Batteries Performance
Refurbisher Reporting Guide

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Introduction

What is batteries performance reporting?

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

This guide will assist Battery refurbishers 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 the 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 **refurbisher of batteries**, you are required to report:

- Weight of single-use and rechargeable batteries received by each hauler
- Weight of single-use and rechargeable batteries that were refurbished
- Weight of single-use and rechargeable batteries sent for processing

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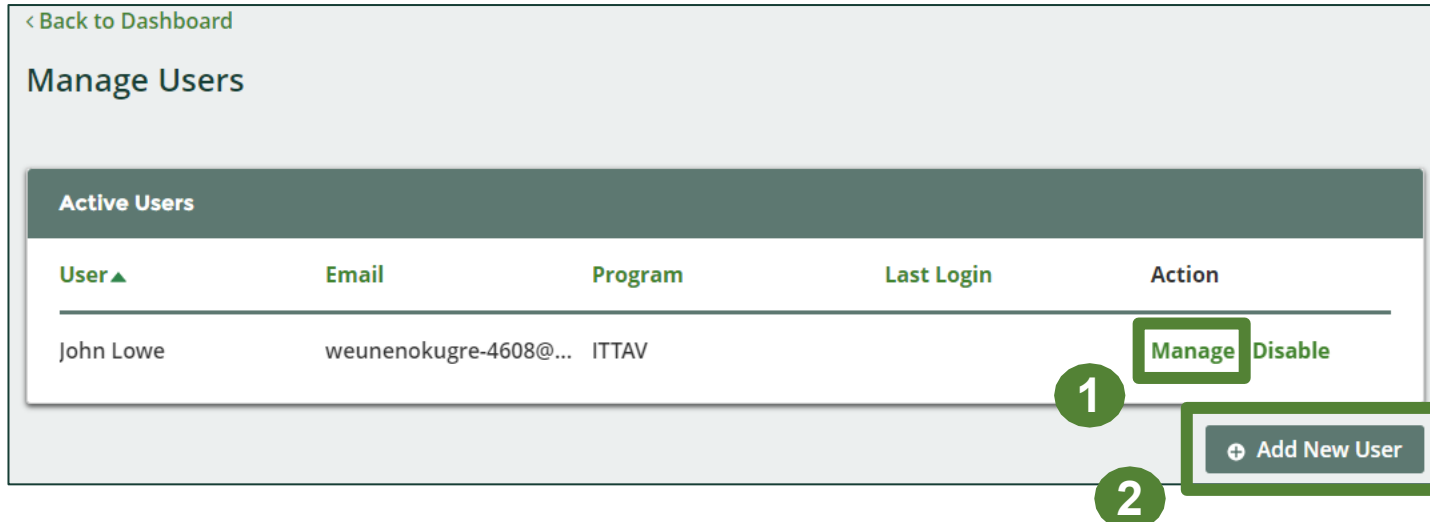
To manage contacts on your Registry account, please see the following steps:

