

Blue Box Producer Registry Portal & Supply Reporting Guide

Version 1.3

Updated April 2024



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Introduction



What is Blue Box supply data reporting?

Blue Box supply data is an annual report that producers with obligations under the [Blue Box Regulation](#) complete to report on the weight of Blue Box materials supplied into Ontario during the previous calendar year.

Submitting supply data determines a producer's [management requirements](#) for the following year.

This guide will help Blue Box producers understand what data they need to report and provide step-by-step instructions on how to submit their supply data through the Registry.

Further information about the Blue Box Regulation can be found on the [RPRA's website](#).

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

What data needs to be reported for the supply report?

If you are a producer of **Blue Box materials**, you are required to report:

- Confirmation if your revenue is above or below \$2 million.
- The weight of Blue Box materials supplied in the previous calendar year (e.g., for the supply report due in 2022, you are required to report 2021 weights).
- If applicable, the weight of Blue Box materials to be deducted.
- For newspaper producers, identify the percentage of newspaper supply counted towards the total Blue Box materials supplied.
- A list of the brands that make up the previous year's supply data.

For more information on allowable deductions under the Blue Box regulation, see our [FAQs](#). For more information on obligated Blue Box materials, please see the compliance bulletin ['What Blue Box materials need to be reported?'](#).

How to login to the Registry

The supply data report is completed online through 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 Registry account, you do not need to create a new one.
 - Simply login to your existing account, which will bring you to the homepage. Here you will see all of the 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](#) for step-by-step instructions on how to login to an existing Registry account.



Registration

New Registrants - Creating an Account

1. Enter the information required on each page. Click **Next Step** to reach the next page.
2. Click the checkbox to agree to the Registry Terms of Use.
3. Once you reach the **Review** page, click **Create Account**.

1

Create Account

Business Address Individual Review

Business number and name

If your business does not have a CRA Business Number, please [contact us](#).

CRA Business Number (BN)

Legal Business Name

Business Operating Name [Copy Legal Name](#)

[Next Step >](#)

Create Account

Business Address Individual Review

Business address and phone number

My Business has a Canadian address

Street

City Province

Postal Code Country

Main Phone Number

[< Previous Step](#) [Next Step >](#)

Create Account

Business Address Individual Review

Your profile and contact information

Enter the name and contact information of the Registry's primary user for your business.

First Name Last Name

Email (this will be your username)
A link will be sent to the email you provide to complete your account registration

Confirm Email

Job Title

I have a Canadian Address

Street [Copy Business Address](#)

City Province

Postal Code Country

Business Phone Number Phone Extension

Mobile Phone Number Same as Business Phone Number

[< Previous Step](#) Cancel [Next Step >](#)

Create Account

Business Address Individual Review

Business number and name [Edit](#)

CRA Business Number (BN) 788572245

Legal Business Name Mining Incorporation

Business Operating Name Mining Incorporation

Business address and phone number [Edit](#)

Address 123 Queen ST W Toronto Ontario M3J 1K0 Canada

Main Phone Number 7782529052

Your profile and contact information [Edit](#)

Name Charlie Davidson

Email miningincorporation@yopmail.com

Job Title Producer

Office Address 123 Queen ST W Toronto Ontario M3J 1K0 Canada

Business Phone Number 4165259052

Phone Extension

Mobile Phone Number 4165259052

I agree to The Registry Terms of Use

[< Previous Step](#) [Create Account](#)

2

New Registrants - Creating an Account

1. An email will be sent to the email address you entered with a link to activate the account and set up a password.
2. Clicking on the link in the email will bring you to the **Create Password** page.
3. Create a password that fulfills the password requirements and click **Set Password**.

1

Account Created

We've sent you an email to activate your account

 Click on the link in the email sent to the following address to activate your account. The link to activate your account will expire in 24 hours.

processor@yopmail.com

[Didn't receive the email?](#) ▾

2

Create Password

Set your password

Your password must:

- be at least 8 characters long
- contain at least one upper case
- contain at least one lower case
- contain at least one number
- contain at least one special character (e.g. !,\$,_,%)

