Batteries Performance
Producer Reporting Guide
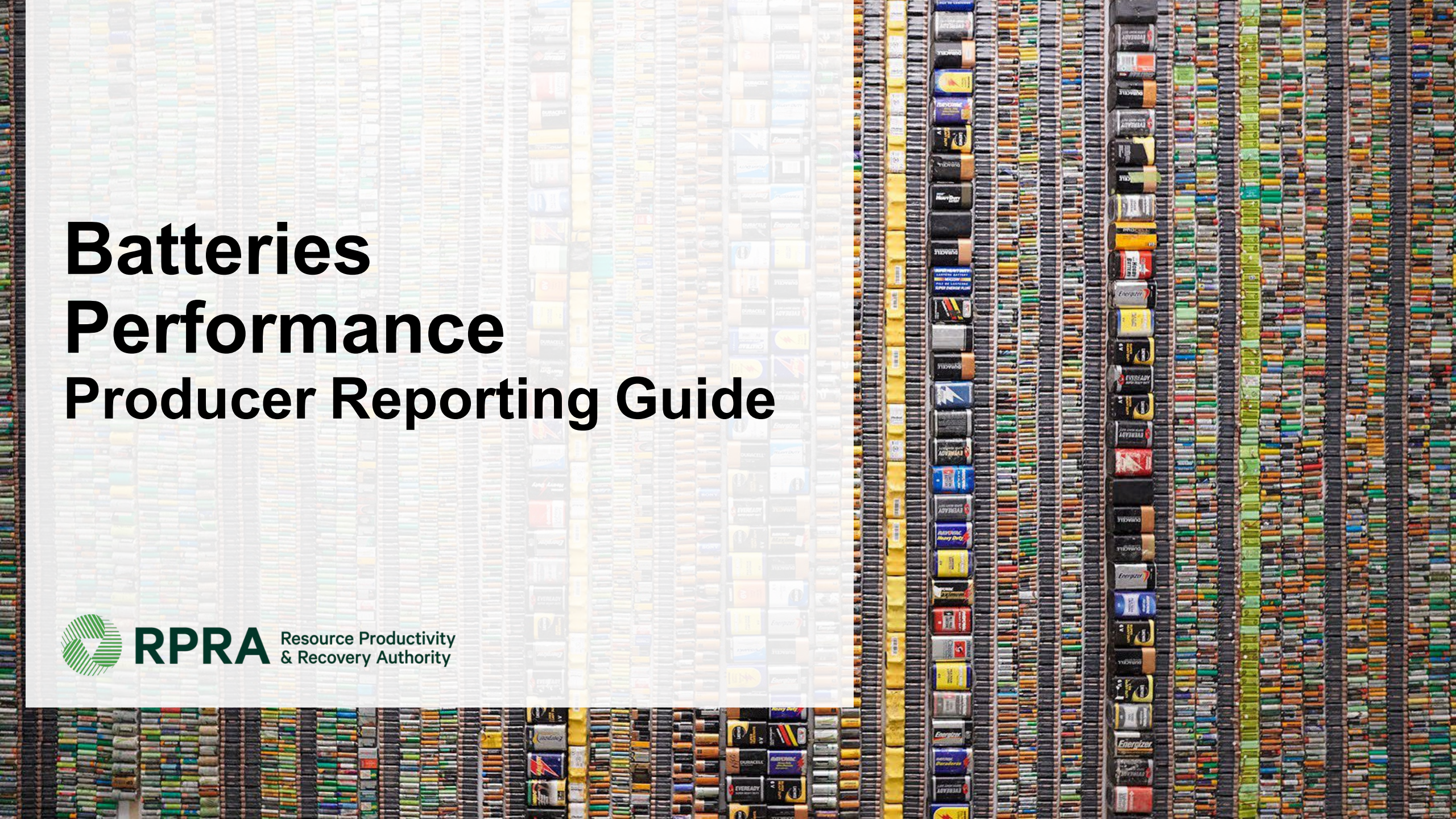
RPRA Resource Productivity & Recovery Authority

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Introduction

What is batteries performance reporting?

