

Lighting Performance Processor Reporting Guide



Table of Contents

Introduction

- What is Lighting performance reporting?
- What data needs to be reported?
- How to log into the Registry
- How to manage contacts on your Registry account

Performance Reporting

- Step-by step instructions on how to complete the report

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 processors 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 **processor of lighting**, you are required to report:

- Actual weight of lighting received from each hauler
- Processing methods used for resource recovery of lighting
- Actual weight of processed materials (e.g., glass, plastic, mercury, metal, other)
- Weights of processed material outputs
- Actual weight of processed materials that were disposed
- Details of products you or a third party made from your processed materials
- Recycling efficiency rate (RER) percentage

Note: RPRA has developed a calculation for EEE processors to calculate and verify the Recycling Efficiency Rate (RER) of their processing facilities. Please refer to the [EEE Verification and Audit Procedure](#) for more information

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:

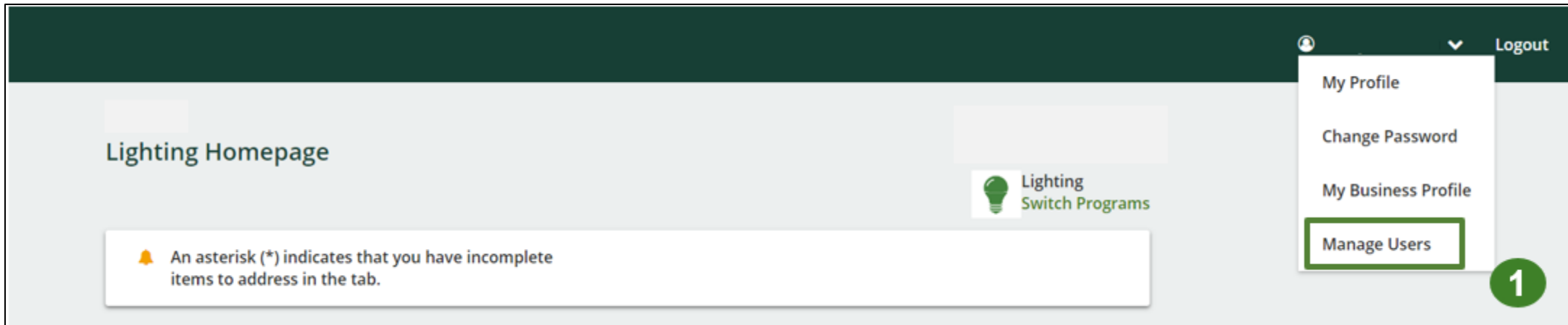
- If you already have an existing account, you do not need to create a new one.
 - Simply log into your existing account, which will bring you to the homepage where you will see all programs you are enrolled in.
 - If you have forgotten your password, click "Forgot Password" on the login screen and follow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

[< Back to Dashboard](#)

Manage Users

 Lighting
Primary User:

A Primary User of a given program has the same abilities as a Secondary User plus the ability to manage users within that program.

Name	Email	Program	Last Login Date	Action
Fake Contact	fake@gmail.com	Lighting		Edit Reset Password Disable

1 entries << < Page 1 of 1 > >> 5 entries per page

[+ Add New User](#)

Manage Users

Email
fake@gmail.com

First Name
Fake

Last Name
Contact

Job Title
Owner

Preferred Language
English

Business Phone Number
3495944958

Phone Extension

Mobile Phone Number
3495944958

Same as Business Phone Number

Program
Lighting

User Access Level
Secondary

[+ Add Another Program](#)

I hereby authorize this user to create/modify data.

