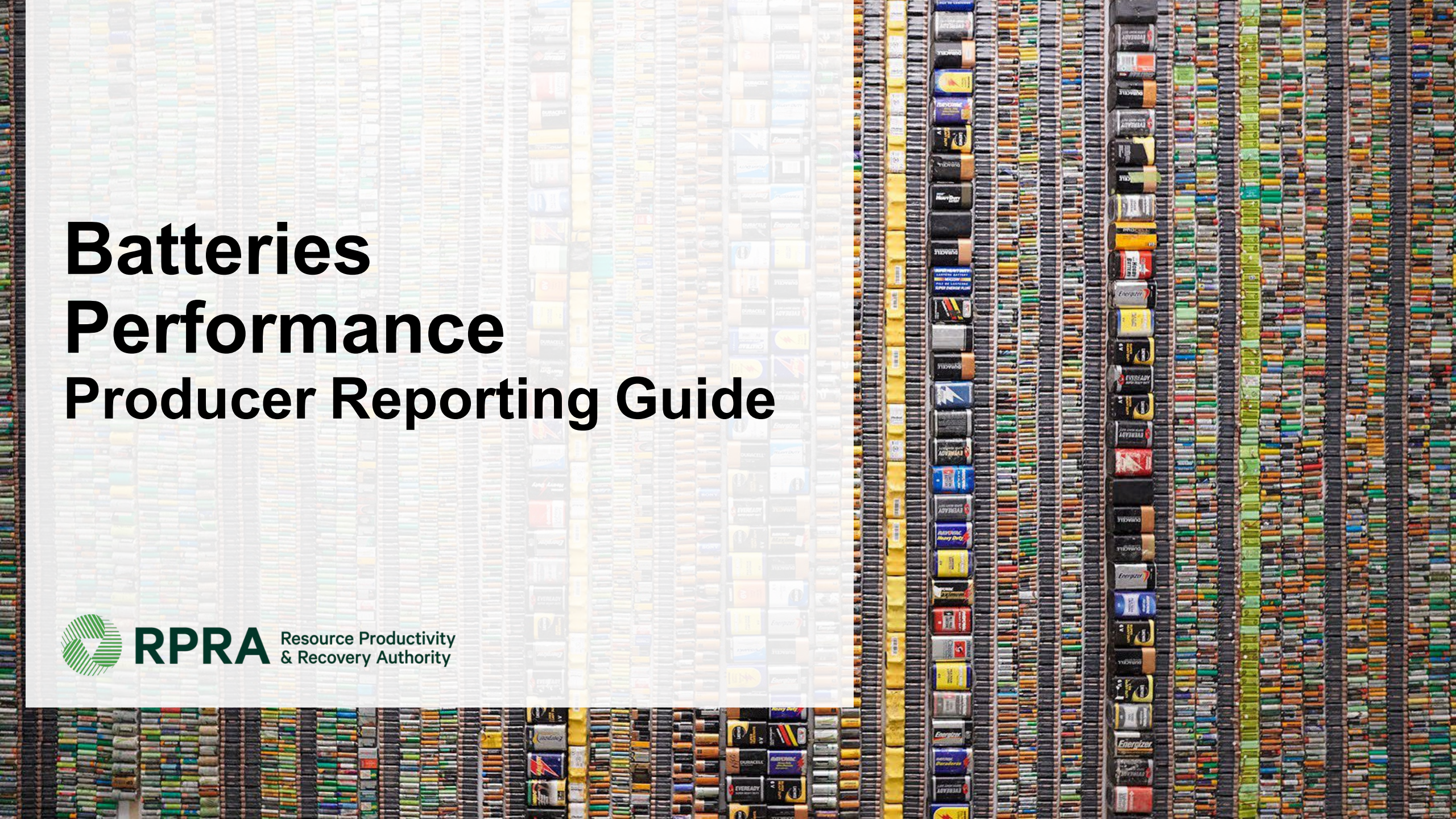


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Performance Reporting

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Introduction



What is batteries performance reporting?

