

Lighting Supply Producer Reporting Guide



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Introduction



What is lighting supply data reporting?

Lighting supply data is an annual report that producers with obligations under the [Electrical and Electronic Equipment \(EEE\) Regulation](#) complete to report on the weight of lighting supplied into Ontario from two years prior.

Submitting supply data determines a producers management requirements for the following year.

This guide will assist lighting producers 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 RPRA's [website](#).

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 1-833-600-0530.

What data needs to be reported?

If you are a producer of lighting materials, you are required to report:

- The weight of lighting materials supplied in Ontario from two years prior
- If applicable, the weight of post-consumer recycled content (glass or plastic) contained in the lighting materials supplied in Ontario

For more information on post-consumer recycled content, manufacturer's warranty, repair and reduction of management requirements, visit our [Lighting Registry Resource page](#).

How to log into the Registry as an account admin

The supply data report is completed online through RPRA's Registry.

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

Tips for logging into the Registry for the first time:

- If you don't have an account, click "Don't have an Account? Create a new Account"
- The Registry **will not work** with the Internet Explorer web browser. Google Chrome is the recommended web browser to use

Tips for logging into an existing Registry account:

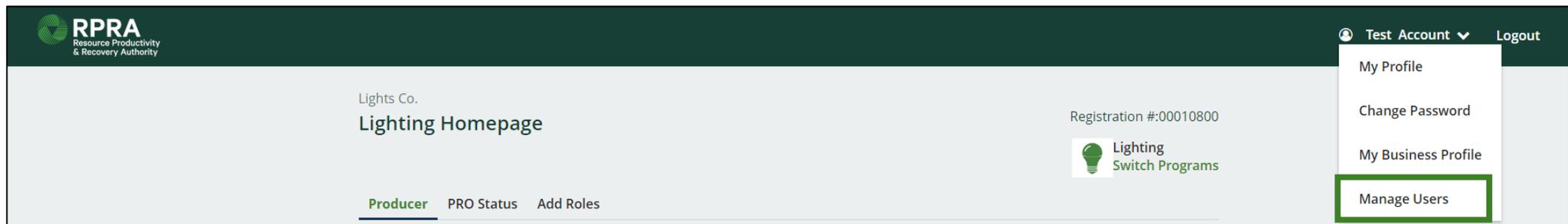
- If you already have an existing Registry account, you do not need to create a new one.
 - Simply log into your existing account, which will bring you to the homepage where you will see all programs you are enrolled in
 - If you have forgotten your password, click "Forgot Password" on the login screen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

How to manage contacts in your Registry account

If Primary Contacts will be submitting the Supply Report, Account Admins must add any new, or manage existing, Primary 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.



The screenshot displays the RPRA (Resource Productivity & Recovery Authority) Registry account interface. The top navigation bar is dark green with the RPRA logo on the left and 'Test Account' with a dropdown arrow and 'Logout' on the right. The main content area is light gray and shows 'Lights Co. Lighting Homepage' with 'Registration #:00010800' and a 'Lighting Switch Programs' icon. At the bottom, there are links for 'Producer', 'PRO Status', and 'Add Roles'. A user menu is open on the right, listing 'My Profile', 'Change Password', 'My Business Profile', and 'Manage Users'. The 'Manage Users' option is highlighted with a green border. A green circle with the number '1' is positioned to the right of the menu.

How to manage contacts in your Registry account cont.

1. Under Action, click **Manage** to update preferences of existing users.
2. Click **Add New User** to add an additional user to your account.

< Back to Dashboard

Manage Users

 Lighting
Primary User: Test Account

Active Users				
User ▲	Email	Program	Last Login	Action 1
Example User	user@email.com	LIGHTING		Manage Disable

2

Manage Users

Email
user@email.com

First Name
Example

Last Name
User

Job Title

Business Phone Number
9876786765

Phone Extension

Mobile Phone Number 3
9876786765

Program
Lighting

User Access Level ⓘ
 Primary Secondary
⚠ Saving will replace the current Primary Test Account