New Password

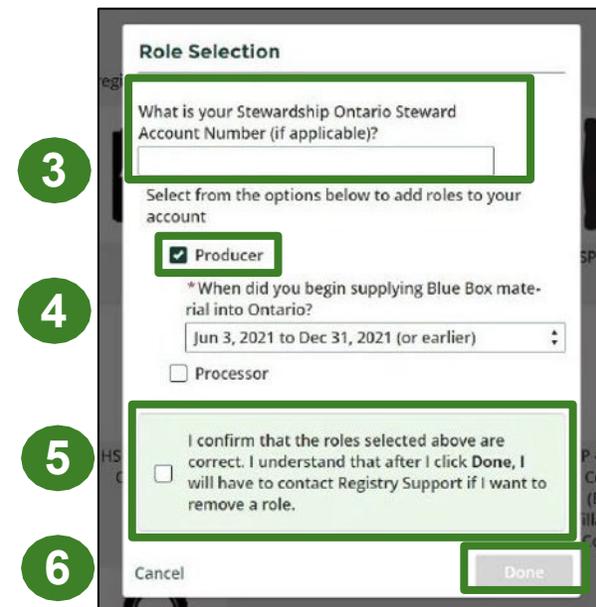
Confirm Password

Cancel

3

How to enroll in the Blue Box program as a new registrant

1. After you login to the **Registry**, you will land on the **Programs** screen. This screen will show all programs available to register in.
2. Click **Blue Box**.
3. If applicable, enter your **Stewardship Ontario Steward Account Number**.
4. Select the **Producer** role and the year that you began supplying Blue Box materials
 - Selecting from this drop-down list will determine if you are required to report on previous years, in addition to the current year
5. Confirm **the role you have selected is correct**.
6. Click **Done**.

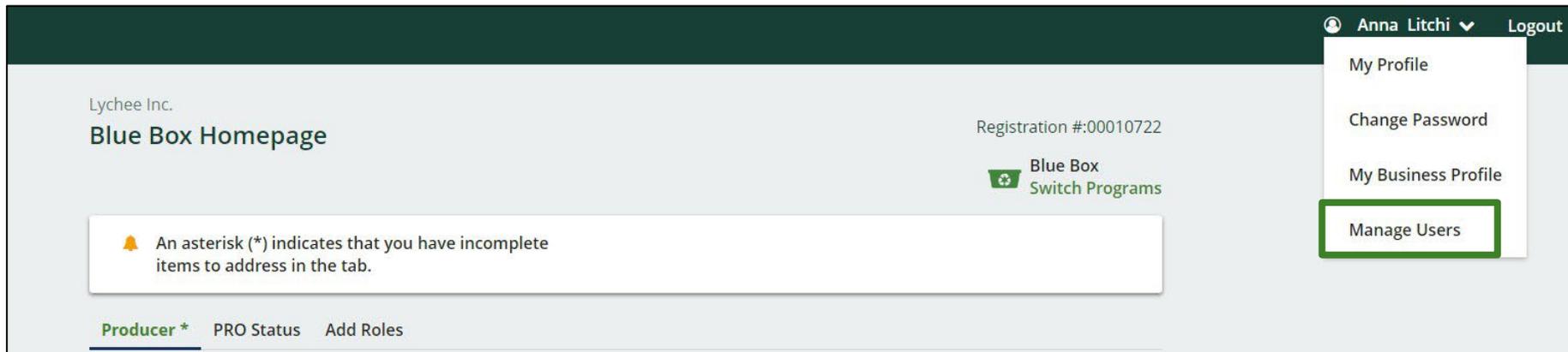


How to manage contacts on your Registry account

Only account admins can add new users or manage existing contacts in the Registry. This includes giving users access to information about the program (s) they are enrolled in (e.g., permissions to view and complete Reports)*. Learn more about the different [Registry account roles](#).

To manage contacts in your Registry account, see the following steps or watch ['Managing Users in RPRA's Registry'](#).

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.



* Account Admins are usually the individual who will oversee the producer's reporting obligations.

How to manage contacts on your Registry account cont.

1. Click **Add New User** to add an additional user to your account.

The screenshot shows the 'Manage Users' interface. At the top left, there is a link '< Back to Dashboard'. Below it, the text 'Manage Users' is displayed. A green recycling icon is followed by 'Blue Box' and 'Primary User: Anna Litchi'. A table titled 'Active Users' has columns for 'User', 'Email', 'Program', 'Last Login', and 'Action', with 'No Results' shown below. At the bottom right, the 'Add New User' button is highlighted with a green box and a circled '1'.

2. Enter the user's email address in the **Search for User** window.
3. Complete the rest of the user profile and click the **User Access Level** you wish for them to have*.
4. Click the checkbox to confirm that the individual is authorized to create/modify data.
5. Click **Save**.

* See [FAQ](#) for more details on User Access levels.

The screenshot shows a 'Search for User' dialog box. It contains the text 'To get started, enter the user's email'. Below this is an 'Email' input field containing 'accounts@fruitpro.com'. There are 'Cancel' and 'Continue' buttons. The 'Continue' button is highlighted with a green box and a circled '2'.