Batteries performance reporting is an annual report that producers with obligations under the [Batteries Regulation](#) complete to report on their recovery and management activities in the previous calendar year. Producers are required to ensure that batteries supplied into Ontario are processed, refurbished or reused. Each year, you or your PRO, will have to report on the extent to which you were able to achieve your management requirement.

This guide will assist battery producers with understanding what data they need to report and provide step-by-step instructions on how to complete the report in the Registry as well as how to add a PRO to their account to report on their behalf.

Further information about the Batteries Regulation can be found on the Authority'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?

Battery producers, or PROs on their behalf, are required to report the following information annually:

- Total weight of single-use and rechargeable batteries collected.
- Total weight of single-use and rechargeable batteries that were refurbished.
- Weight of materials recovered from processing the collected single-use and rechargeable batteries (e.g. metals, chemicals, etc.).

Note: If a PRO submits the report on your behalf, as a producer you are still legally responsible to meet your requirements under the Batteries Regulation.

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).

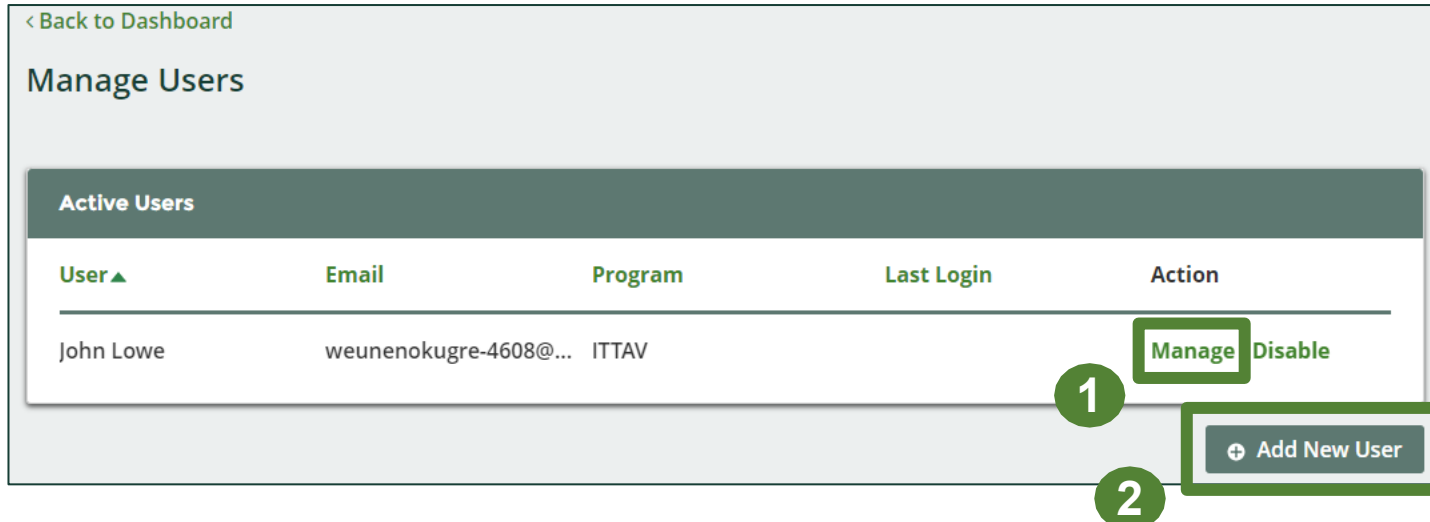
To manage contacts on your Registry account, please see the following steps:

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

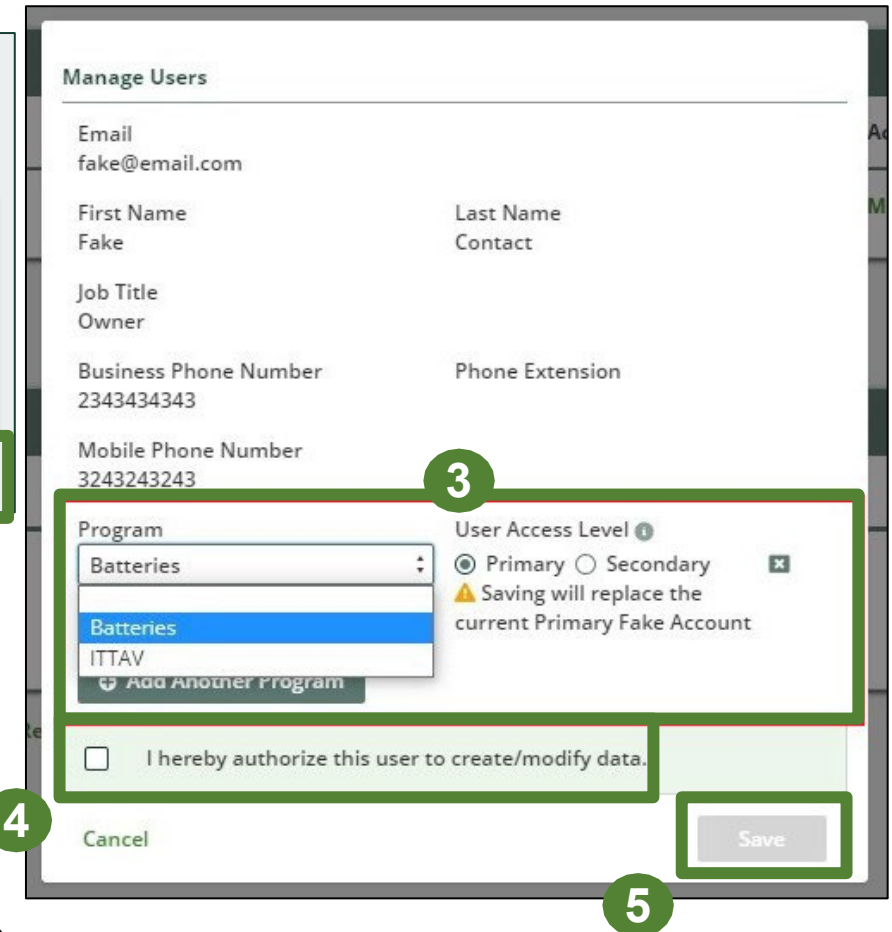
Manage Users

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

+ Add New User

Annotations: 1 points to the 'Manage' button in the user row; 2 points to the '+ Add New User' button.

