

# 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](mailto: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](https://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

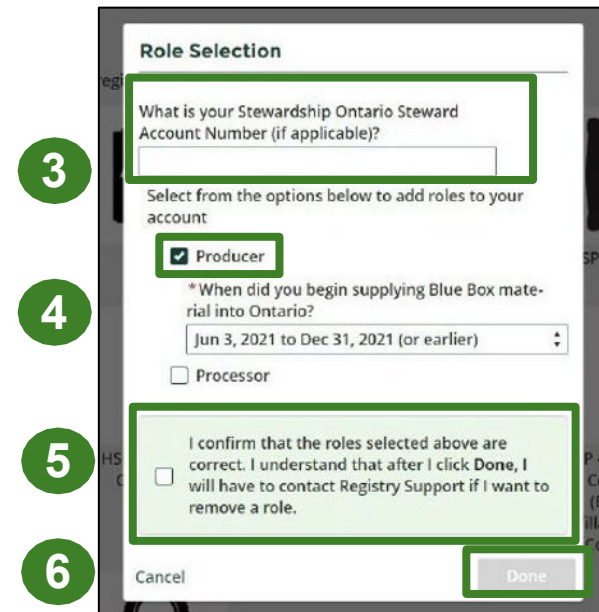
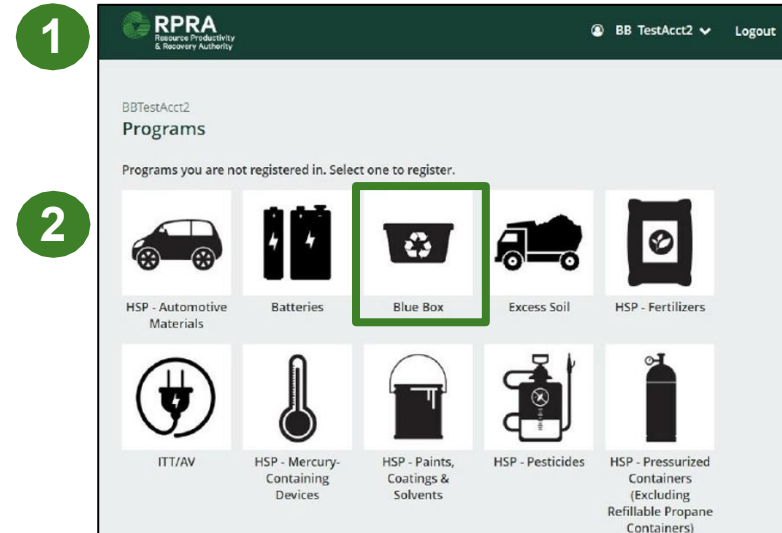
Confirm Password

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**.



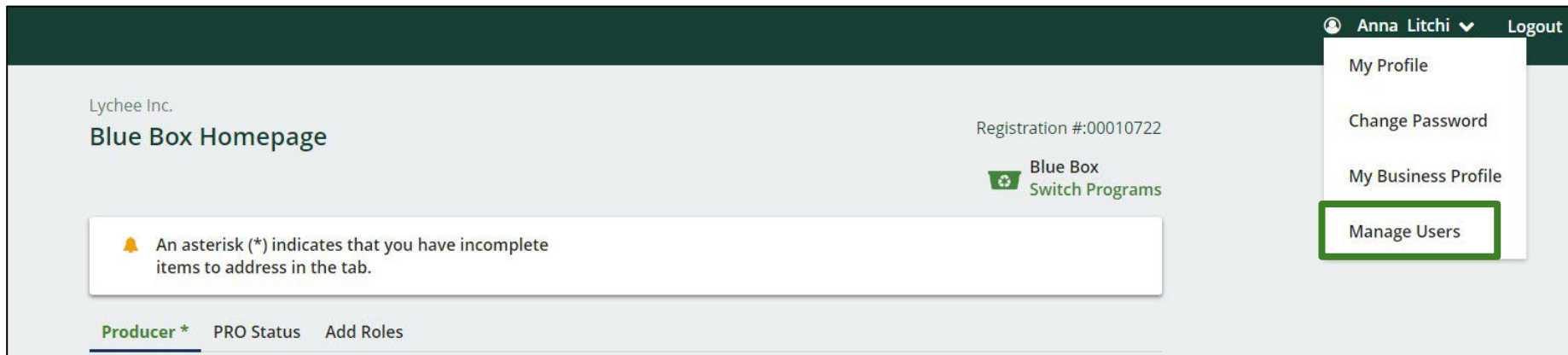


# How to manage contacts on your Registry account

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'](#).