The screenshot shows the 'Manage Users' form. The 'Email' field is filled with 'accounts@fruitpro.com'. The 'First Name' field contains 'Sonja' and the 'Last Name' field contains 'Smith'. The 'Job Title' field contains 'AP Manager'. The 'Business Phone Number' field contains '5196234785' and the 'Phone Extension' field is empty. The 'Mobile Phone Number' field contains '5196234785' and the 'Same as Business Phone Number' checkbox is checked. The 'Program' dropdown is set to 'Blue Box' and the 'User Access Level' is set to 'Secondary'. There is an 'Add Another Program' button. At the bottom, a checkbox is checked with the text 'I hereby authorize this user to create/modify data.' and a 'Save' button is highlighted with a green box and a circled '5'.

Supply Reporting



Supply report

Starting your report

1. On the **Blue Box homepage**, you will be able to see all reports that require action
2. Under Action, click **start** on the earliest required supply report
 - Reports must be completed in chronological order. If you select the current year (e.g., 2022) and have an overdue report for 2021, you will get an error message
3. A window about submitting false or misleading information will then pop up. Click **Proceed**

1

RPR
Resource Productivity
& Recovery Authority

Walkthrough Guide Logout

Blue Box Company
Blue Box Homepage

Registration #:00010735

Blue Box
Switch Programs

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

Producer * PRO Status Add Roles

Report	Status	Last Updated By	Action
2021 Blue Box Supply Report	Not Started Due Date: Oct 01, 2021		Start

Need help? Search our [Registry Help & Support](#). Can't find an answer? [Contact Us](#)

2

3

Attention

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

Cancel Proceed

2021 Blue Box Supply Report

Not Started
Due Date: Oct 01, 2021

Start

Supply report

Revenue Check

1. Respond to the question, “Was your gross annual revenue generated from products and services in Ontario less than \$2.0M for the previous calendar year?” using the drop-down*.
 - a) If your answer is “Yes,” you are not obligated to report your supply for the previous calendar year. Click **Save & Next** to continue to the **Submission** page.
 - b) If your answer is “No,” click **Save & Next** to continue to the next page, **Supply Data**.

*See the FAQs at the end of the guide if you need help determining if you are revenue exempt this year.

1

Blue Box Company
2021 Blue Box Supply Report

Enter your data and click **Save & Next** to move to the next reporting screen. Click Previous to return to the previous reporting screen. You will be able to view your collection system requirements and minimal management requirements before confirming payment.

Revenue Check > Supply Data > Deductions > Brand Supply > Confirm and Pay

Revenue Check

Annual Revenue Exemption

Was your gross annual revenue generated from products and services in Ontario less than \$2.0M for the previous calendar year?

You are not required to report this year. You must keep any records which demonstrate that your gross Ontario annual revenue is less than \$2.0M in a paper or electronic format that can be examined or accessed in Ontario for a period of five years from the date of creation and provide those records upon request by the Authority.

Press **Save & Next** to continue to **Confirm & Pay**

Save & Next

Blue Box Company
2021 Blue Box Supply Report

Enter your data and click **Save & Next** to move to the next reporting screen. Click Previous to return to the previous reporting screen. You will be able to view your collection system requirements and minimal management requirements before confirming payment.

Revenue Check > Supply Data > Deductions > Brand Supply > Confirm and Pay

Revenue Check

Annual Revenue Exemption

Was your gross annual revenue generated from products and services in Ontario less than \$2.0M for the previous calendar year?

Press **Save & Next** to continue to **Supply Data**

Save & Next

Supply report

Entering your supply data

1. On the **Blue Box Supply Report** screen, enter your supply data (in kg).

If you are a producer of newspapers, include the supply data by material category, i.e., newspaper and inserts under the Paper material category, and protective wrapping under the Flexible Plastic material category.

2. If you are a producer of newspapers, enter the percentage of your Blue Box material supply that was newspaper including any protective wrapping and supplemental advertisements and inserts*.

3. If applicable, enter the weight of compostable products and packaging supplied for each applicable standard.

4. Click **Save & Next**.

*For further certainty, inserts are any papers, circulars, etc. placed within the folds of a newspaper, regardless of material composition. See [FAQ](#).

1

2

3

Blue Box Processor

2022 Blue Box Supply Report

Enter your data and click **Save & Next** to move to the next reporting screen. Click **Previous** to return to the previous reporting screen. You will be able to view your collection system requirements and minimal management requirements before confirming payment.

Revenue Check > Supply Data > Deductions > Brand Supply > Confirm and Pay

2021

Blue Box Materials

Please enter the weight of blue box material supplied for each category.

	Weight (in kg)
Beverage Container	<input type="text" value="0"/>
Glass	<input type="text" value="0"/>
Flexible Plastic	<input type="text" value="0"/>
Rigid Plastic	<input type="text" value="0"/>
Metal	<input type="text" value="0"/>
Paper	<input type="text" value="0"/>

Newspaper Supply

Indicate what percentage of your total Blue Box material supply was newspaper, including any protective wrapping and supplemental advertisements and inserts.

