Lighting Performance
Hauler Reporting Guide

RPRA
Resource Productivity
& Recovery Authority

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Introduction

What is Lighting performance reporting?

Lighting performance reporting is an annual report that haulers with obligations under the Electrical and Electronic Equipment (EEE) Regulation complete to report on their recovery and management activities in the previous calendar year.

This guide will assist Lighting haulers with understanding what data they need to report and provide step-by-step instructions on how to complete the report in the Registry.

Further information about the EEE Regulation can be found on the Authority's website: https://rpra.ca/programs/lighting/

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

What data needs to be reported for the performance report?

If you are a **hauler of lighting**, you are required to report:

1. **Total weight of lighting picked up**
2. **Lighting dropped off**
   1. Sent for processing

How to log into the Registry as an account admin

The performance report is completed online through the RPRA's Registry.

You can access your Registry account here: registry.rpra.ca

Tips for logging into the Registry for the first time:

- If you don't have an account, click "Don't have an Account? Create a new Account".

- The Registry **will not work** with the Internet Explorer web browser. Google Chrome is the recommended web browser to use.

Tips for logging into an existing Registry account:

- If you already have an existing Lighting account, you do not need to create a new one.
  - Simply log into your existing account, which will bring you to the homepage where you will see all programs you are enrolled in.
  - If you have forgotten your password, click "Forgot Password" on the login screen and follow the instructions provided.

How to manage contacts on your Registry account

Account Admins must add any new, or manage existing, contacts under the program they wish to give them access to (e.g., permissions to view and complete Reports).

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

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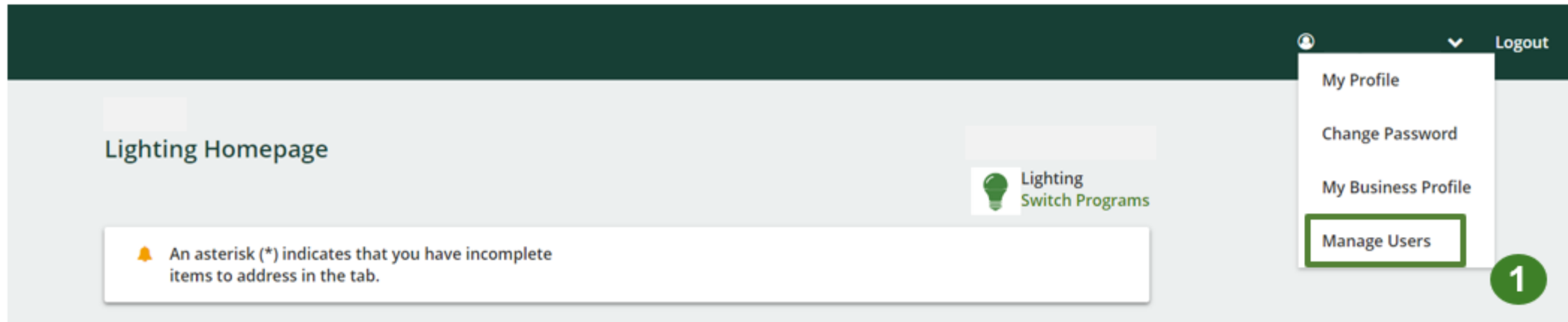
How to manage contacts on your Registry account cont.

1. Under **Action**, click **Edit** to update the preferences of existing users.
2. Click **Add New User** to add an additional user to your account.
3. To give reporting abilities to a **Primary** or **Secondary** contact, select the program from the drop-down that you would like to grant the user access to.
4. Check the box to authorize the user.
5. Click **Save**.

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

How to submit your Performance Report

Performance report
Accessing your program

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

Performance report
Starting your report

1. On the Lighting Homepage, click on the **Hauler** tab to navigate to the hauler reports.

Note: Only the roles you are enrolled in will be clickable (e.g. if you are only a hauler, you cannot click into the other role tabs.).