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
fake@email.com

First Name
Fake

Last Name
Contact

Job Title
Owner

Business Phone Number
2343434343

Phone Extension

Mobile Phone Number
3243243243

Program
Batteries

User Access Level
 Primary Secondary

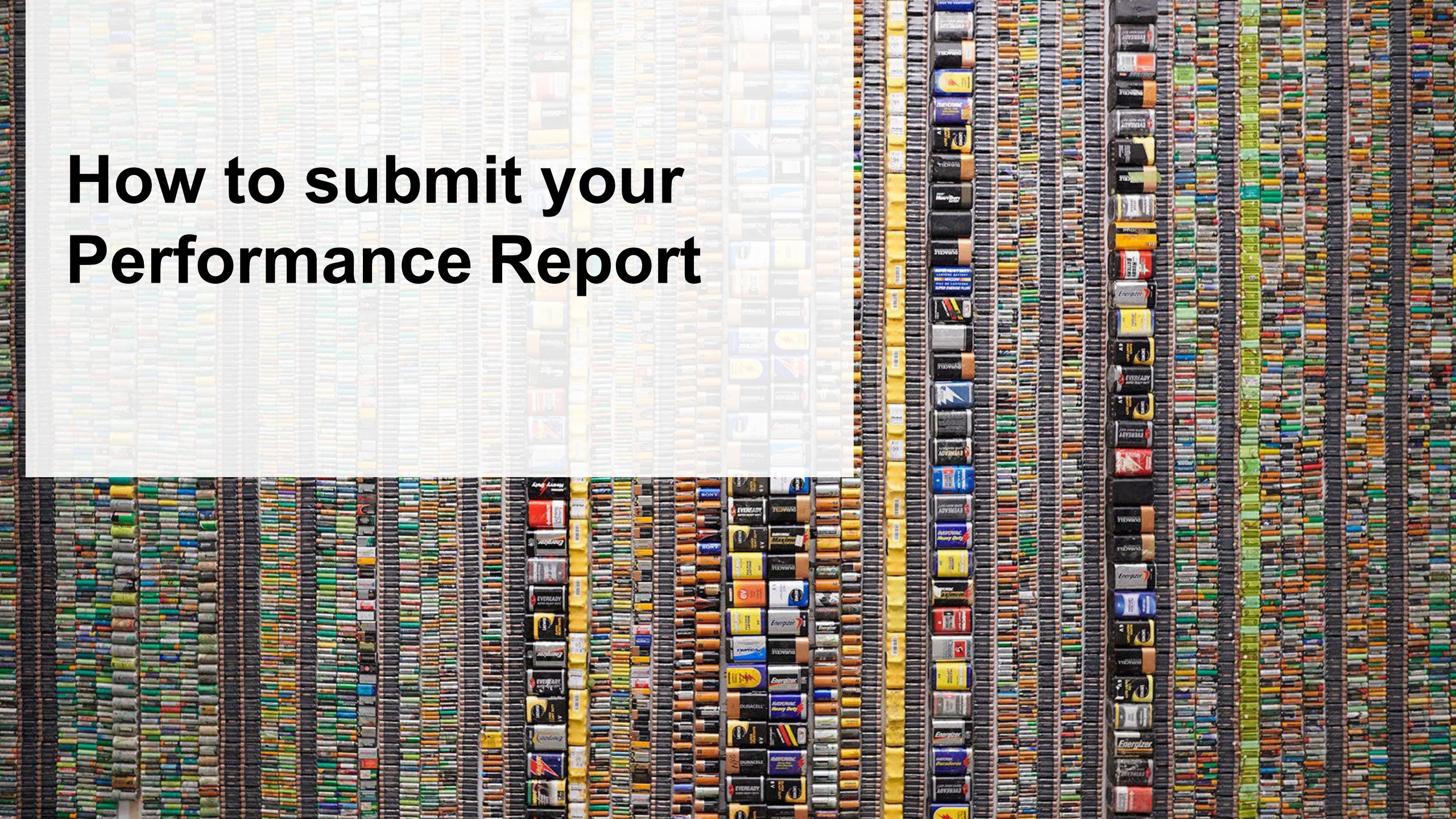
I hereby authorize this user to create/modify data.

Cancel Save

Annotations: 3 points to the 'Program' dropdown menu; 4 points to the authorization checkbox; 5 points to the 'Save' button.