Please ensure you've validated that you qualify as a newspaper producer and that the percentage you're reporting is for [valid newspapers as defined under BlueBox Regulations](#)

Percentage of newspaper supply

Compostable Products and Packaging

Please enter the weight of compostable products and packaging supplied for each applicable standard.

	Weight (in kg)
CAN/BNQ 0017-088	<input type="text" value="0"/>
ISO 17088	<input type="text" value="0"/>
ASTM D6400	<input type="text" value="0"/>
ASTM D6868	<input type="text" value="0"/>
EN 13432	<input type="text" value="0"/>

Press **Save & Next** to continue to Deductions

4

Supply report

Deductions

1. Identify which type of deduction(s) you are using.

For information on what deductions are available to producers, see our [Blue Box deductions FAQs](#).

If you are not using a deduction, check **No deduction**.

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

Blue Box Processor

2021 Blue Box Supply Report

Enter your data and click **Save & Next** to move to the next reporting screen. Click Previous to return to the previous reporting screen. You will be able to view your collection system requirements and minimal management requirements before confirming payment.

Revenue Check > Supply Data > Deductions > Brand Supply > Confirm and Pay

Supply Deductions

Identify which type of deduction(s) you are using.
For support on reporting deductions correctly, see RPRA's [Blue Box FAQs](#).

No Deduction
 Installation Deduction ⓘ
 Ineligible Source - SO 2021 Deduction ⓘ
 Ineligible Source - Study/Methodology Deduction ⓘ

Enter the weight of the material to be deducted

	Weight (in kg)
Glass	<input type="text" value="0"/>
Flexible Plastic	<input type="text" value="0"/>
Rigid Plastic	<input type="text" value="0"/>
Metal	<input type="text" value="0"/>
Paper	<input type="text" value="0"/>

Press Save & Next to continue to Brand Supply

Previous **Save & Next**

1

2

Supply report

Deductions

1. If you are using a deduction:
 - Ensure that you are only entering weights of allowable deductions, as listed on the **Supply Deductions** screen.
 - If you enter a deduction weight that is higher than the supply weight entered on the previous screen, you will encounter an error.
2. Upload supporting documentation for the deduction type and calculation.
3. Click **Save & Next**.

Blue Box Processor

2021 Blue Box Supply Report

Enter your data and click **Save & Next** to move to the next reporting screen. Click **Previous** to return to the previous reporting screen. You will be able to view your collection system requirements and minimal management requirements before confirming payment.

Revenue Check > Supply Data > **Deductions** > Brand Supply > Confirm and Pay

Supply Deductions

Identify which type of deduction(s) you are using.
For support on reporting deductions correctly, see RPR's [Blue Box FAQs](#).

No Deduction
 Installation Deduction ⓘ
 Ineligible Source - SO 2021 Deduction ⓘ
 Ineligible Source - Study/Methodology Deduction ⓘ

Enter the weight of the material to be deducted

	Weight (in kg)
Glass	<input type="text" value="1000"/>
Flexible Plastic	<input type="text" value="1000"/>
Rigid Plastic	<input type="text" value="1000"/>
Metal	<input type="text" value="10"/>
Paper	<input type="text" value="1500"/>

Upload Deduction Support Document
Provide any available supporting documentation for your deduction type and calculation

Press **Save & Next** to continue to Brand Supply

Supply report Brand List

1. If this is your first time reporting a list of brands in the Registry, click **Download Brand Supply List** to download a blank template.

If you have submitted a brand supply list previously, click **Download Last Year Brand Supply** to review and update/verify the information that was submitted last year.

2. Review the information in the pop-up and click **Confirm**.

Download Last Year Brand Supply

It is your responsibility to review and upload a brand supply list every year to ensure the list contains all brands your company included in your supply report regardless of why you are the producer for them (e.g., brand holder, importer or retailer). If your company only supplies one brand, you may upload an unrevised version of your brand supply list.

Confirm

A Testing Company

2023 Blue Box Supply Report

Enter your data and click **Save & Next** to move to the next reporting screen. Click Previous to return to the previous reporting screen. You will be able to view your collection system requirements and minimal management requirements before confirming payment.

Revenue Check > Supply Data > Deductions > Brand Supply > Confirm and Pay

Upload List of Brands Supplied

Provide a list of all brands you included in your supply regardless of why you are the producer for them (e.g., importer or brand holder).