4 I hereby authorize this user to create/modify data.

Cancel **5**

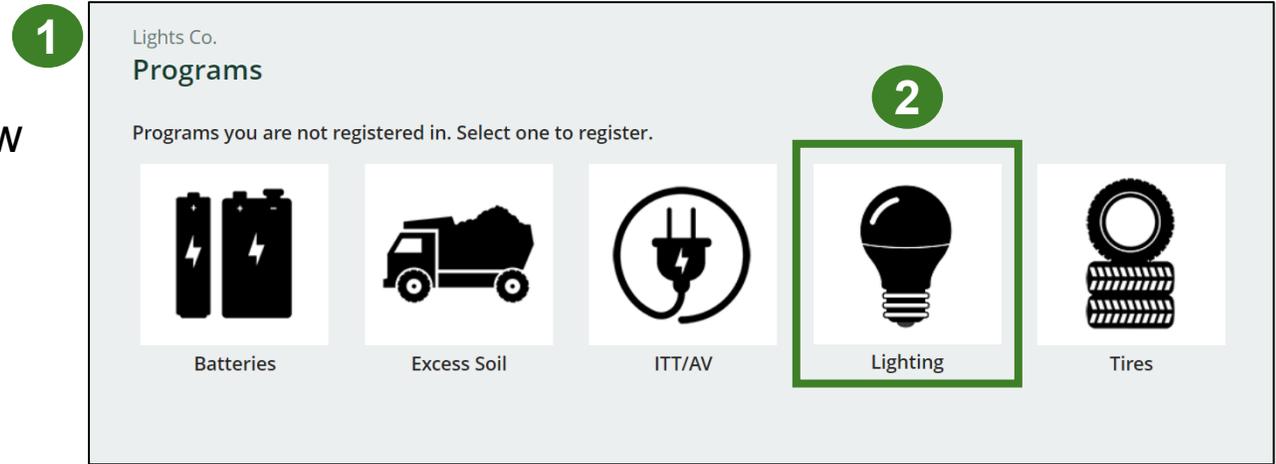
3. To give reporting abilities to a **Primary** or **Secondary** contact, select the program from the drop-down that you would like to grant the user access to.
4. Check the box to authorize the user.
5. Click **Save**.

Registry Program Enrollment for New Registrants



How to enroll in the lighting program as a new registrant

1. After you log into the **Lighting Registry**, you will land on the **Programs** screen. This screen will show all programs available to register in.
2. Click **Lighting**.
3. Select the **Producer** role and the year that you began marketing lighting.
 - Selecting from this drop-down list will determine if you are required to report on previous years, in addition to the current year.
4. Confirm **the role you have selected is correct**.
5. Click **Done**.



Role Selection

Producer

*When did you begin marketing (e.g. selling) lighting into Ontario?
Jan 1, 2018 to Nov 30, 2022 (or earlier)

Hauler

Processor

I confirm that the roles selected above are correct. I understand that after I click **Done**, I will have to contact Registry Support if I want to remove a role.

Cancel Done

Supply Reporting



Supply report

Starting your report

1. On the **Lighting** homepage, you will be able to see all reports that require action.
2. Under Action, click **start** on the earliest required supply report.
3. A window about submitting false or misleading information will then pop up, click **Proceed**.

1

The screenshot shows the RPR Lighting Homepage. At the top, there is a dark green header with the RPR logo and 'Resource Productivity & Recovery Authority'. On the right, it says 'Test Account' and 'Logout'. Below the header, the page title is 'Lights Co. Lighting Homepage'. There is a 'Lighting Switch Programs' icon. A warning message states: 'An asterisk (*) indicates that you have incomplete items to address in the tab.' Below this, there are tabs for 'Producer *', 'PRO Status', and 'Add Roles'. A table is displayed with columns: 'Report', 'Status', 'Last Updated By', and 'Action'. The table contains one row: '2022 Lighting Supply Report' with status 'Not Started' and due date 'Apr 30, 2022'. The 'Start' button in the 'Action' column is highlighted with a green box.

Report	Status	Last Updated By	Action
2022 Lighting Supply Report	Not Started Due Date: Apr 30, 2022		Start

2

3

The screenshot shows the same RPR Lighting Homepage as above, but with a modal dialog box open. The dialog box has a title 'Attention' and contains the text: 'It is an offence if you submit false or misleading information to the Authority.' Below the text are two buttons: 'Cancel' and 'Proceed'. The 'Proceed' button is highlighted with a green box.

Supply report

Entering your supply data

1. On the **Lighting Supply Report** screen, enter in your supply data for each applicable year.
2. Click **Open** to use our weight conversion factor to determine weights.
3. Click **Save & Next**.

1

Lights Co.
2023 Lighting 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.

Supply Data > Mgmt. Reduction > Brand Supply > Confirm and Pay

2019 2020 2021

Click **Open** to use our conversion tool to calculate the weight of lighting from the number of units supplied.