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

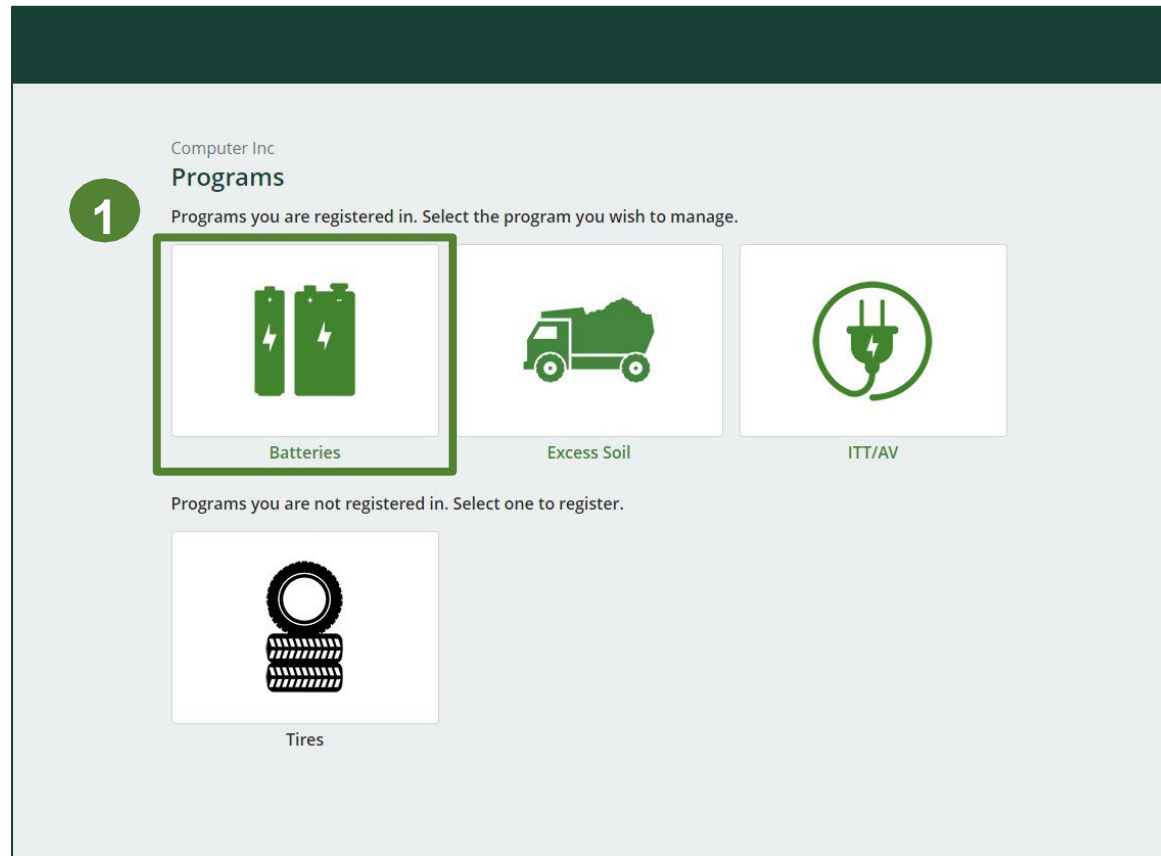
How to submit your Performance Report



Performance report

Accessing your program

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



Managing a PRO

Reporting responsibility selection

As a Producer, you can **add a PRO** to report on your behalf.

1. This PRO will either be responsible for **all or part of your report**.
2. You will select the **year of service start and end date**. Once you have added them, the PRO will see the report they are required to complete.
3. To add additional PROs, click **Add PRO**.
4. Confirm that you authorize the PROs to access your performance report(s).
5. Click **Done**.

Note: only Account Admins can select PROs.

The screenshot shows a web form titled "Manage Reporting Responsibilities" with the following sections and callouts:

- 1**: Instructional text: "Indicate whether you will be reporting your own performance, collection and management in part or in whole. If a PRO will be reporting on your behalf, select 'Does not report' from the dropdown list." Below this are two dropdown menus for "Responsible for Performance Report" and "Responsible for Collection and Management Report", both set to "Reports in part".
- 2**: Instructional text: "Select the PROs that will be reporting on your behalf. If you have multiple PROs reporting your performance or collection and management, select 'Reports in part' from the dropdown list." Below this is a table with columns: PRO, Service Start Date, Service Stop Date, and Responsible for Performance Report.
- 3**: A table row for "French PRO Account" with "18-Aug-2021" in the Service Start Date column and "Reports in part" in the Responsible for Performance Report column.
- 4**: A "Reports in part" dropdown menu and an "Add PRO" button.
- 5**: A confirmation checkbox: "I confirm that I have a contract with the PROs identified and authorize them to have access to report performance, collection and management data on my behalf." Below this are "Cancel" and "Done" buttons.

Performance report

Starting your report

1. Under **Action**, click on **Start** to begin completing the report for Batteries Performance – Producer.
2. After clicking **Start**, the notice below will appear. After reading the notice, click **Proceed**.

Refurbisher * Processor * PRO Status Add Roles

Attention

It is an offence if you submit false or misleading information to the Authority.