Please ensure the list of brand meets the following requirements:

- Save the list of brands as an Excel CSV file. The file must be encoded as UTF-8.
- Using Column A only, list each brand in a separate line, resulting in one brand name per row. Do not enter data in any other columns.
- There are no headers present in the file (only the names of supplied brands).
- Brand names only include these characters: alphanumeric, space, hyphen, periods and parentheses.
- Brand names do not include special characters like quotes (double or single), brackets and semicolons.
- File size is less than or equal to 5 MB.

Upload Brand Supply List

1

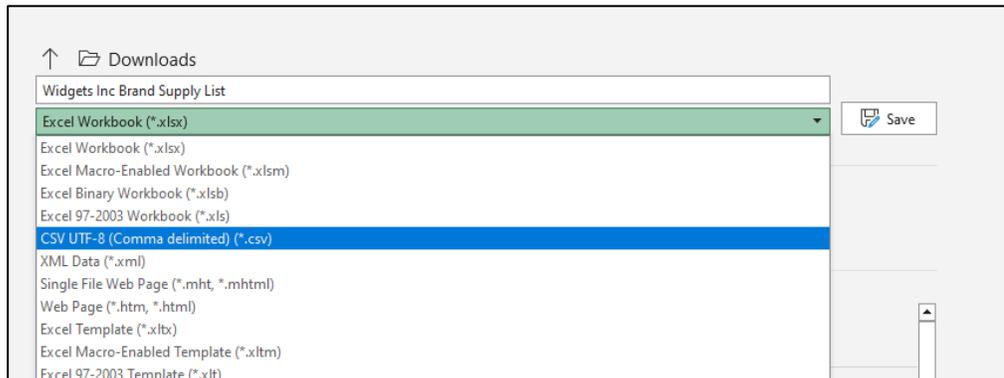
Click Save & Next to view the Report Summary and complete your report.

2

Supply report

Brand List

1. Once you have completed, reviewed or updated your brand supply list, ensure that the document meets the requirements outlined on the **Upload List of Brands Supplied** screen.
2. Save your Excel file as CSV UTF-8. No other extensions can be uploaded.
3. Click the **Upload** button to select and upload the file.
4. Click **Save & Next**.



A Testing Company

2023 Blue Box Supply Report

Enter your data and click **Save & Next** to move to the next reporting screen. Click Previous to return to the previous reporting screen. You will be able to view your collection system requirements and minimal management requirements before confirming payment.

Revenue Check > Supply Data > Deductions > Brand Supply > Confirm and Pay

1 Upload List of Brands Supplied

Provide a list of all brands you included in your supply regardless of why you are the producer for them (e.g., importer or brand holder).

Please ensure the list of brand meets the following requirements:

- Save the list of brands as an Excel CSV file. The file must be encoded as UTF-8.
- Using Column A only, list each brand in a separate line, resulting in one brand name per row. Do not enter data in any other columns.
- There are no headers present in the file (only the names of supplied brands).
- Brand names only include these characters: alphanumeric, space, hyphen, periods and parentheses.
- Brand names do not include special characters like quotes (double or single), brackets and semicolons.
- File size is less than or equal to 5 MB.

Upload Brand Supply List

Download Last Year Brand Supply

Upload

Click Save & Next to view the Report Summary and complete your report.

Previous Save & Next

A green circle with the number '3' is overlaid on the 'Upload' button, and a green circle with the number '4' is overlaid on the 'Save & Next' button.

Supply report

Executive Attestation Form

1. If this is your first data submission to RPRA through the Registry portal, click **Download blank Executive Attestation form** to download a blank version of the form.
2. Have the appropriate executive complete the form. They must have authority to bind the corporation.
3. Once you have saved the completed version of the form to your computer, click the **Upload** button. Navigate to your saved form and upload.

< Back to Dashboard

BBTestAcct2
2021 Blue Box Supply Report

Report Status
In Progress

Report Summary

Your minimum management requirements for 2022 are:

0 Kilograms	Beverage Container
0 Kilograms	Glass
0 Kilograms	Flexible Plastic
0 Kilograms	Rigid Plastic
0 Kilograms	Metal
0 Kilograms	Paper

Your minimum management requirements are calculated in accordance with Section 40 of the Blue Box Regulation.

Submit Report

Upload Executive Attestation

Upload

Download blank Executive Attestation form

Registry Fee Payment

\$75.00

Select Payment Method

2020

Blue Box Materials

	Weight (in kg)
Beverage Container	1
Glass	1
Flexible Plastic	1

Note: The executive attestation form is only required for the first submission of data to RPRA within the portal.

Supply report Confirm and Pay

Before submitting the report, you will need to select your payment method and submit payment for the **Registry Fee**. This amount is calculated in the system based on your reported supply data.

1. Once you have uploaded your Executive Attestation form, the **Select Payment Method** button will become clickable.
2. Click **Select Payment Method**. Choose your desired payment method from the drop-down menu, fill in any required payment details*.
3. Click **Submit**.