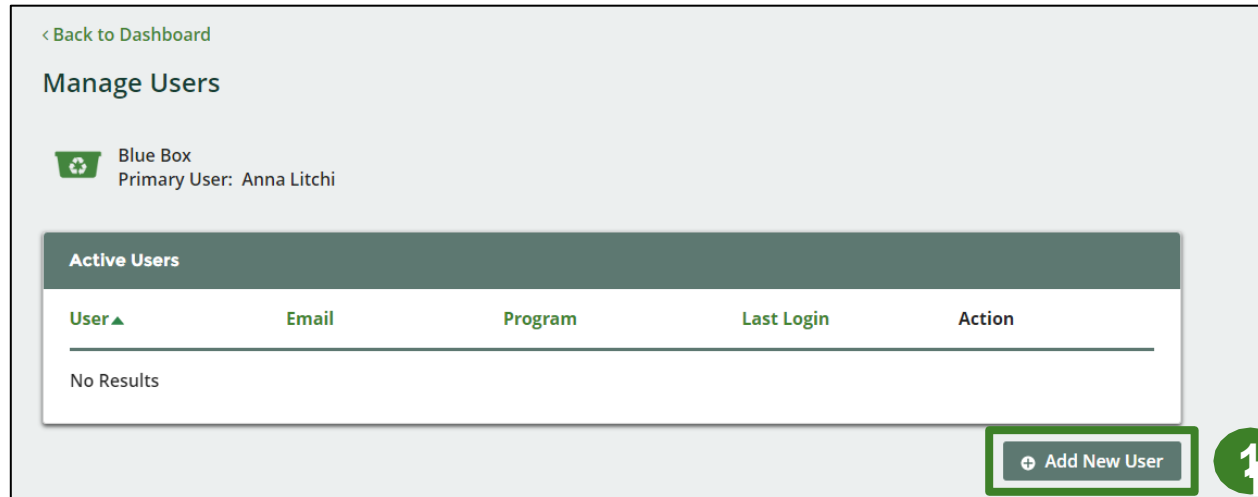
1. Once you are logged into your account, click on the drop-down arrow in the top right corner and select **Manage Users** as shown below.



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

# How to manage contacts on your Registry account cont.

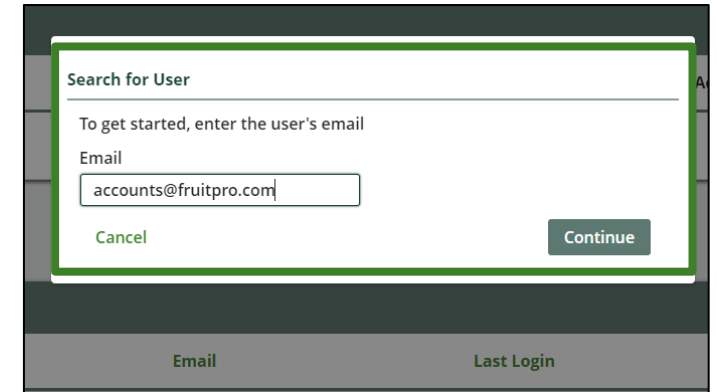
1. Click **Add New User** to add an additional user to your account.