[Cancel](#) [Proceed](#)

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

Producer * Processor * PRO Status Add Roles

Batteries			
Report ▼	Status	Last Updated By	Action
2022 Batteries Supply Report	Submitted Feb 17, 2022 12:13 PM	Sean Leon	View Download
2021 Batteries Supply Report	Submitted Aug 12, 2021 05:15 PM	Sean Leon	View Download
2020/21 Batteries Performance - Producer	Not Started Due Date: Apr 30, 2022		Start
2020/21 Batteries Performance - Total	PRO Reporting See PRO Status tab		Download
2020 Batteries Supply Report	Submitted Aug 12, 2021 05:13 PM	Sean Leon	View Download

2

Performance report

Report summary page

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 **Weight of Batteries Collected**, click **Start** to begin entering the total weight of batteries collected.

The Fake Tires
2020/21 Batteries Performance - Producer

Report Summary

Weight of Batteries Collected

Collected

Total weight of batteries collected.

Total Weight Collected	Total Kilograms
Single-use Batteries	
Rechargeable Batteries	
Total	

Start

Report Status
Not Started

Submit Report

Submit Report

Make sure to provide all the required data before submitting.

1

Performance report

Enter your weight of batteries collected data

1. Under **Collected**, enter the total kilograms of single-use and rechargeable batteries collected under the **Total Kilograms**.
2. If you did not collect batteries, leave the kilograms field blank and check box for 'I did not collect any batteries'.
3. Click **Save & Next** to proceed.

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

Weight of Batteries Collected

Collected

Total weight of batteries collected.

Total Weight Collected

Single-use Batteries

Rechargeable Batteries

I did not collect any batteries.

Total Kilograms

0

0

Clear Form

Save & Next

Performance report

Review your batteries collected data

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

1. You can review the kilograms of batteries picked up (entered previously).
2. Click on **Edit**, if you need to make a change to the battery weights.
3. Under **Weight of Refurbished Batteries**, click **Start** to enter weights.

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The Fake Tires
2020/21 Batteries Performance - Producer

Report Summary

Weight of Batteries Collected

Collected

Total weight of batteries collected.

Total Weight Collected	Total Kilograms
Single-use Batteries	500
Rechargeable Batteries	250
Total	750

Collected data last updated by: Sean Leon on Feb 17, 2022 02:24 PM

Edit

Weight of Refurbished Batteries

Refurbished

Total weight of collected batteries that were refurbished.

Total Weight Refurbished	Total Kilograms
Single-use Batteries	
Rechargeable Batteries	
Total	

Start

Report Status
In Progress

Submit Report

Submit Report

Make sure to provide all the required data before submitting.

1

2

3

Performance report

Enter your refurbished batteries data

1. Under **Refurbished**, enter the total kilograms of single-use and rechargeable batteries collected under the **Total Kilograms**.
2. If you did not refurbish batteries, leave the kilograms field blank and check box for '**None of my batteries were refurbished**'.
3. Click **Save & Next** to proceed.

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

Weight of Refurbished Batteries

Refurbished

Total weight of collected batteries that were refurbished.

Total Weight Refurbished

Single-use Batteries

Rechargeable Batteries

None of my batteries were refurbished.

Clear Form

Save & Next

Total Kilograms

0

0

1

2

3

Performance report

Enter your single-use batteries data for recovered materials

1. Under **Weight of Recovered Materials**, click **Start** to enter the weights of materials recovered from processing.
2. Under **Single-use Batteries**, enter the total weight of processed materials for each of the material(s) under **Total Kilograms**.
 - If applicable, specify the process included under “other”.
3. Click **Save & Next**.

Weight of Recovered Materials

Single-use Batteries Rechargeable Batteries

Input the weight of materials recovered from processing the collected single-use batteries.

Processed Materials	Total Kilograms
Paper	
Plastic	
Metal	
Chemicals	
Other	
Total	

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

Start

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

Weight of Recovered Materials

Single-use Batteries Rechargeable Batteries

Input the weight of materials recovered from processing the collected single-use batteries.

Processed Materials	Total Kilograms
Paper	<input type="text" value="0"/>
Plastic	<input type="text" value="0"/>
Metal	<input type="text" value="0"/>
Chemicals	<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 rechargeable batteries data for recovered materials

1. Under **Rechargeable Batteries**, enter the total weight of processed materials for each of the material(s) under **Total Kilograms**.
 - If applicable, specify the process included under “other”.
2. Click **Save & Next**.