* If a secondary user is reporting supply data on your behalf (a PRO) please ensure they are aware of your payment process. Payment method **cannot** be changed once the supply report is submitted.

1

Back to Dashboard
BBTestAcct2
2021 Blue Box Supply Report

Report Status
In Progress

Report Summary

Your minimum management requirements for 2022 are:

0 Kilograms	Beverage Container
0 Kilograms	Glass
0 Kilograms	Flexible Plastic
0 Kilograms	Rigid Plastic
0 Kilograms	Metal
0 Kilograms	Paper

Your minimum management requirements are calculated in accordance with Section 40 of the Blue Box Regulation.

2020

Blue Box Materials

	Weight (in kg)
Beverage Container	1
Glass	1
Flexible Plastic	1

Submit Report

File has been successfully uploaded

Executive Attestation

Executive Attestation Form (1).pdf

Remove

Replace

Download blank Executive Attestation form

Registry Fee Payment

\$75.00

Select Payment Method

2

Payment Method

Select Payment Method

--none--

--none--

Bank Withdrawal

Credit Card

EDI Payment Method

Cheque

Electronic Bill Payment

Submit

3

Supply report

Downloading your Report

Once your report has been successfully submitted, you will return to the **Blue Box Homepage**.

1. To download a PDF of your report, including your invoice, click the **Download** button.

Mining Incorporation
Blue Box Homepage Registration #:00010806

Blue Box
Switch Programs

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

Producer * PRO Status Add Roles

Report	Status	Last Updated By	Action
2022 Blue Box Supply Report	Not Started Due Date: Oct 31, 2022		Start
2021 Blue Box Supply Report	Submitted Sept 07, 2022 12:36 p.m.	Charlie Davidson	View Download

Has your business contracted one or more Producer Responsibility Organizations (PROs) to act on your behalf?
If so, click Yes to identify them, their responsibilities, and provide them access to report performance on your behalf. Only make a selection once you know whether or not you will be working with a PRO.

My business will not be contracting with any PROs.

My business has contracted one or more PROs.

1

RPRA
Resource Productivity
& Recovery Authority

4711 Yonge Street, Suite 408
Toronto, Ontario
Canada, M2N 6K8
GST/HST #: 860476506

2021 Blue Box Supply Report
Supply report submitted and received by RPRA on Sep 7, 2022.
Invoice Number: 000006086

Invoice Details

Report: 2021 Blue Box Supply Report	Invoice Date: 9/7/2022
Invoice Status: Initiated	Total: CAD \$3,579.60
Registration Number: 00010806	Payment Method: Cheque

Billing Information

Charlie Davidson
Mining Incorporation
4165259052
miningincorporation@yopmail.com

123 Queen ST W
Toronto, Ontario
Canada, M3J 1K0

Line Items

Item	Quantity	Price
Registry Fees	1.00	CAD \$ 3,579.60
Total		CAD \$ 3,579.60

Terms: due on receipt

Your minimum management requirements for 2022 are:

0 Kilograms	Beverage Container
0 Kilograms	Glass
0 Kilograms	Flexible Plastic
0 Kilograms	Rigid Plastic
0 Kilograms	Metal

This document was generated on:
Sep 07, 2022 12:36 PM
By miningincorporation@yopmail.com

Page 1 of 3

Supply report

Minimum Management Requirements

IMPORTANT: Starting in 2022, a producer's **minimum management requirement** will be calculated using the supply data provided. There were no minimum management requirements in 2021. The requirements are included in your invoice and can be seen at any time by reviewing your supply data report in the portal.

< Back to Dashboard

BBTestAcct2
2021 Blue Box Supply Report

Report Status
In Progress

Submit Report

File has been successfully uploaded

Executive Attestation (1).pdf
Remove
Replace

Download blank Executive Attestation form

Registry Fee Payment \$75.00
Select Payment Method

Report Summary

Your minimum management requirements for 2022 are:

0 Kilograms	Beverage Container
0 Kilograms	Glass
0 Kilograms	Flexible Plastic
0 Kilograms	Rigid Plastic
0 Kilograms	Metal
0 Kilograms	Paper

Your minimum management requirements are calculated in accordance with Section 40 of the Blue Box Regulation.

2020

Blue Box Materials

	Weight (in kg)
Beverage Container	1
Glass	1
Flexible Plastic	1

RPR
Resource Productivity & Recovery Authority

4711 Yonge Street, Suite 408
Toronto, Ontario
Canada, M2N 6K8
GST/HST #: 860476506

2021 Blue Box Supply Report

Supply report submitted and received by RPR on Sep 7, 2022.