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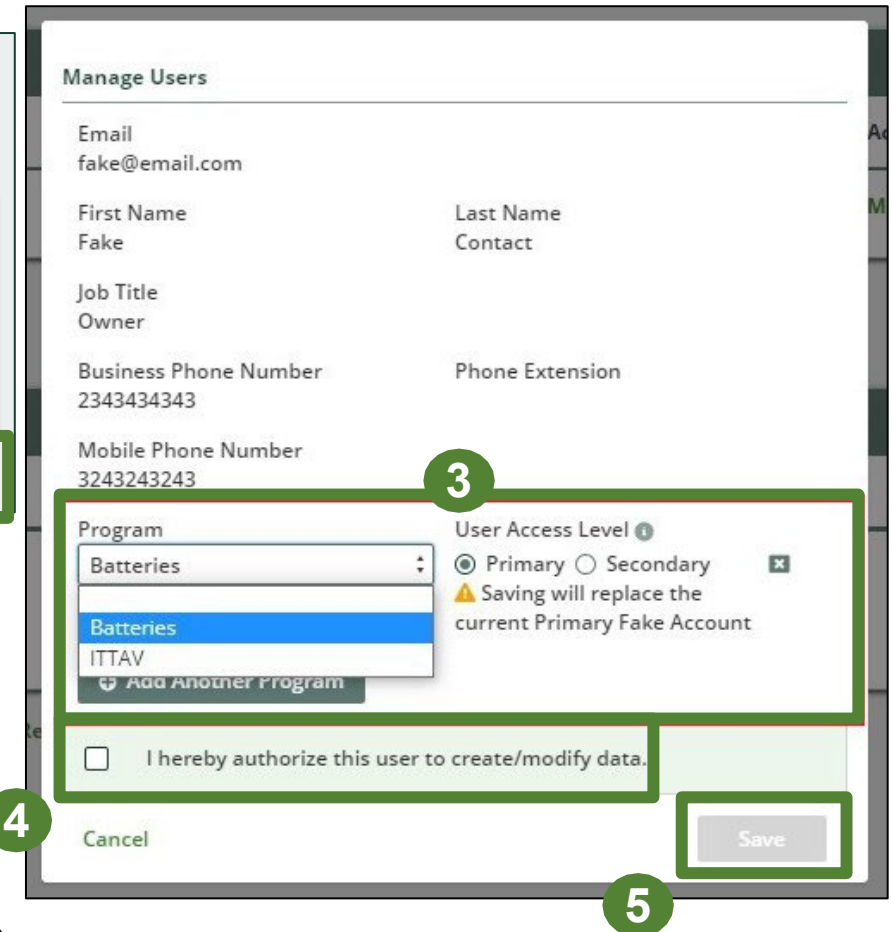
3. To give reporting abilities to a **Primary** or **Secondary** contact, select the program from the drop-down that you would like to grant the user access to.
4. Check the box to authorize the user.
5. Click **Save.**