Batteries performance reporting is an annual report that 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).
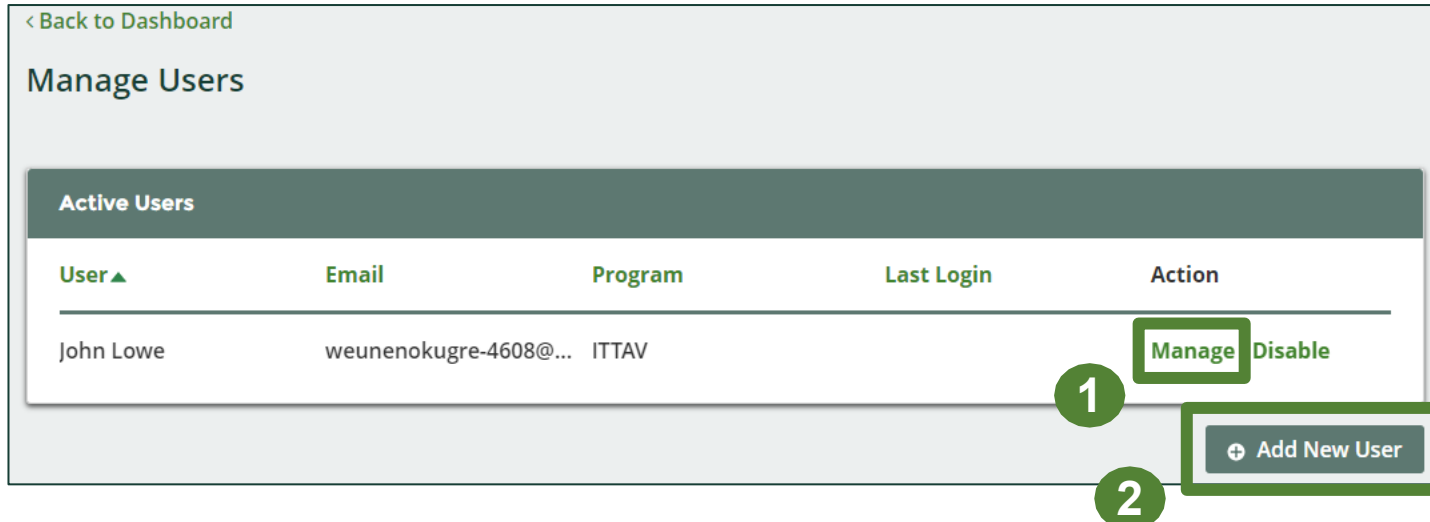
To manage contacts on your Registry account, please see the following steps:

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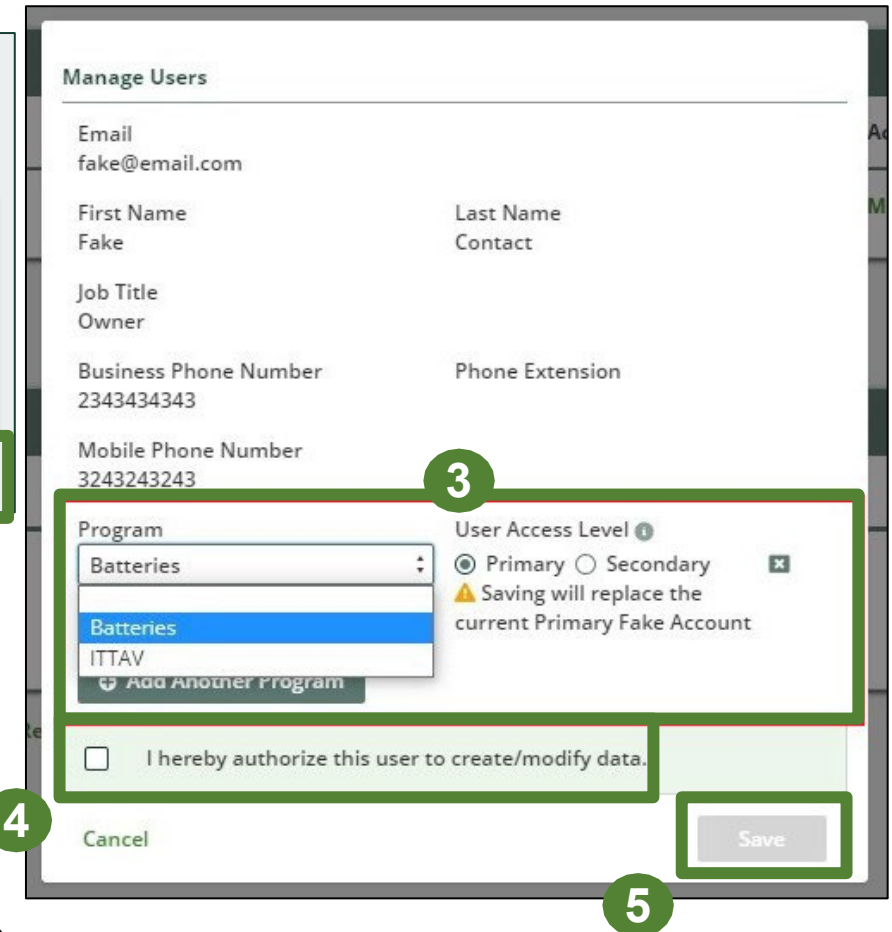
3. To give reporting abilities to a **Primary** or **Secondary** contact, select the program from the drop-down that you would like to grant the user access to.
4. Check the box to authorize the user.
5. Click **Save.**

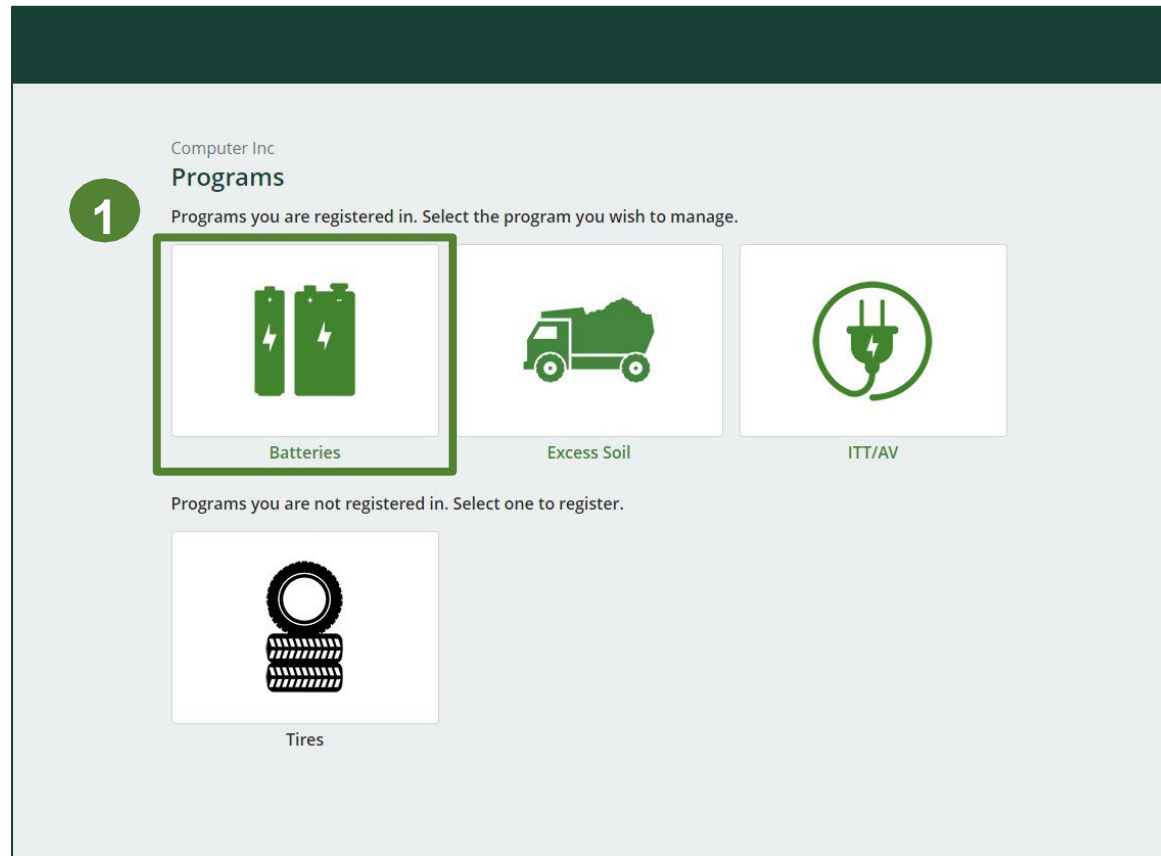Note: a **Primary** contact will be able to add **Secondary** contacts to a specific program.