Weight of Recovered Materials

✓ Single-use Batteries Rechargeable Batteries

Input the weight of materials recovered from processing the collected rechargeable batteries.

Processed Materials	Total Kilograms
Paper	<input type="text" value="0"/>
Plastic	<input type="text" value="0"/>
Metal	<input type="text" value="0"/>
Chemicals	<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

Submit your report

Under **Report Summary**, 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

The Fake Tires
2020/21 Batteries Performance - Producer

Report Status
In Progress

Submit Report

Submit Report

Make sure to provide all the required data before submitting.

Report Summary

Weight of Batteries Collected

✓ Collected

Total weight of batteries collected.

Total Weight Collected	Total Kilograms
Single-use Batteries	500
Rechargeable Batteries	250
Total	750

Collected data last updated by: Sean Leon on Feb 17, 2022 02:24 PM

Edit

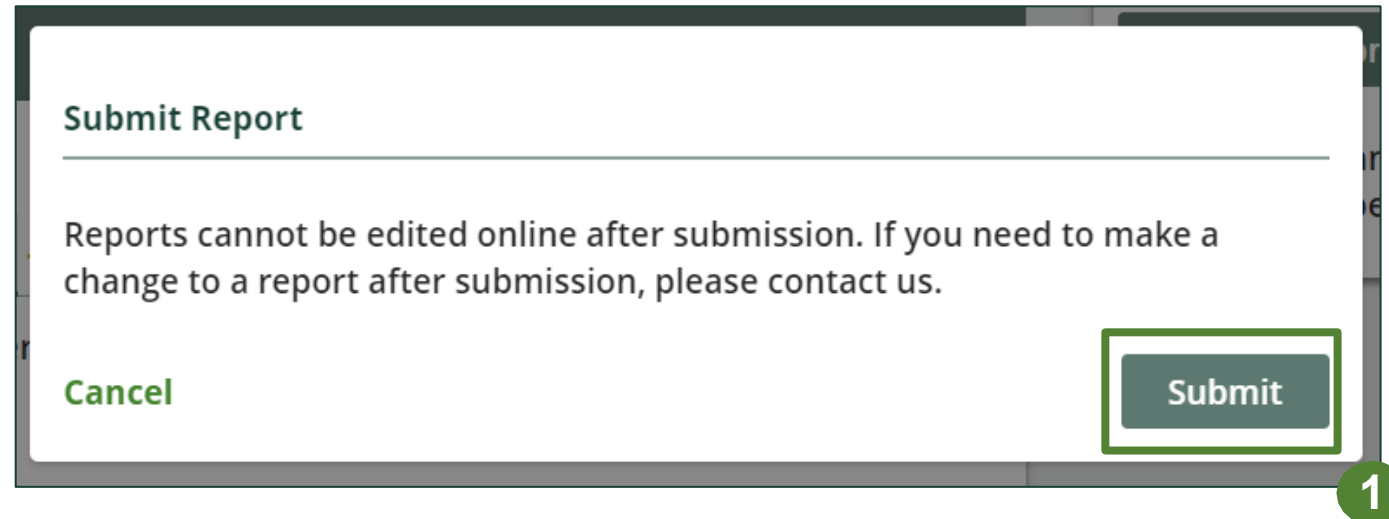
1

2

Performance report

Submit your report


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



Performance report

View submitted report(s)

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

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

[Producer *](#) [Processor *](#) [PRO Status](#) [Add Roles](#)

Batteries

Report ▼	Status	Last Updated By	Action
2022 Batteries Supply Report	Submitted Feb 17, 2022 12:13 PM	Sean Leon	View Download
2021 Batteries Supply Report	Submitted Aug 12, 2021 05:15 PM	Sean Leon	View Download
2020/21 Batteries Performance - Producer	Submitted Feb 17, 2022 02:30 PM	Sean Leon	View Download
2020/21 Batteries Performance - Total	PRO Reporting See PRO Status tab		Download
2020 Batteries Supply Report	Submitted Aug 12, 2021 05:13 PM	Sean Leon	View Download

1

2