Blue Box Producer Registry Portal & Supply Reporting Guide

Version 1.2

Updated March 31, 2023

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Introduction

What is Blue Box supply data reporting?

A Blue Box supply data report 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 a supply data report determines a producer's management requirements for the following year.

This guide will assist Blue Box producers with understanding what data they need to report and provide step-by-step instructions on how to complete their supply report in the Registry.

Additional resources:

- Further information about the Blue Box Regulation can be found on the Authority's website: https://rpra.ca/programs/blue-box/regulation/
- If you have questions that are not answered in this guide, please contact the Compliance and Registry Team at registry@rpra.ca or call **1-833-600-0530**.

What data needs to be reported for the supply report?

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

- If your gross annual revenue in Ontario is above or below the $2 million threshold
- The weight of Blue Box materials supplied in the previous calendar year (e.g., for the supply report due in 2023, you are required to report 2022 weights).
- If applicable, the weight of Blue Box materials to be deducted.
- For newspaper producers, the percentage of your total Blue Box material supply that was made up of newspaper.
- A list of the brands that make up the previous year's supply data

For more information on:

- Obligated Blue Box materials, see the Compliance Bulletin "What Blue Box materials need to be reported?".
- Gathering and reporting your supply data, see the Blue Box Verification and Audit Procedure.
- Allowable deductions under the Blue Box regulation, visit our FAQs here.

How to log into the registry

The supply data report is completed online through RPRA's Registry. You can access your registry account here: registry.rpra.ca

If your company has an existing registry account, you do not need to create a new. Log in to your existing account and all the programs you are enrolled in will appear on the homepage.

Tips for logging in to an existing registry account:

- If you have forgotten your password, click **Forgot Password** on the login screen and follow the instructions provided
- The registry **will not work** with the Internet Explorer web browser. Google Chrome is the recommended web browser to access the registry.

If your company doesn't have an account, click "Don't have an Account? Create a new 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**.

New Registrants - Creating an Account

1. You will receive an email with a link to activate your account and create a password.
   - If you do not receive the email, check your junk/spam folder. You could also contact your IT department to determine if a firewall or security feature is blocking the email.

2. Click the link in the email to reach the **Create Password** page.

3. Create a password that fulfills the password requirements and click **Set Password.**

Please note: When creating a password, you must use one of the special characters listed in the password requirements.

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   Set Password   **3**

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

1. After you log into the **registry**, you will land on the **Programs** screen. Click on **Programs You Are Not Registered 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.
   - This information will help determine if you are required to report on previous years, in addition to the current year

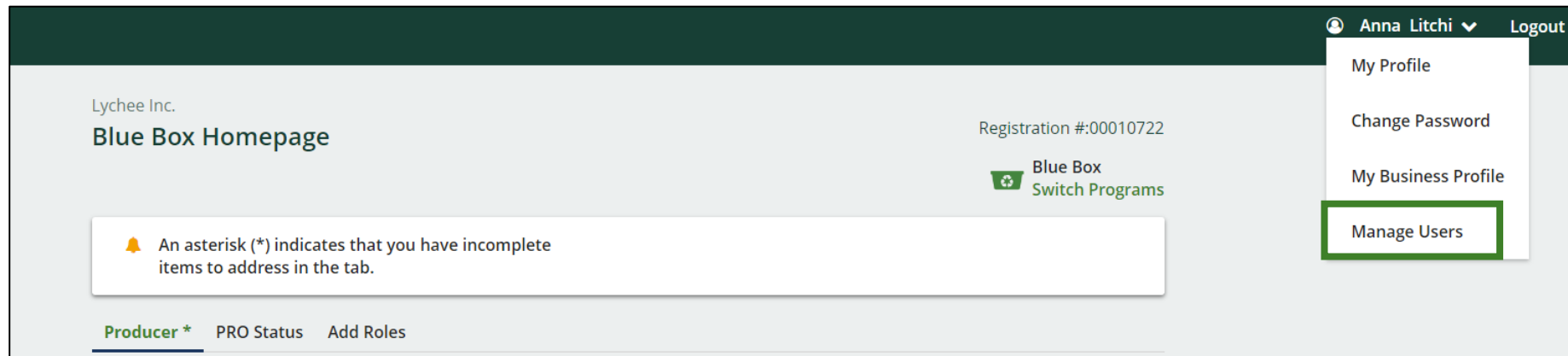5. Confirm **the role you have selected is correct.**

6. Click **Done.**

How to manage contacts in your registry account

- Only the account admin has permission to add new or manage existing users in the account.
- The account admin can add users to the programs they need to access (ex. Billy needs permission to view and complete Reports for the Blue Box program)*.
- Users are program-specific. The account admin must assign a primary user to each program your company is enrolled in.