Note: a **Primary** contact will be able to add **Secondary** contacts to a specific program.
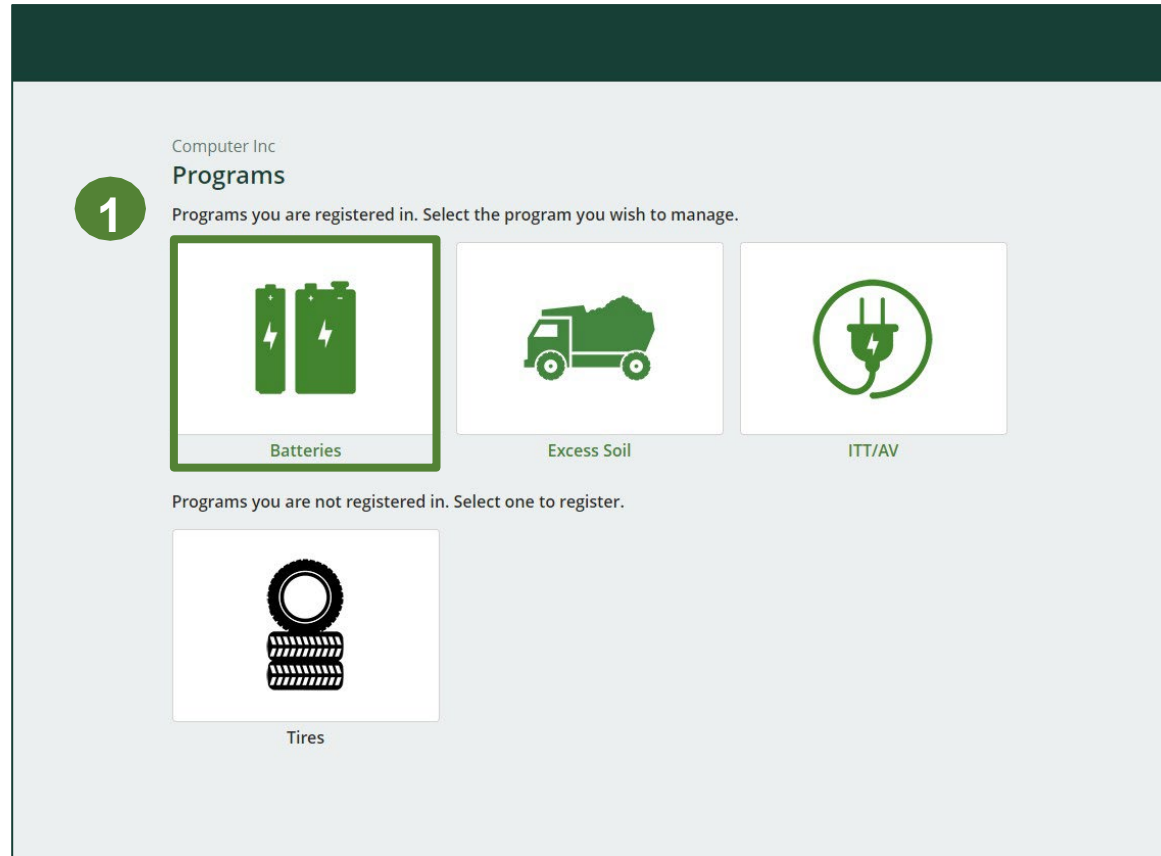
How to submit your Performance Report
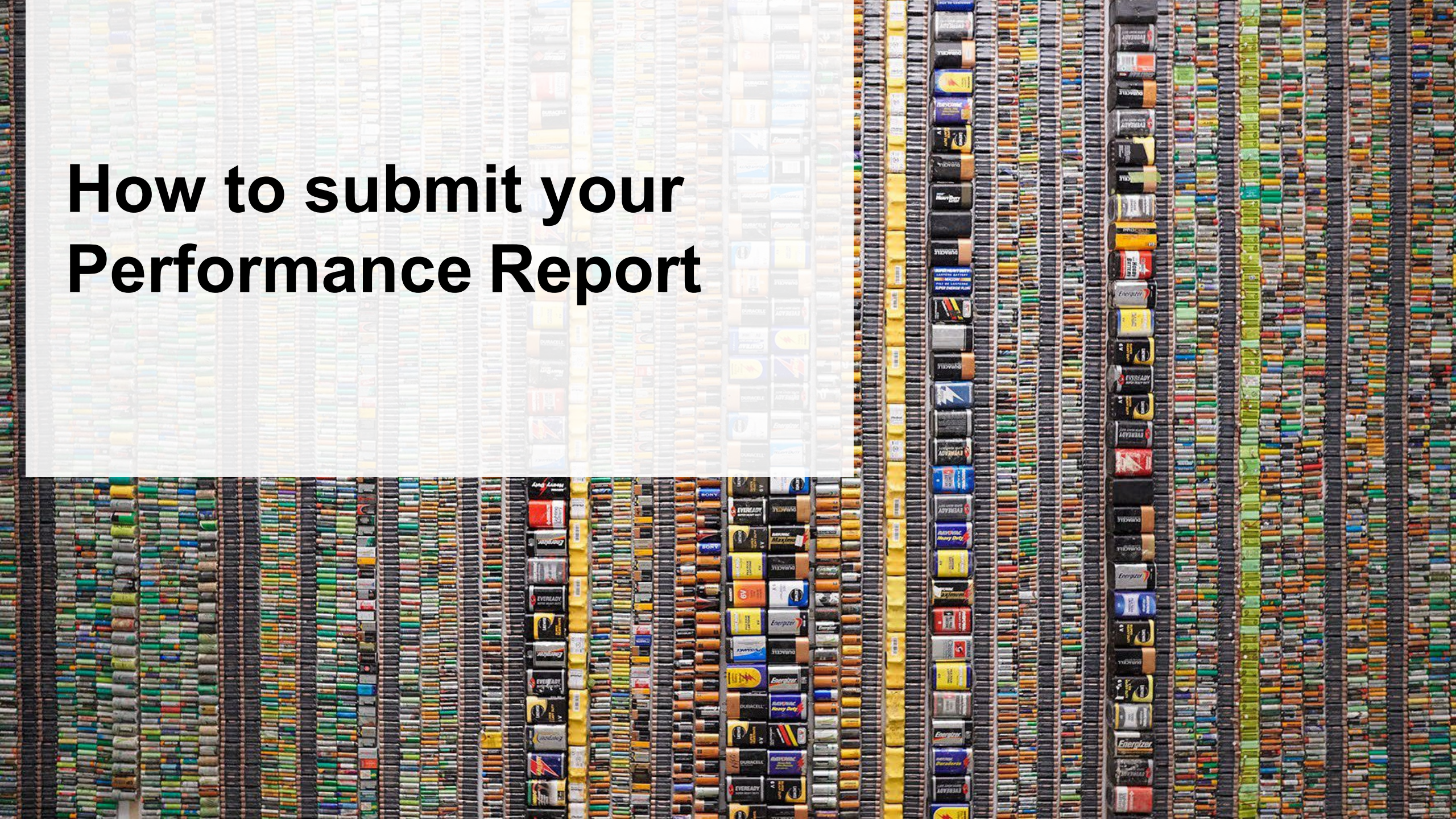
Performance report
Accessing your program