How to submit your Performance Report
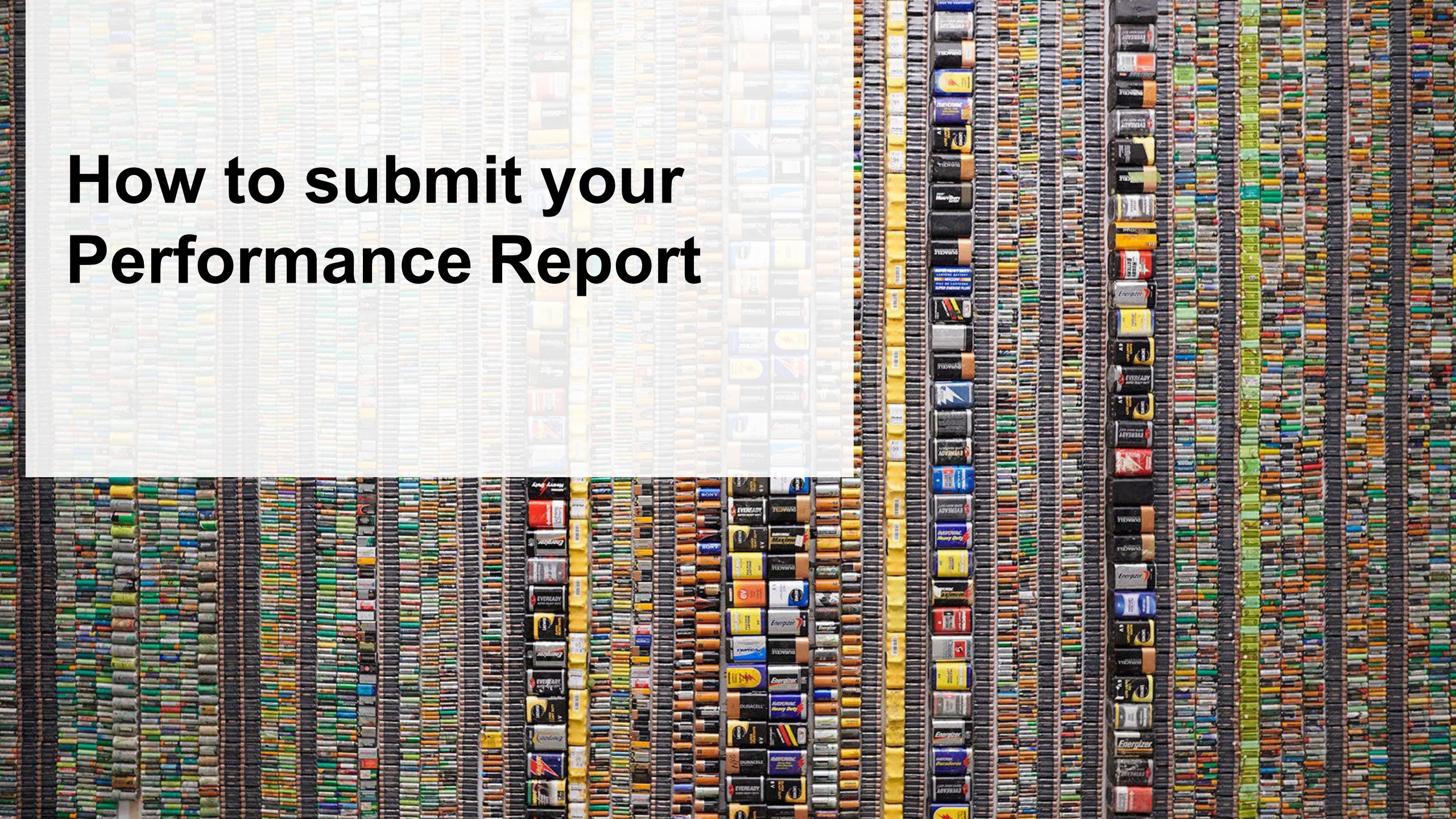
Performance report
Accessing your program