Cancel [Save](#)

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

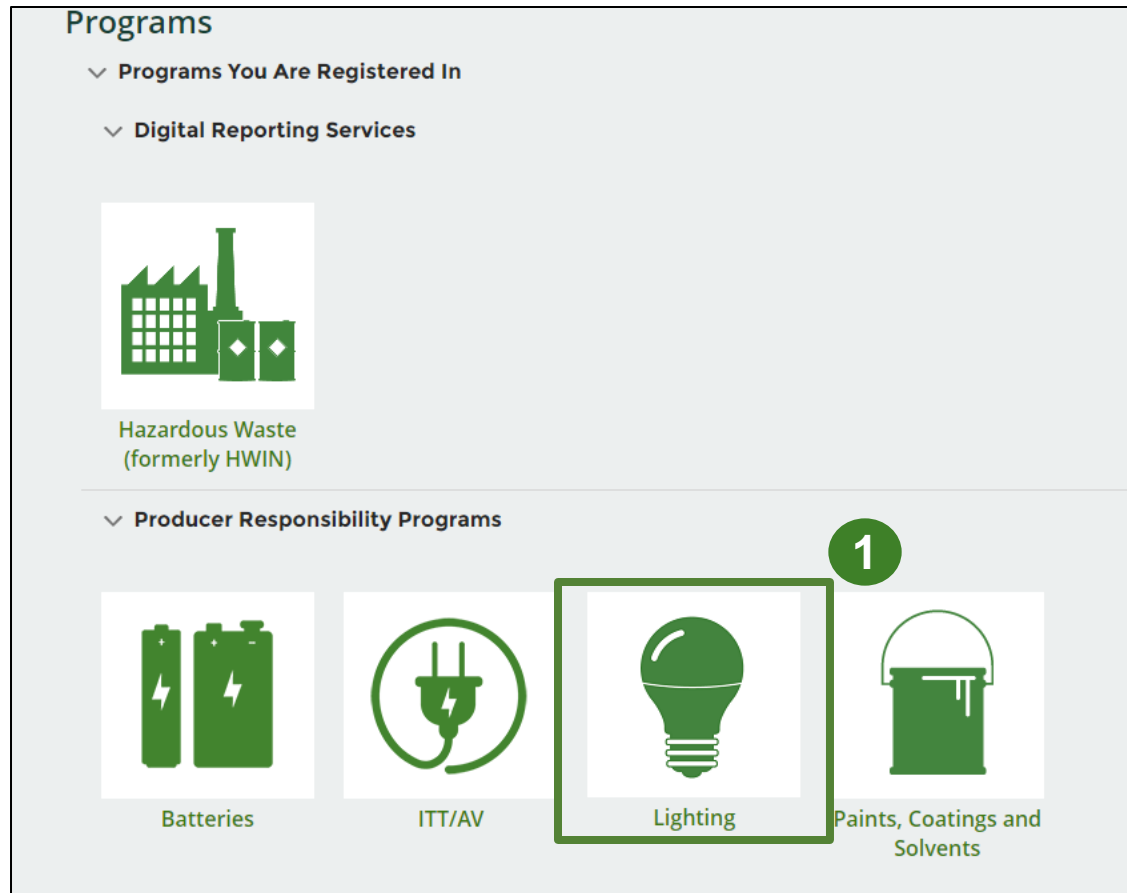
How to submit your Performance Report



Performance report

Accessing your program

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



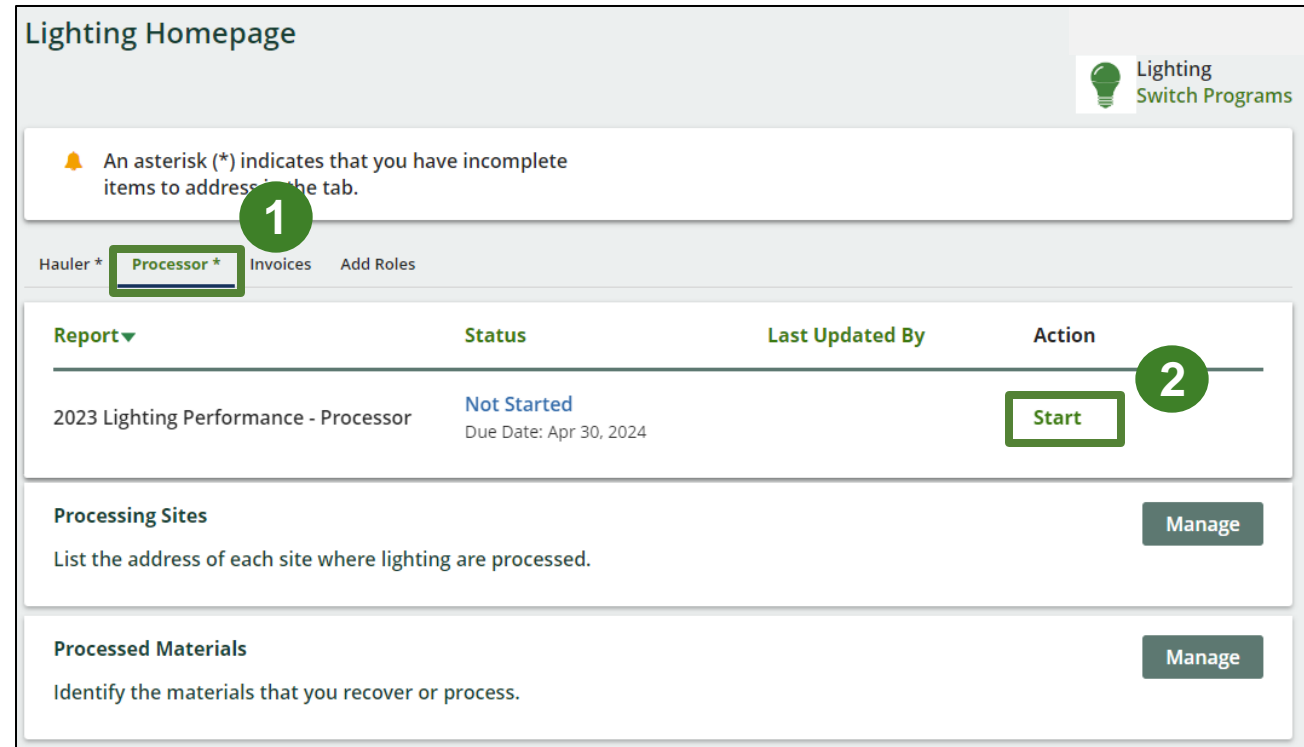
Performance report

Starting your report

1. On the Lighting homepage, click on the **Processor** tab to navigate to the processor reports.

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

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

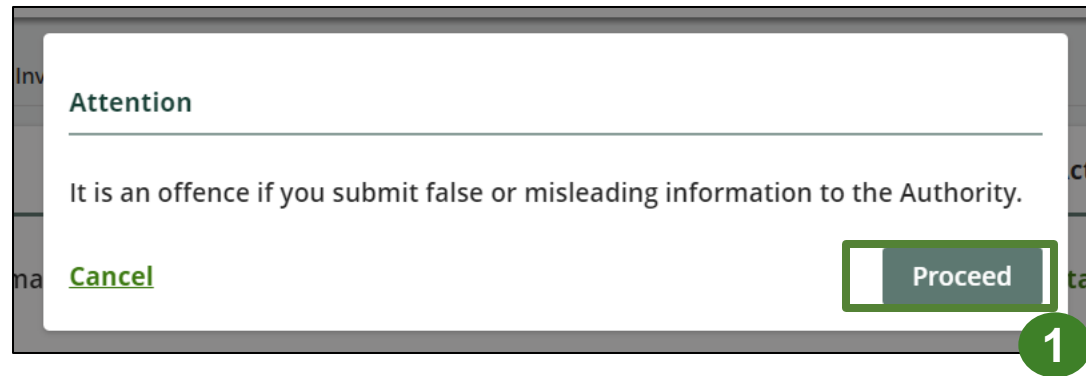


The screenshot shows the 'Lighting Homepage' interface. At the top right, there is a logo for 'Lighting Switch Programs'. Below the header, a notification banner states: 'An asterisk (*) indicates that you have incomplete items to address in the tab.' Below this, there are navigation tabs: 'Hauler +', 'Processor *', 'Invoices', and 'Add Roles'. The 'Processor *' tab is highlighted with a green box and a green circle containing the number '1'. Below the tabs is a table with the following columns: 'Report', 'Status', 'Last Updated By', and 'Action'. The table contains one row: '2023 Lighting Performance - Processor' with a status of 'Not Started' and a due date of 'Apr 30, 2024'. The 'Start' button in the 'Action' column is highlighted with a green box and a green circle containing the number '2'. Below the table, there are two sections: 'Processing Sites' with a 'Manage' button and a description 'List the address of each site where lighting are processed.', and 'Processed Materials' with a 'Manage' button and a description 'Identify the materials that you recover or process.'