To manage contacts in your Registry account, please follow these 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.
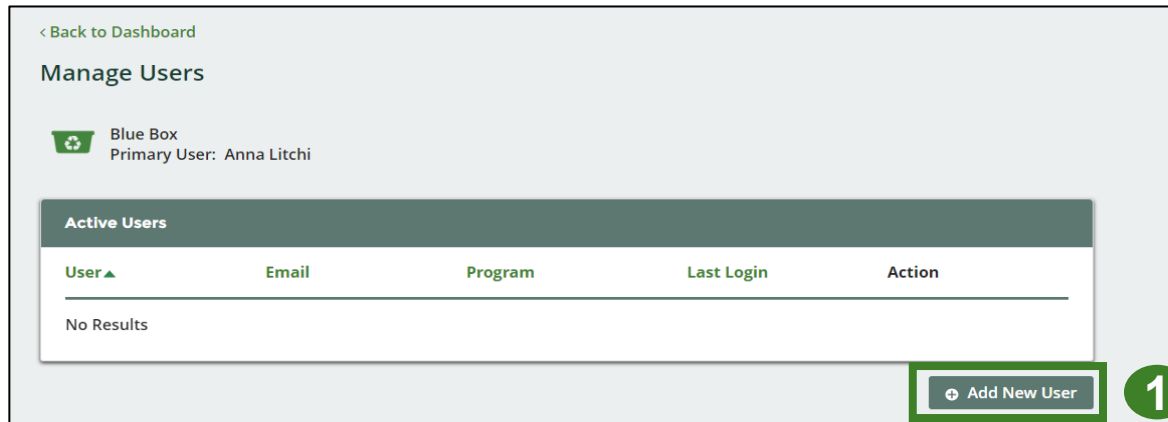

* Account Admins are usually the individual who will oversee the producer's reporting obligations.

How to manage contacts in your registry account (cont'd)

Under Actions, click **Manage** to update preferences of existing users

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

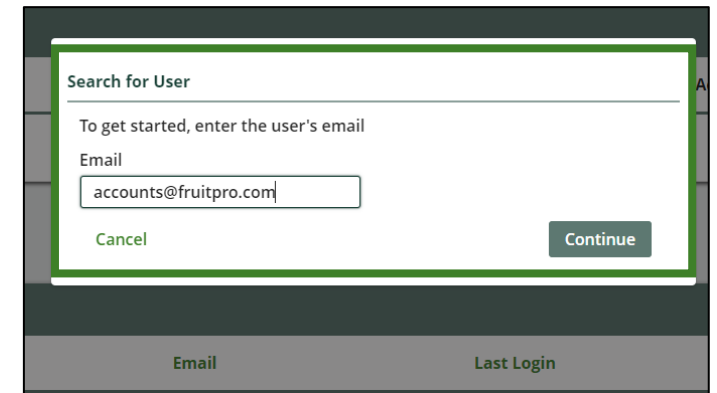3. Enter the user's email address in the **Search for User** window.