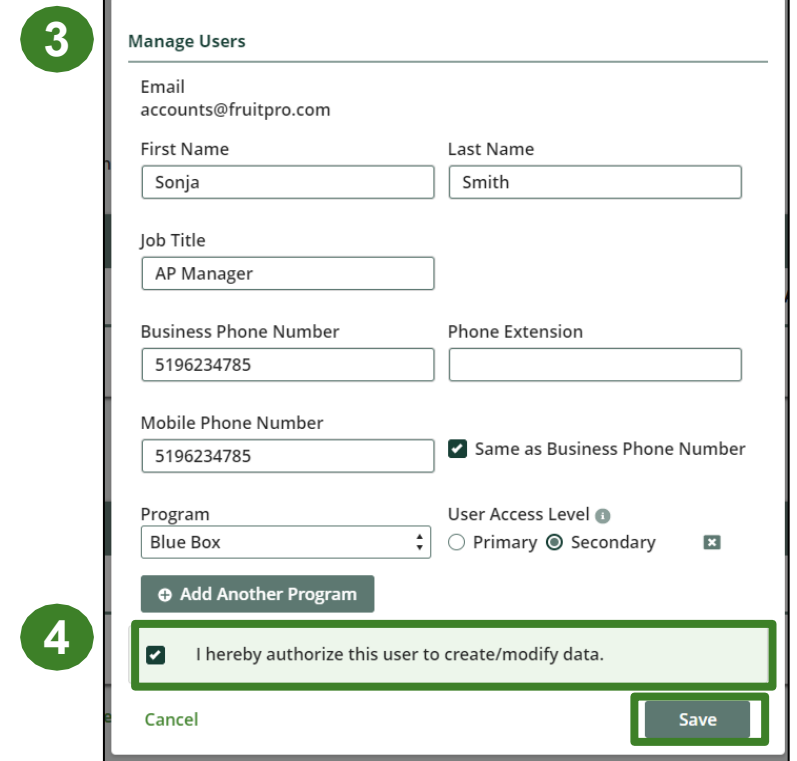
The screenshot shows the 'Manage Users' interface. At the top, there is a 'Back to Dashboard' link and the account name 'Blue Box' with the primary user 'Anna Litchi'. Below this is a table titled 'Active Users' with columns for 'User', 'Email', 'Program', 'Last Login', and 'Action'. The table currently shows 'No Results'. At the bottom right of the table, there is a button labeled '+ Add New User' which 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 a text input field with the email 'accounts@fruitpro.com' and a 'Continue' button highlighted with a green box and a circled '2'. There is also a 'Cancel' button.



The screenshot shows the 'Manage Users' form. The email field is filled with 'accounts@fruitpro.com'. Below it are fields for 'First Name' (Sonja) and 'Last Name' (Smith), 'Job Title' (AP Manager), 'Business Phone Number' (5196234785), and 'Mobile Phone Number' (5196234785) with a checked checkbox for 'Same as Business Phone Number'. The 'Program' is set to 'Blue Box' and the 'User Access Level' is set to 'Secondary'. At the bottom, there is a checkbox labeled 'I hereby authorize this user to create/modify data.' which is checked, and a 'Save' button 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**

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**

# 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.*

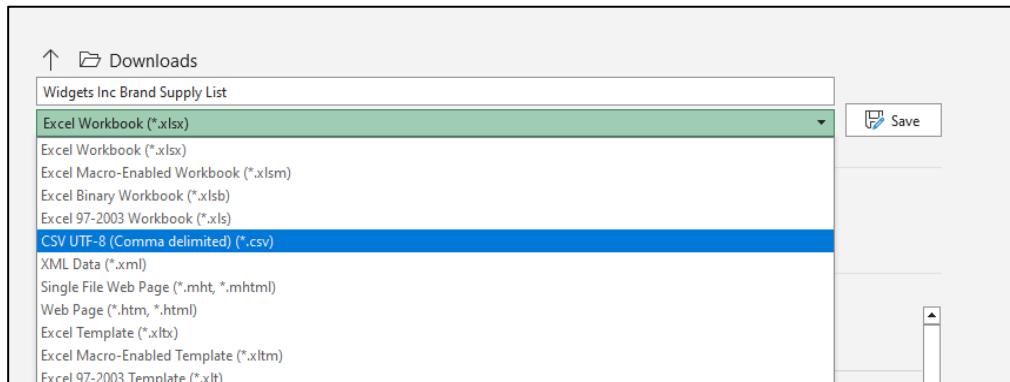
**2**



# 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

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 <b>Download</b>

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**

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

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

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

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

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
<b>Total</b>		<b>CAD \$ 3,579.60</b>

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

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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 RPR Blue Box Homepage for user BBTestAcct2. The page includes a navigation bar with the RPR 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.

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: "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](mailto: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.