Open

Weight (in kg)	Weight From Conversion Tool	Total Kilograms
<input type="text" value="0"/>	<input type="text" value="0"/>	

No Lighting supplied. **Clear Form**

You can enter either the actual weight or your own calculated weight of lighting in the **Weight (in kg)** box. Provide the details of the method used to calculate the weight of lighting if not using the Weight Conversion Tool (max. 250 characters).

Press Save & Next to continue to next year

Save & Next

2

2023 Lighting 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.

Weight Conversion Tool - Lighting Supplied 2019

Click the icon (i) next to each category for examples of included items. The listed examples do not capture all obligated products and equipment. If you supply lighting products in a category not listed here, you must report the actual weight in your supply data.

Lighting Category	Units	Conversion Factor	Kilograms
1 - Compact Fluorescent Lamps	<input type="text" value="0"/>	x 0.11 kg	0
2 - Straight Tube Fluorescent Lamps	<input type="text" value="0"/>	x 0.23 kg	0
3 - Special Lamps	<input type="text" value="0"/>	x 0.23 kg	0
4 - LED Lamps	<input type="text" value="0"/>	x 0.11 kg	0
5 - Incandescent Lamps	<input type="text" value="0"/>	x 0.085 kg	0

[Cancel](#) **Next**

Press Save & Next to continue to next year

Save & Next

3

Supply report

Management reduction

After saving the **Supply Data**, the report will navigate to the **Management Reduction (Mgmt.)** tab.

1. Click yes or no if your lighting products contain post-consumer recycled glass or plastic content.
 - If **no**, the weight fields will be greyed out with a value of '0'.
2. If you clicked **yes**, enter the total weight of recycled content in each applicable year.
3. Click **Save & Next**.

Note: Any recycled content amount exceeding more than 50% of the supply data, will be ignored and will not count towards reducing a producers management requirement.

1

Lights Co.
2023 Lighting 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.

Supply Data > Mgmt. Reduction > Brand Supply > Confirm and Pay

Management Reduction

Note: A reduction amount exceeding more than 50 percent of the supply data, will not count towards reducing a producer's management requirement.

Recycled Content

* Did your lighting products contain post-consumer recycled glass or plastic content?

No
 Yes

Press Save & Next to continue to Brand Supply

Previous Save & Next

2

Supply Data > Mgmt. Reduction > Brand Supply > Confirm and Pay

Management Reduction

Note: A reduction amount exceeding more than 50 percent of the supply data, will not count towards reducing a producer's management requirement.

Recycled Content

* Did your lighting products contain post-consumer recycled glass or plastic content?

No
 Yes

Enter the total weight of post-consumer recycled content contained in products, including glass and plastic.

Summary	Weight of Recycled Content (kg)
2020 Lighting	<input type="text" value="0"/>
2019 Lighting	<input type="text" value="0"/>
2018 Lighting	<input type="text" value="0"/>

Press Save & Next to continue to Brand Supply

Previous Save & Next

3

Supply report

Brand supply

Next, you will be prompted to enter **Brand** data for the lighting that you supplied.

1. In the **search bar**, enter in the name of the brand(s).
 - Type any **alphanumeric values** into the search bar to find the appropriate brand(s).
2. If you are not able to find the names of the brand(s) of lighting supplied, you will add it in manually into the **open text field** at the bottom of the screen.
3. Click **Save & Next**.

Note: brands you selected in the current year will automatically populate under the **Selected Brands** list for future reports.

Lights Co.
2023 Lighting 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.

Supply Data > Mgmt. Reduction > **Brand Supply** > Confirm and Pay

Add Brands

Enter all brands that you included in your supply regardless of why you are the producer for them (e.g., importer or brand holder). If you supply a large number of brands (more than 25) you can contact Registry Support to obtain an excel template to fill out instead.

1

Search Brands

Name	Action
Abra Lighting	Add
Absolute H2O	Add
Academy Light	Add
ACCEDE	Add
Access Lighting	Add

5+ Page 1 of 102 5 entries per page ▾

Selected Brands

2

Name	Action
If you cannot find brands you supplied in the searchable list, add them here.	
<input type="text"/>	

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

3

Supply report

Summary review

1. In the top left, you will see your **minimum management requirements** for the following year.
2. Toggle between reporting years
 - Any year with a **green check mark** beside it can still be edited.
 - Any year with a **green lock icon** will be read-only.
3. When reviewing **Supply Report** data, you can edit before submitting.

Report Summary

1 Your minimum management requirements for 2023 are:
6,000 Kilograms Lighting

You must meet the collection system requirements of a Small Producer.
Your minimum management requirements are calculated in accordance with [Section 14](#) of the Batteries Regulation. Your collection system requirements are calculated in accordance with [Part III](#) of the Batteries Regulation.