Performance report

Starting your report

1. After clicking **Start**, the notice below will appear. After reading the notice, click **Proceed**.



Performance report

Begin lighting received from hauler section

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

1. Under **Received from Hauler**, click **Start** to report the total weight of **Lighting** received from each hauler.

< Back to Dashboard

2023 Lighting Performance - Processor

Report Summary

Received from Hauler

Received from Hauler	Total Kilograms
Lighting	1

Start

Report Status
Not Started

Submit Report

Submit Report

Make sure to provide all the required data before submitting.

Performance report

Adding haulers to your report

You will need to add each hauler that you received **lighting** from to your report.

1. Use the **search bar** to look up the name of your hauler(s).
2. Once your hauler name appears in the list, click **Add**.
3. Hauler(s) added will appear in the **Step 2: Enter data for all your haulers** section.

[<Back to Report](#)

2023 Lighting Performance - Processor

Follow the steps below to identify and enter data for all the haulers you received from. Click **Continue** once you have finished entering data for all of your haulers. ·

Received from Haulers

Enter your haulers' registration number (#), name or address in the search bar to see the search results in the table below.

Step 1: Search for and add all your haulers

Registration #	Company Name	Primary Contact	Address	Action
00008010	Hauling 101		17 Invertose Drive, Port Co.	Add

Haulers you have added in Step 1 above will appear in the table below.

Step 2: Enter data for all your haulers

Registration #▼	Company Name	Lighting	Action
No Results			

Continue only when you have finished entering data for all of your haulers [Continue >](#)

Performance report

How to begin entering in actual weight of lighting received from each hauler

1. Under **Action**, click **Enter** to add the total weight in kg of each applicable type of **lighting** received for each hauler.

Haulers you have added in Step 1 above will appear in the table below.

Step 2: Enter data for all your haulers

Registration #▼	Company Name	Lighting	Action
	Hauling 101	0	1 <input type="button" value="Enter"/> Remove

Continue only when you have finished entering data for all of your haulers

Performance report

Enter in actual weight of lighting received from each hauler

1. Under **Total Kilograms**, enter the total actual weight of lighting received from the hauler.
2. Click **Save & Next**.

< Back to Report

2023 Lighting Performance - Processor

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

Received from Hauler

Received from Hauler

Lighting

Total Kilograms

1

Clear Form

Save & Next

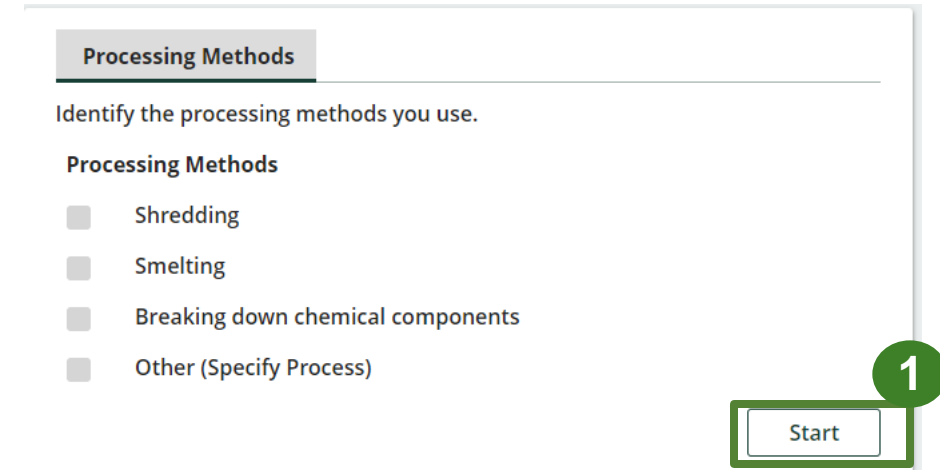
2

Performance report

Processing methods used for resource recovery of lighting

Identify the processing methods used to recover the core resources contained within the Lighting dropped off by the haulers to the processor.