Invoice Number: 00006086

Invoice Details

Report:	2021 Blue Box Supply Report	Invoice Date:	9/7/2022
Invoice Status:	Initiated	Total:	CAD \$3,579.60
Registration Number:	00010806	Payment Method:	Cheque

Billing Information

Charlie Davidson Mining Incorporation
4165259052
miningincorporation@yopmail.com

123 Queen ST W
Toronto, Ontario
Canada, M3J 1K0

Line Items

Item	Quantity	Price
Registry Fees	1.00	CAD \$ 3,579.60
Total		CAD \$ 3,579.60

Terms: due on receipt

Your minimum management requirements for 2022 are:

0 Kilograms	Beverage Container
0 Kilograms	Glass
0 Kilograms	Flexible Plastic
0 Kilograms	Rigid Plastic
0 Kilograms	Metal

This document was generated on:
Sep 07, 2022 12:36 PM
By miningincorporation@yopmail.com

Page 1 of 3

A producer's management requirement is how much Blue Box material they must recover each year, which is calculated based on what they supplied into Ontario the previous calendar year and the resource recovery percentage as set in the regulation.

How to Select and Manage a PRO



Managing a PRO

Reporting responsibility selection

IMPORTANT: If you have chosen to work with a PRO you must report it in the Registry as soon as possible. If you have not yet chosen a PRO at the time of reporting, you must log back into the Registry and assign your PRO once you have made a decision.

In 2024, producers must indicate in their registry account that their PRO **reports in full** performance reporting. *

1. If you will not be contracting with any PRO, click the **No** button.
2. If you are contracting with one or more PROs to act on your behalf, click the **Yes** button.

The screenshot shows the RPRA Blue Box Homepage for user BBTestAcct2. The page includes a navigation bar with the RPRA logo, user name, and a Logout button. Below the navigation bar, there is a header section with the user's account name and a registration number. A notification banner indicates that there are incomplete items. The main content area features a 'Blue Box' section with a table of reports. The table has columns for Report, Status, Last Updated By, and Action. Below the table, there is a question about contracting with PROs and two buttons: 'No' and 'Yes'. The 'No' button is highlighted with a green circle and the number 1, and the 'Yes' button is highlighted with a green circle and the number 2.

RPRA
Resource Productivity & Recovery Authority

BB TestAcct2 Logout

BBTestAcct2
Blue Box Homepage

Registration #:00010671

Blue Box
Switch Programs

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

Producer * Processor PRO Status Add Roles

Report	Status	Last Updated By	Action
2023 Blue Box Supply Report	Not Started Due Date: Oct 31, 2023		Start
2022 Blue Box Supply Report	Submitted Jun 23, 2022 02:24 p.m.	BB TestAcct2	View Download
2021 Blue Box Supply Report	Submitted Jun 23, 2022 02:15 p.m.	BB TestAcct2	View Download

Has your business contracted one or more Producer Responsibility Organizations (PROs) to act on your behalf?
If so, click Yes to identify them, their responsibilities, and provide them access to report performance on your behalf. Only make a selection once you know whether or not you will be working with a PRO.

No My business will not be contracting with any PROs.

Yes My business has contracted one or more PROs.

*If you want a PRO to report your supply data on your behalf, please see slide 11 to add them as a secondary user.

Managing a PRO

Reporting responsibility selection

If you are contracting with one or more PROs to act on your behalf, and have clicked the **Yes** button, you will be taken to another screen to Manage Reporting Responsibilities.

1. Select the PRO that will be reporting on your behalf from the drop-down menu. Enter the **Service Start Date** and **Service Stop Date**. Select **Reports in part** or **Reports in full** from the drop-down menu for the applicable report. If you have multiple PROs reporting your performance or collection and management, select **Reports in part**.
2. Click the checkbox to confirm that you have a contract with the PROs identified and that you authorize them to have access to report performance, collection and management data on your behalf.
3. Click **Done**.

The PRO will now be listed as active on your Blue Box Homepage.

The screenshot shows a mobile application interface titled "Manage Reporting Responsibilities". At the top, it says "(registry@rpra.ca) for assistance in fulfilling your reporting obligations." Below this is a text box with instructions: "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." There is a table with columns: "PRO", "Service Start Date", "Service Stop Date", and "Responsible for Performance Report". Below the table, there are two sections: "Responsible for Collection and Management Report" and "Responsible for Performance Report". A green box labeled "1" highlights a row in the table with "AG Collector" in the PRO column, "23-Jun-202:" in the Service Start Date column, "23-Jun-202:" in the Service Stop Date column, and "Reports in ft." in the Responsible for Performance Report column. Below this row is an "Add PRO" button. A green box labeled "2" highlights a confirmation checkbox that is checked, with the text "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." A green box labeled "3" highlights the "Done" button at the bottom right of the form. There is also a "Cancel" button at the bottom left.