4. Ensure you have selected "Blue Box" in the **Program** field

5. Complete the rest of the user profile and click the **User Access Level** you wish for them to have. *
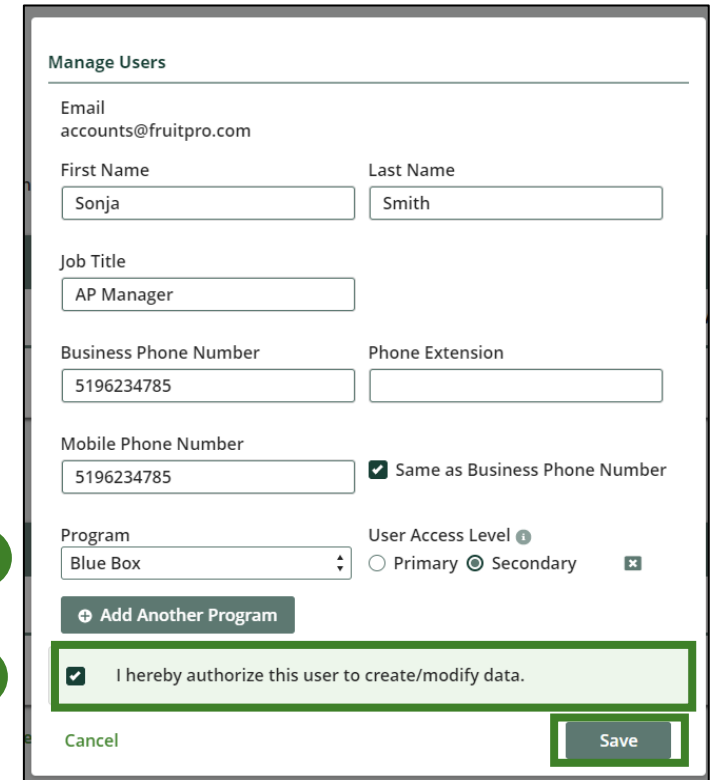
6. Click the checkbox to confirm that the individual is authorized to create/modify data.

7. Click **Save.**

* See this FAQ for more details on User Access levels.

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.**

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.**

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?   [Yes ▾]

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?   [No ▾]

Press Save & Next to continue to Supply Data   [Save & Next]

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

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.

Supply report
Deductions

1. If applicable, enter the weight of materials to be deducted from the weight of materials supplied.
   - 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. 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 |

Supply Deductions

Enter the weight of materials to be deducted from the weight of materials supplied.

Allowable deductions are for Blue Box materials that are deposited into a receptacle at a location that is:

a. not an eligible source, and where the product related to the blue box material was supplied and used or consumed. For example, a fast-food restaurant.
b. collected from an eligible source at the time a related product was installed or delivered. For example, packaging that is removed from the house by a technician installing a new appliance.

	Weight (in kg)
Glass	0
Flexible Plastic	0
Rigid Plastic	0
Metal	0
Paper	0

Press *Save & Next* to continue to Brand Supply

Previous   Save & Next

Supply report
Brand List – 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.

Do:
- Include all the brands that are reflected within the supply data, regardless of if they are supplied, imported or manufactured by your company

Do Not:
- Report brands that are not reflected in the supply data (For example: a brand that your company sells, but for which there is a different obligated producer)
- Report units sold, volume of units, or any other commercially sensitive data in the brand list

Some producers may only need to report one brand in their list, i.e., their business operating name, such as a financial institution, charitable organization or a municipality.

Supply report
Brand List

1. Click to **Download Brand Supply List**. If you have not yet reported a list of brands through the Registry, this will be a blank template. If you have previously reported your brands, this will be the list that was uploaded in the previous year.

2. A window about submitting your brand supply list will then pop up. Click **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.
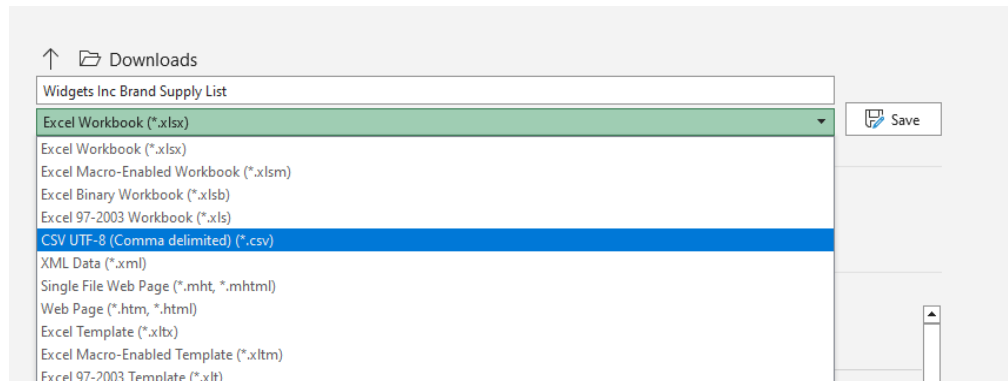- File size is less than or equal to 5 MB.