1. Click **Start** to select the applicable processing method(s).
2. Select the applicable processing method(s).
 - If applicable, specify the process included under “other”.
3. Once done, click **Save & Next**.



Processing Methods

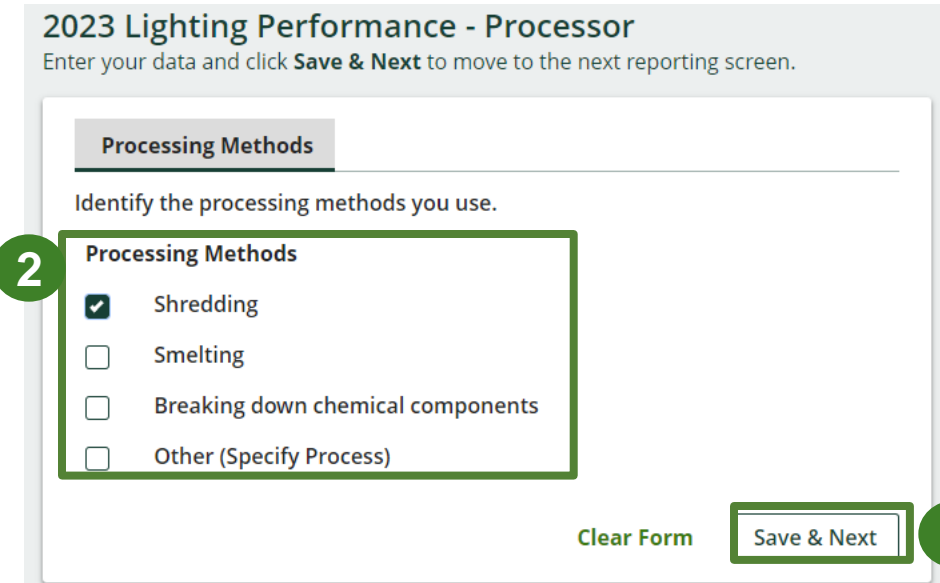
Identify the processing methods you use.

Processing Methods

- Shredding
- Smelting
- Breaking down chemical components
- Other (Specify Process)

Start

1



2023 Lighting Performance - Processor

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

Processing Methods

Identify the processing methods you use.

Processing Methods

- Shredding
- Smelting
- Breaking down chemical components
- Other (Specify Process)

Clear Form **Save & Next**

3

Performance report

Entering actual weight of processed materials

Report the weight of material output from processing the Lighting dropped off by haulers.

1. To begin entering data of recovered *core materials* from processing, click **Start**.
2. Under the **lighting** tab, enter total kilograms of each of the *core materials* received from processing.
 - If applicable, If applicable, list out any materials included under “other”.
3. Click **Save & Next**.

Processed Material Data

Lighting

Lighting	Total Kilograms
Glass	
Plastic	
Mercury	
Metals	
Other	
Total	

Start

1

2023 Lighting Performance - Processor

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

Processed Material Data

Lighting

Lighting	Total Kilograms
Glass	<input type="text" value="0"/>
Plastic	<input type="text" value="0"/>
Mercury	<input type="text" value="0"/>
Metals	<input type="text" value="0"/>
Other	<input type="text" value="0"/>

List any materials included in the “Other” category (250 characters max.)

Clear Form **Save & Next**

3

Performance report

Entering total weight of lighting received but not processed

1. Under the **Lighting Sent to a Different Processor** tab, enter the total kilograms of lighting sent to a different processor.
2. If the above is not applicable, check **I did not send any lighting to a different processor.**
3. If the above is not applicable, check **I did not send any lighting to a different processor.**
4. Click **Save & Next**.

2023 Lighting Performance - Processor
Enter your data and click **Save & Next** to move to the next reporting screen.

Lighting Received but not Processed

Lighting Sent to Different Processor

Total weight of lighting sent for processing by a different processor.