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

Performance report
Starting your report

1. On the Batteries Homepage, click on the **Refurbisher** tab to navigate to the refurbisher reports.

   Note: Only the roles you are enrolled in will be clickable (e.g. if you are only a refurbisher, you cannot click into the other role tabs.).
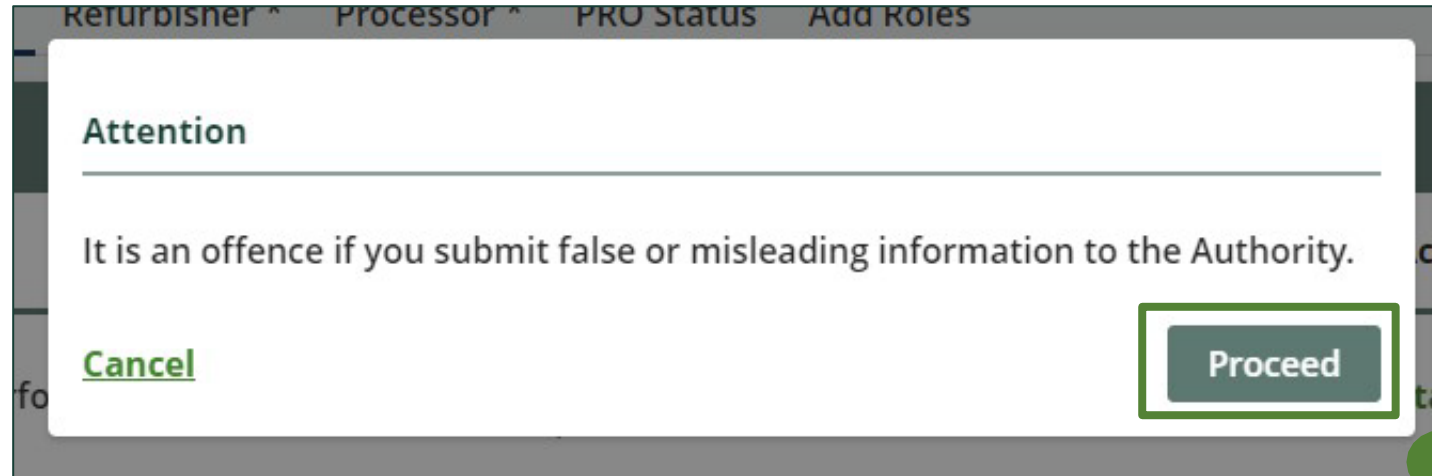
2. Under **Action**, click on **Start** to begin completing the report for Batteries Performance – Refurbisher.

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.

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.

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
Review your batteries 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 view and 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 **Materials Tracking**, click **Start** to enter the weights for refurbished batteries and batteries sent for processing.

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2020/21 Batteries Performance - Refurbisher

✔**Received from Hauler**

Total weight of batteries picked up both inside and outside Ontario.

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

Received from Hauler data last updated by: Mary Jane on Feb 02, 2022 01:05 PM

Edit

Materials Tracking

Weight Refurbished   Sent for Processing

Total weight of batteries refurbished.

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

Start

Report Status
In Progress

Submit Report

Make sure to provide all the required data before submitting.

Performance report
Enter your batteries data for weight refurbished

1. Under **Weight Refurbished**, enter the total kilograms for refurbished single-use and rechargeable batteries in the **Total Kilograms** fields**.**

2. Click **Save & Next** to proceed.

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

Materials Tracking

| Weight Refurbished | Sent for Processing |

Total weight of batteries refurbished.

Weight Refurbished　　　　　　　　　　　　　　**Total Kilograms**

Single-use Batteries　　　　　　　　　　　　　　　　0

Rechargeable Batteries　　　　　　　　　　　　　　0

Clear Form　　Save & Next

Performance report
Enter your batteries data sent for processing

1. Under **Sent for Processing**, enter the total kilograms for single-use and rechargeable batteries in the fields in the **Total Kilograms** fields.

2. If you did not send any batteries for processing, click on the check box marked **I did not send any batteries for processing**.