How to add a PRO to report supply data on a producer's behalf

A producer may have an agreement with a PRO to report their supply data on their behalf. To add a PRO as a secondary user, follow the same steps as slides 11-12 using the information below:

1. Use the unique email address provided to you by your PRO.
2. Ensure that you designate the PRO as a **Secondary User**.
3. Click the checkbox to confirm that the individual is authorized to create/modify data.
4. Click **Save**.

The screenshot shows the 'Manage Users' form with the following fields and annotations:

- Annotation 1:** A green circle with the number '1' is positioned to the left of the 'Program' dropdown menu, which is currently set to 'Blue Box'.
- Annotation 2:** A green circle with the number '2' is positioned to the left of a green-bordered box containing a checkbox and the text 'I hereby authorize this user to create/modify data.'.
- Annotation 3:** A green circle with the number '3' is positioned to the right of a green-bordered box containing the 'User Access Level' section, which has radio buttons for 'Primary' and 'Secondary' (the 'Secondary' option is selected).

Other visible fields in the form include: Email (accounts@fruitpro.com), First Name (Sonja), Last Name (Smith), Job Title, Business Phone Number (5196234785), Phone Extension, and Mobile Phone Number (5196234785). There is also a button labeled 'Add Another Program' and 'Cancel' at the bottom left, and a 'Save' button at the bottom right.

FAQs



Frequently Asked Questions - Registration

- 1. I registered and reported last year but I didn't receive an email prompting me to login to the portal. What do I do?**
 - The Registry portal will automatically send the initial email to the person listed as the primary contact on your company's 2021 manual registration form. If the primary contact has changed, please reach out to registry@rpra.ca to update the contact information for your account.
- 2. What is the difference between an account admin, a primary and a secondary user in the Registry portal?**
 - Account admins have access to all information within a registrant's account. They can create and assign primary and secondary users access to the account, edit and submit reports and pay fees. They are the only ones who can manage PROs. Account admins can view all activities users undertake. They will also be the recipient of emails from the Registry portal.
 - Primary users can only assign secondary users access to the account, edit and submit reports and pay fees.
 - Secondary users can only edit and submit reports and pay fees.

Frequently Asked Questions – Supply Data Reporting

1. What materials should I report?

- Please see the compliance bulletin ['What Blue Box materials need to be reported?'](#)

2. What deductions are available to producers?

- Please see the [Blue Box deduction FAQs](#).

3. What is a brand supply list?

- A brand supply list is a list of brands of obligated products that a producer supplies to consumers in Ontario. A producer must provide a brand supply list that makes up their supply data annually to RPRA.

4. If I already reported my supply data to Stewardship Ontario, do I have to report again to RPRA?

- Yes, producers are legally required to register and report to RPRA. Additionally, there are some differences between what materials were reported to Stewardship Ontario and what must now be reported to RPRA. Differences include:
 - Newly obligated materials
 - Brand holder in Canada (rather than Ontario)
 - Producer must report total supply, and then report any weight to be deducted separately
 - Deductions for producer supply differs from Stewardship Ontario reporting.

Frequently Asked Questions – Supply Data Reporting

- 1. I am a registered charity or a municipality. How do I determine what my revenue is as a producer?**
 - Please see the revenue considerations for registered charities and municipalities [FAQs](#).
- 2. Where can I learn more about my minimum management requirements?**
 - You can read more about producer's obligations for material management on our [Blue Box producer page](#).
- 3. How do I register and report if I am a producer of newspapers?**
 - Newspaper producers must register and annually report the amount of Blue Box materials they supply. Similar to other producers, they must report their supply data in the Registry and in addition, indicate what percentage of their total supply is comprised of newspapers.
- 4. What do I do if I misreported my supply data?**
 - Please see this [FAQ](#) for the process to inform RPRA of the error.

Frequently Asked Questions – Managing a PRO

1. Why can't I add my PRO for supply data reporting under Manage a PRO?

- The Registry portals currently support PROs providing performance reporting on behalf of producers under “Managing a PRO”.
- To accommodate the request for Blue Box PROs to provide supply data reporting on behalf of producers, the Blue Box portal will allow producers to assign PROs as secondary users using a unique email address as provided by the PROs.

2. How do I and/or my PRO(s) report my performance?

- Producers with management requirements (or a PRO on their behalf) must report on their performance and management activities.
- The performance report will be submitted by a PRO on behalf of their producer clients. However, it remains the producer's responsibility to ensure their report is submitted by the deadline.
- To ensure that your report is submitted on time, you must indicate that your PRO reports in full on your behalf in your registry account. See slide 27 for instructions.