Lighting Sent to Different Processor	Total Kilograms
Lighting	<input type="text" value="0"/>

I did not send any lighting to a different processor.

Clear Form **Save & Next**

1

2023 Lighting Performance - Processor
Enter your data and click **Save & Next** to move to the next reporting screen.

Lighting Received but not Processed

Lighting Sent to Different Processor

Total weight of lighting sent for processing by a different processor.

Lighting Sent to Different Processor	Total Kilograms
Lighting	<input type="text" value="0"/>

I did not send any lighting to a different processor.

Clear Form **Save & Next**

2

3

4

Performance report

Entering weight of processed material outputs

1. To begin entering the weight of the processed materials recovered from lighting, click **Start**.

Processed Materials Outputs

Further Processing Used Sent Downstream Soil Aggregate

Enter the weight of processed material in the categories below that you sent to a different processor for further processing.

Further Processing	Total Kilograms
Glass	
Plastic	
Mercury	
Metals	
Other	
Total	

1

Start

Performance report

Entering weight of processed material outputs

1. Report the total weight of the processed materials recovered from lighting that were:
 - further processed by a different processor
 - used by you to make products or packaging
 - sent to a downstream processor to make products or packaging
 - used to enrich soil
 - made into aggregate
2. Under the **Further Processing**, enter the total kilograms of the listed processed materials.
 - If applicable, list out any materials included under “other”.
3. If the above is not applicable, check **I did not send any material for further processing**.
4. Click **Save & Next**.
 - Continue to follow the above instructions under each tab in this section.

2023 Lighting Performance - Processor
Enter your data and click **Save & Next** to move to the next reporting screen.

Processed Materials Outputs

Further Processing Used Sent Downstream Soil Aggregate

Enter the weight of processed material in the categories below that you sent to a different processor for further processing.

Further Processing	Total Kilograms
Glass	<input type="text" value="0"/>
Plastic	<input type="text" value="0"/>
Mercury	<input type="text" value="0"/>
Metals	<input type="text" value="0"/>
Other	<input type="text" value="0"/>

List any materials included in the “Other” category (250 characters max.)

I did not send any material for further processing.

Clear Form Save & Next

Performance report

Entering actual weight of processed material disposal data

Report the total weight of processed materials retrieved from lighting that were:

- land disposed
- Incinerated
- used as fuel
- stockpiled

1. Click **Start** to begin entering data of disposed processed materials.
2. Under the **Land Disposed** tab, enter the total kilograms of the listed processed materials.
 - If applicable, list out any materials included under “other”.
3. If the above is not applicable, check **I did not send any material for land disposal**.
4. Click **Save & Next**.
 - Continue to follow the above instructions under each tab in this section.

Processed Material Sent for Disposal

Land Disposed Incinerated Used as Fuel Stockpiled

Includes material sent to landfills and dumps.

Land Disposed	Total Kilograms
Glass	
Plastic	
Mercury	
Metals	
Other	
Total	

Processed Material Sent for Disposal

Land Disposed Incinerated Used as Fuel Stockpiled

Includes material sent to landfills and dumps.

Land Disposed	Total Kilograms
Glass	<input type="text" value="0"/>
Plastic	<input type="text" value="0"/>
Mercury	<input type="text" value="0"/>
Metals	<input type="text" value="0"/>
Other	<input type="text" value="0"/>

List any materials included in the “Other” category (250 characters max.)

I did not send any material for land disposal.

Performance report

Entering details of products and packaging made from materials

Report the details of the products and/or packaging you or a third party made from your processed materials.

1. Click **Start** to begin entering data.
2. Under the **My Products** tab, list the details of the products that you created out of processed materials.
3. Click **Save & Next**.
4. Under the **Downstream Processor Products** tab, enter the details of the products made from materials you sent to a downstream processor.
5. Click **Save & Next**.

Products and Packaging Made from Materials

My Products Downstream Processor Products

Enter the products that you create out of processed automotive materials (max. 250 characters).