3. Click **Save & Next** to proceed.

Performance report
Review and submit your report

1. Under **Report Summary**, you can review the data previously entered.

2. Click on **Edit**, if you need to make a change to the battery weights.

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

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(1)

✔**Received from Hauler**

Total weight of batteries picked up both inside and outside Ontario.

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Total	**1,500**

Received from Hauler data last updated by: Mary Jane on Feb 02, 2022 01:05 PM

Edit

Materials Tracking

✔**Weight Refurbished**   ✔Sent for Processing

Total weight of batteries refurbished.

Weight Refurbished	Total Kilograms
Single-use Batteries	200
Rechargeable Batteries	800
Total	**1,000**

Weight Refurbished data last updated by: Mary Jane on Feb 02, 2022 01:07 PM

Edit

Report Status
In Progress

Submit Report

Make sure to provide all the required data before submitting.

(3)

(2)

(2)

Performance report
Submit your report

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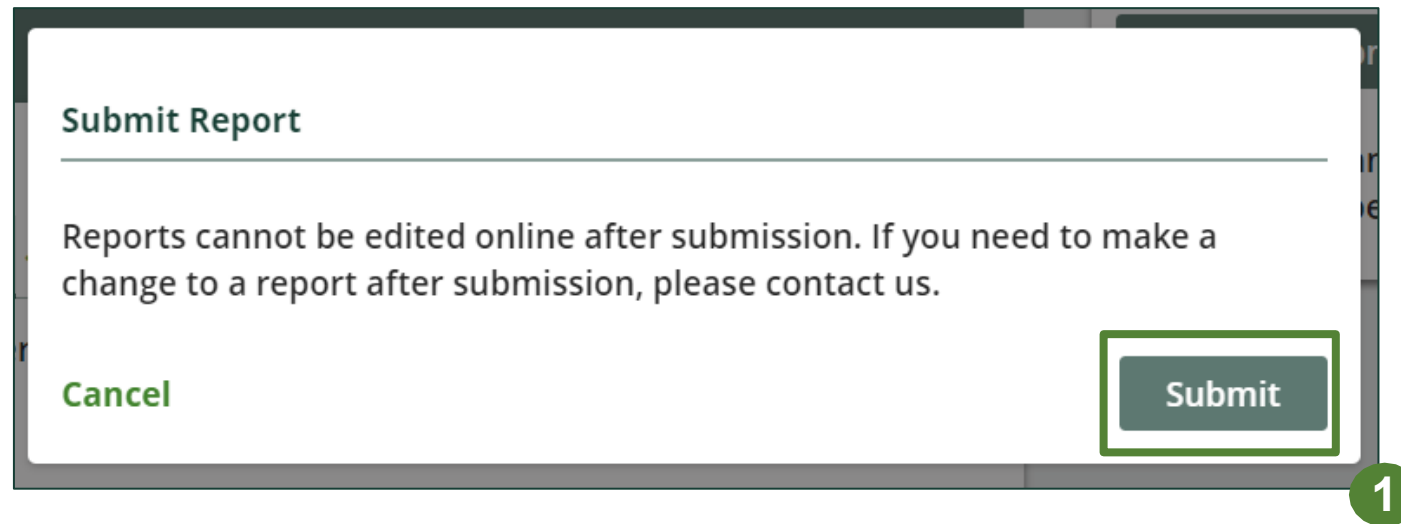
Performance report
Submitted report

1. Your report status should now be changed to **Submitted**.

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

2

‹ Back to Dashboard

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2020/21 Batteries Performance - Refurbisher

1

Report Status
Submitted
Feb 02, 2022 01:07 PM

🔒 **Received from Hauler**

Total weight of batteries picked up both inside and outside Ontario.

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

Received from Hauler data last updated by: Mary Jane on Feb 02, 2022 01:07 PM

View

Materials Tracking

🔒 **Weight Refurbished**   🔒 Sent for Processing

Total weight of batteries refurbished.

Weight Refurbished	Total Kilograms
Single-use Batteries	200
Rechargeable Batteries	800
Total	**1,000**

Weight Refurbished data last updated by: Mary Jane on Feb 02, 2022 01:07 PM

Performance report
View submitted report

1. On the **Batteries Homepage** under the **Refurbisher** tab, your Batteries Performance - Refurbisher 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.