2. Under **Action**, click on **Start** to begin completing the report for Lighting Performance – Hauler.

Performance report
Starting your report

1. After clicking **Start**, the notice below will appear. After reading the notice, click **Proceed**.
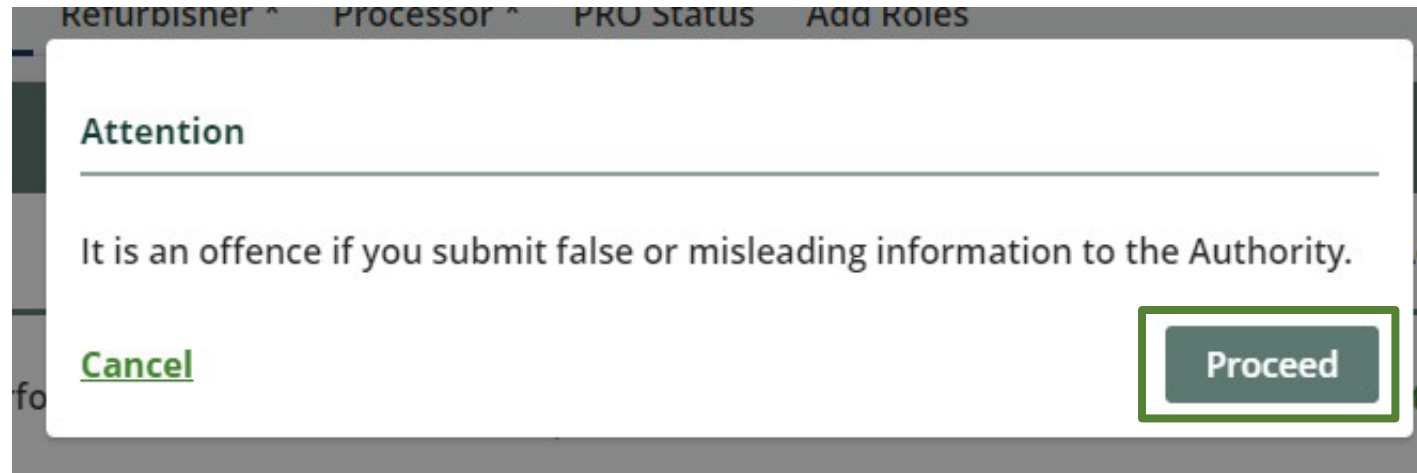
Performance report
Enter your Lighting data picked up inside and outside of Ontario

Before entering any information, your report status will be listed as **Not Started**, and **Submit Report** will be disabled until the report is complete.

1. Under **Lighting Picked Up**, click **Start** to begin entering the lighting weights.

2. Under **Total Picked Up**, enter the total kilograms of lighting picked up inside and outside of Ontario.

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

Performance report
Enter your Lighting data picked up outside of Ontario

1. Under the **Outside Ontario** tab, enter the total kilograms of lighting under the **Total Kilograms** fields if you picked up lighting outside of Ontario.

2. If you did not pick up any **lighting** outside of Ontario, leave the kilograms field blank and select the check box for **I did not pick up any lighting outside Ontario**.

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

Performance report
Review your Lighting pick up data

Once you have begun entering in data for your report, your report status will change to '**In Progress**. You will not be able to click 'submit report' until all fields in the report have been completed.

1. You can review the kilograms of lighting picked up (entered previously).

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

3. Under **Lighting Sent for Processing**, click **Start** to enter the lighting weights dropped off for processing.

‹ Back to Dashboard

2023 Lighting Performance - Hauler

Report Summary

Lighting Picked up

✓ Total Picked Up   Outside Ontario

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

| **Total Picked Up** | **1** | **Total Kilograms** |
| Lighting | | 7,500 |

Total Picked Up data last updated by: Tony Perrotta on Feb 26, 2024 12:28 p.m.