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.

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**.

🔔 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

①

Refurbisher *   Processor *   PRO Status   Add Roles

Attention

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

Cancel   Proceed

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.

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.

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.

‹ Back to Dashboard

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.

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

Total Kilograms

Single-use Batteries   0

Rechargeable Batteries   0

☐ None of my batteries were refurbished.

Clear Form   Save & Next

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**.

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**.

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.

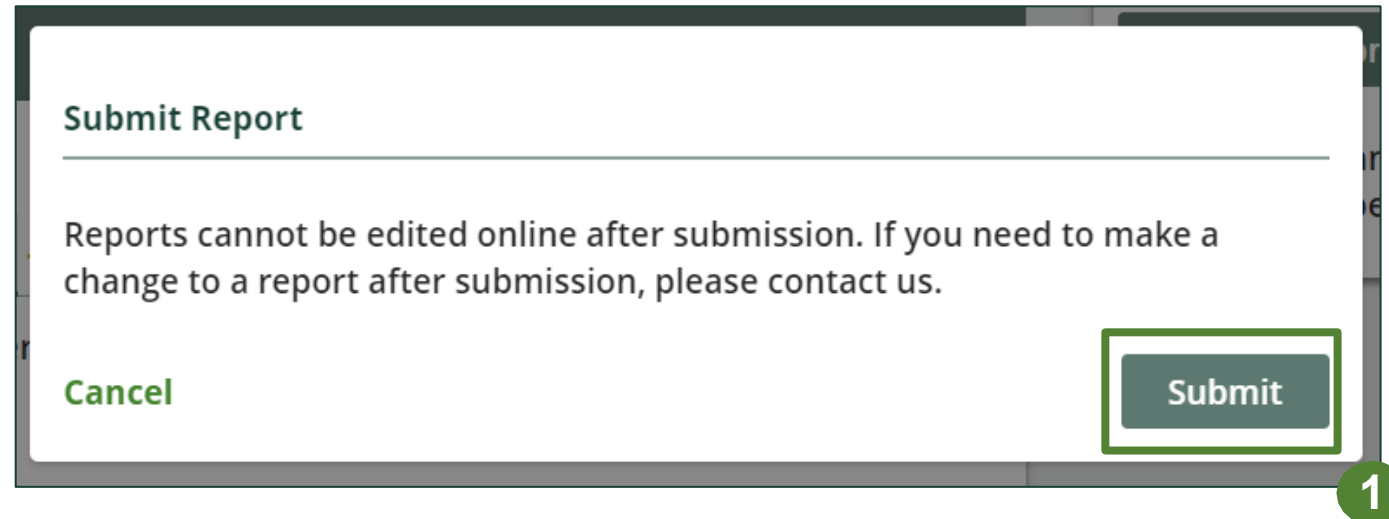2. Click on **Submit Report** once you are finished reviewing and ready to submit.

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.