My Products

Start

2023 Lighting Performance - Processor

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

Products and Packaging Made from Materials

My Products Downstream Processor Products

Enter the products that you create out of processed automotive materials (max. 250 characters).

My Products

Clear Form Save & Next

2023 Lighting Performance - Processor

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

Products and Packaging Made from Materials

✓ **My Products** Downstream Processor Products

Enter the products made from materials you sent to a downstream processor (max. 250 characters).

Downstream Processor Products

Clear Form Previous Save & Next

Performance report

Submit your report

Under the **Received from Hauler** and **Processing Methods** tabs, you can review the data previously entered.

1. Click on **Edit**, if you need to make a change to the data.
2. Click on **Submit Report** once you are finished reviewing and ready to submit.

2023 Lighting Performance - Processor

Report Status
In Progress

Report Summary

Submit Report

1

✓ Received from Hauler

Received from Hauler	Total Kilograms
Lighting	7,500

Received from Hauler data last updated by: Tony Perrotta on Feb 23, 2024 03:19 p.m.

Edit

✓ Processing Methods

Identify the processing methods you use.

Processing Methods

- Shredding
- Smelting
- Breaking down chemical components
- Other (Specify Process)

Processing Methods data last updated by: Tony Perrotta on Feb 23, 2024 10:36 a.m.

Edit

2

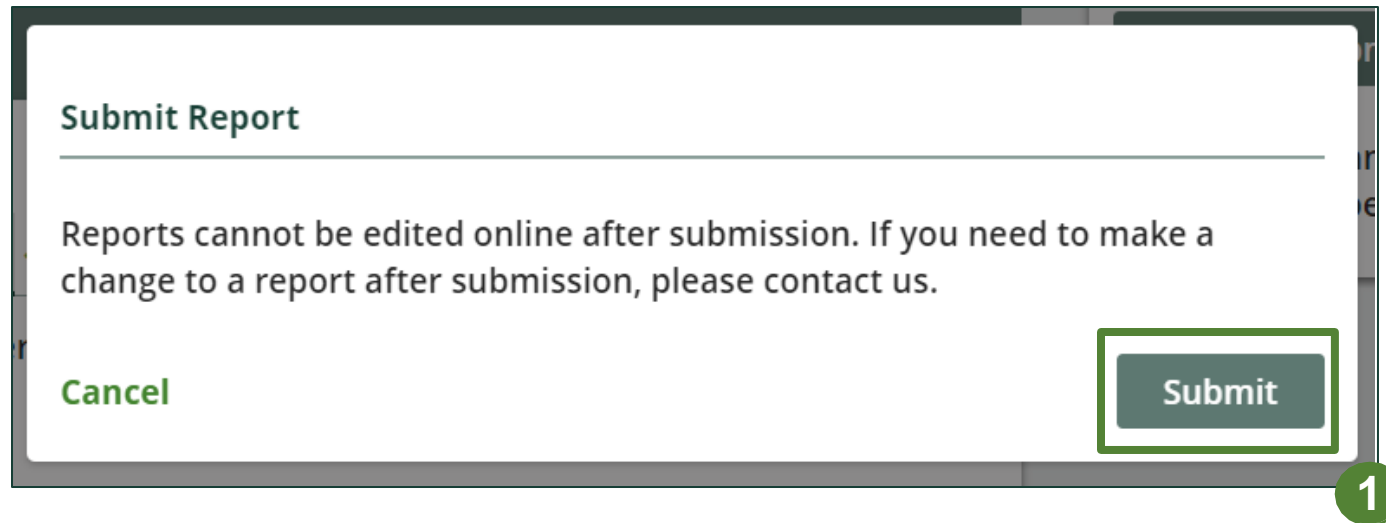
Submit Report

Make sure to provide all the required data before submitting.

Performance report

Submit your report

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



Performance report

Submit your report

1. Your report status should now read as **Submitted**.
2. Click on **Back to Dashboard** to return to the Lighting homepage.