Upload Brand Supply List

① ⬇ Download Last Year Brand Supply

[Upload]

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

[Previous]   [Save & Next]

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] ②

Supply report
Brand List

1. 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 and navigate to the file. 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

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- 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] **3**

Click Save & Next to view the Report Summary and complete your report.   [Previous]   [Save & Next] **4**

Supply report
Executive Attestation Form

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

1. 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.

Supply report
Confirm and Pay

Before submitting the report, you will need to select and submit payment for the **Registry Fee**. This amount has been calculated in the system based on the supply data you have provided.

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 PRO is reporting supply data on your behalf, please ensure they are aware of your payment process. Payment methods **cannot** be changed once the supply report is submitted.

Supply report
Downloading your Report and invoice

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.

Supply report
Minimum Management Requirements

IMPORTANT: Starting with the 2022 Supply Report and every year following, a producer's **minimum management requirement** will be calculated using the supply data provided.

The management requirements are included in your invoice and can be seen at any time by reviewing your supply data report in the portal.

What is a producer's management requirement?

- Refers to how much Blue Box material the producer must recover each year.
- Calculated from supply data reported two years prior.
  - For example, 2023 management requirements were based on 2021 supply data (submitted in producers' 2022 Supply Report).

How to Select and Manage a PRO

Managing a PRO
Reporting responsibility selection

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

As a Producer, you can **add a PRO(s)** to report on your behalf for Performance Reporting or Collection and Management Reporting from the Blue Box Homepage*****.

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.

*If you want a PRO to report your supply data on your behalf, please see slide 28 to add them as a secondary user.

Managing a PRO
Reporting responsibility selection

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

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.

*If your PRO contract does not have an end date, you can leave the Service Stop Date blank.

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.**

FAQs

Frequently Asked Questions - Registration

Question	Answer
I registered and reported in 2021 using the manual registration form, but I didn't receive an email prompting me to log in to the Registry portal. What do I do?	The Registry portal automatically sent 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.
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

Question	Answer
What materials should I report?	Please see the compliance bulletin "What Blue Box materials need to be reported?"
What deductions are available to producers?	Please see the Blue Box deduction FAQs.
Can data be uploaded with decimal places or as a whole number only?	Please only report whole numbers.
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: o Newly obligated materials o Brand holder in Canada (rather than Ontario) o Producer must report total supply, and then report any weight to be deducted separately o Deductions for producer supply differs from Stewardship Ontario reporting.

Frequently Asked Questions – Supply Data Reporting

Question	Answer
I am a registered charity or a municipality. How do I determine what my gross annual revenue is as a producer?	Please see the revenue considerations for registered charities and municipalities FAQs.
Where can I learn more about my minimum management requirements?	See this FAQ and read more about producer obligations for material management here.
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 within the portal and in addition, indicate what percentage of their total supply is comprised of newspapers.
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

Question	Answer
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.
How do I and/or my PRO(s) report my performance?	Performance reporting is not required under the Blue Box Regulation in 2022 or 2023. More details will be provided closer to the first performance reporting period in 2024.

Frequently Asked Questions – Managing a PRO

Question	Answer
Why can't I see the Manage PRO widget to add my PRO choice?	The Manage PRO option will appear on the dashboard below your list of supply data reports when your supply data reporting is complete <u>and</u> if you have management requirements. If your supply data reporting is below the supply exemption threshold you will not have management requirements, and therefore not need to assign a PRO to assist with your obligations. Also note that Account Admins are the only portal users that can manage your PRO's responsibility, so this widget is not viewable to primary and secondary users.

Frequently Asked Questions – Invoice Payment

Question	Answer
What payment methods are available in the Registry?	When paying fees to RPRA, you can select from one of the following payment methods: • Bank withdrawal (pre-authorized debit) • Credit card • Electronic data interchange (EDI; also commonly known as ACH or EFT) • Electronic bill payment • Cheque You can find specific instructions about each payment method in these FAQs