Edit **2**

Sent for Processing

Total weight of lighting sent for processing.

| **Sent for Processing** | **Total Kilograms** |
| Lighting | |

3 Start

Report Status
In Progress

Submit Report

Your report cannot be submitted until all fields have been entered.

Performance report
Enter your Lighting data sent for processing

1. Under **Sent for Processing**, enter the total kilograms for lighting in the fields in the **Total Kilograms** fields.

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

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

Performance report
Review and submit your report

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

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

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

‹ Back to Dashboard

Greentec
2023 Lighting Performance - Hauler

Report Status
In Progress

(1)

Report Summary

Lighting Picked up

✓ Total Picked Up   ✓ Outside Ontario

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

Total Picked Up	Total Kilograms
Lighting	7,500

Total Picked Up data last updated by: on Feb 26, 2024 01:08 p.m.

[Edit]

✓ Sent for Processing

Total weight of lighting sent for processing.

Sent for Processing	Total Kilograms
Lighting	7,500

Sent for Processing data last updated by   on Feb 26, 2024 01:20 p.m.
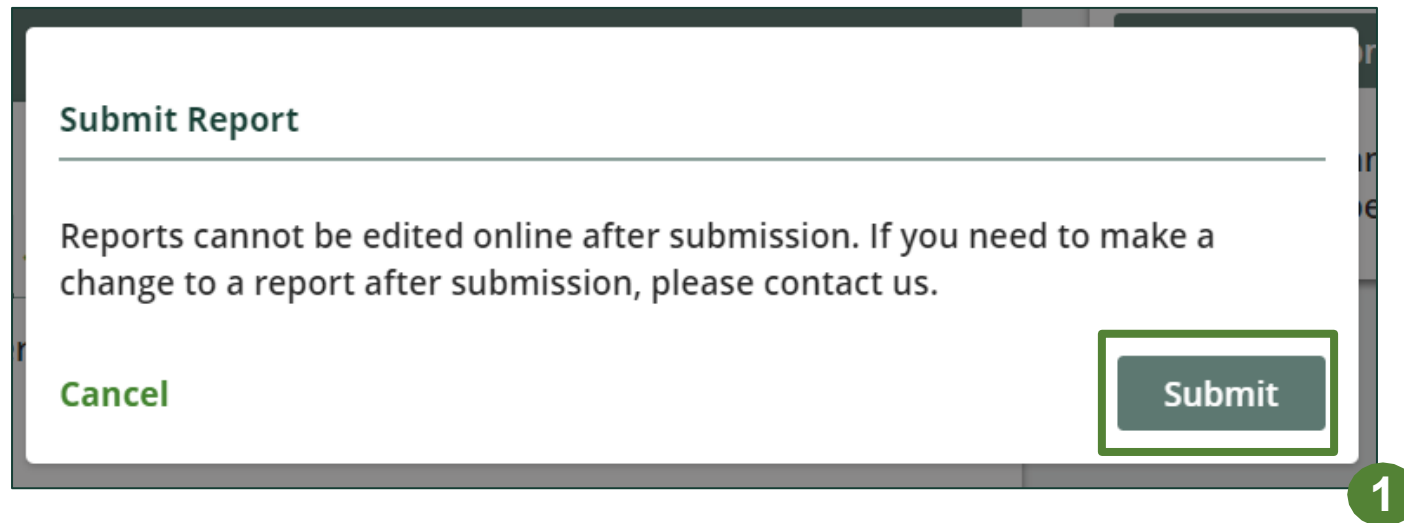
[Edit]

(3)

[Submit Report]

Your report cannot be submitted until all fields have been entered.

Performance report
Submit your report

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

Performance report
Submitted report

1. Your report status should now read as **Submitted**.

2. Click on **Back to Dashboard** to return to the Lighting homepage.

Performance report

View submitted report

1. On the **Lighting Homepage** under the **Hauler** tab, your 2023 Lighting Performance - Hauler report status should show **Submitted**, and who it was last updated by.

2. Under Action, you can either click **View** or **Download** to review and save your report submission.