The screenshot shows a web dashboard for a performance report. At the top left, there is a button labeled '< Back to Dashboard' with a green circle containing the number '2' next to it. The main title of the report is '2023 Lighting Performance - Processor'. On the top right, there is a 'Report Status' box with a green border and a green circle containing the number '1' next to it. The status is 'Submitted' and the timestamp is 'Feb 23, 2024 03:35 p.m.'. Below the status box is a dark green button labeled 'Submit Report'. The main content area is divided into two sections. The first section is titled 'Report Summary' and contains a table with the following data:

Received from Hauler	Total Kilograms
Lighting	7,500

Below the table, it says 'Received from Hauler data last updated by: Tony Perrotta on Feb 23, 2024 03:35 p.m.' and there is a 'View' button.

The second section is titled 'Processing Methods' and contains the text 'Identify the processing methods you use.' Below this, there is a list of processing methods with checkboxes:

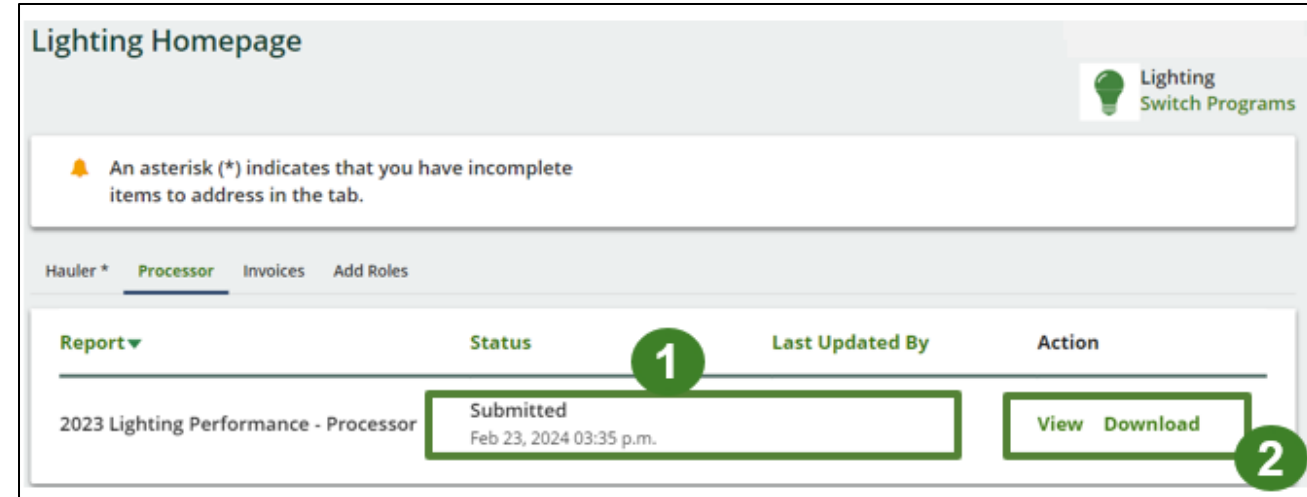
- Shredding
- Smelting
- Breaking down chemical components
- Other (Specify Process)

At the bottom of this section, it says 'Processing Methods data last updated by: Tony Perrotta on Feb 23, 2024 03:35 p.m.'

Performance report

View submitted report

1. On the **Lighting Homepage** under the **Processor** tab, your Lighting Performance - Processor 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.



The screenshot shows the 'Lighting Homepage' interface. At the top right, there is a 'Lighting Switch Programs' logo. A notification banner states: 'An asterisk (*) indicates that you have incomplete items to address in the tab.' Below this, there are navigation tabs: 'Hauler *', 'Processor', 'Invoices', and 'Add Roles'. The 'Processor' tab is active. A table displays report information with columns: 'Report', 'Status', 'Last Updated By', and 'Action'. The first row shows '2023 Lighting Performance - Processor' with a status of 'Submitted' (last updated Feb 23, 2024 03:35 p.m.) and actions 'View' and 'Download'. A green circle with the number '1' highlights the 'Submitted' status, and another green circle with the number '2' highlights the 'View' and 'Download' buttons.

Report	Status	Last Updated By	Action
2023 Lighting Performance - Processor	Submitted Feb 23, 2024 03:35 p.m.		View Download