2 ✓ 2019 ✓ 2020 ✓ 2021

Weight (in kg)	Weight From Conversion Tool	Total Kilograms
30,000	0	30,000

2019 data last updated by: Test Account on Feb 28, 2023 02:25 p.m.

Management Reduction

Note: A reduction amount exceeding more than 50 percent of the supply data, will not count towards reducing a producer's management requirement.

Recycled Content

* Did your lighting products contain post-consumer recycled glass or plastic content?

No
 Yes

3 [Edit Report](#)

Supply report

Verification report

You are required to submit a Verification Report through the Lighting Registry. For more information view our [EEE Verification and Audit Procedure](#)

1. Click the upload field to attach **a pdf** or **an image** to proceed to payment processing.
2. Once the Verification report is submitted, the **Select Payment Method** button will be highlighted in green.
 - Clicking this button will take you to a drop-down menu of payment methods to complete the transaction.

Report Status
In Progress

Submit Report

Upload Verification Report ⓘ

Upload

Registry Fee Payment ⓘ

Sub Total	\$2,089.13
HST (13%)	\$271.59
Invoice Total	\$2,360.72

Purchase Order # ⓘ

Select Payment Method

Supply report Payment submission

Before submitting the report, you will need to select and submit payment for the [Registry Fee](#) (annual program fee). This amount has been calculated in the system based on the supply data you have provided.

1. Click **Select Payment Method**.
2. Click from the drop-down menu for your preferred method.
 - If you choose any payment option other than credit card and bank withdrawal, you will receive an email with instructions on how to submit payment.
3. Click **Submit**.
 - Once the payment is submitted, the **Report Status** will change to **Submitted** and will provide a summary.

Report Summary

Your minimum management requirements for 2023 are 6,000 Kilograms

You must meet the conditions of the Environmental Protection Act, Section 14 of the Base Regulation and the Environmental Protection Act, calculated in accordance with the Environmental Protection Act.

2019 2020

Weight (in kg)	Conversion Tool	Total Kilograms
30,000	0	30,000

2019 data last updated by: Test User on Mar 06, 2023 10:32 a.m.

Management Reduction

Submit Report

Payment Method

Select Payment Method

--none--

Cancel

Submit

Registry Fee Payment

\$4,400.00

Select Payment Method

Report Status

Submitted

Feb 21, 2024 03:17 p.m.

Submit Report

Verification Report

verification report.pdf

Replace

Registry Fee Payment

Sub Total	\$2,089.13
HST (13%)	\$271.59
Invoice Total	\$2,360.72

Purchase Order #

Payment Method

EDI Payment Method

Your submission has been received. You will be sent an email with the Authority's banking information so that you can complete your EDI payment.

Download Invoice - Summary Report

21/02/2024

Supply report Submitted

On the Lighting homepage, you can **view** and **download** your submitted reports and invoices.

Lights Co.
Lighting Homepage

Registration #:00010701

 Lighting
Switch Programs

[Producer](#) [PRO Status](#) [Add Roles](#)

Report ▼	Status	Last Updated By	Action
2023 Lighting Supply Report	Submitted Mar 06, 2023 10:37 a.m.	Test Account	View Download

How to Manage a PRO



Managing a PRO

Reporting responsibility selection

1. As a Producer, you can **add a PRO** to report on your behalf.
 - This PRO will either be responsible for **all or part of your report**.
2. You will select the **year of service start and end date**. Once you have added them, the PRO will see the reports they are required to complete.
3. To add additional PROs, click **Add PRO**.

Note: only Account Admins can select PROs.

Manage Reporting Responsibilities

Indicate whether you will be reporting your own performance, collection and management in part or in whole. If a PRO will be reporting on your behalf, select "Does not report" from the dropdown list.

Producer	Responsible for Performance Report	Responsible for Collection and Management Report
Lights Co.	Reports in part <small>If you select "reports in part", you must select "reports in part" for at least one PRO.</small>	Reports in part <small>If you select "reports in part", you must select "reports in part" for at least one PRO.</small>

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.

PRO	Service Start Date ⓘ	Service Stop Date ⓘ	Responsible for Performance Report
PRO	1-Aug-2022	31-Jul-2023	Reports in part
Reports in part			

[+ Add PRO](#)

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.

Cancel Done

1

2

3

FAQs



Frequently Asked Questions

1. How do I determine the total weight of lighting supplied in each applicable year?

Producers can use the actual weight of the lighting product, the weight conversion calculator, or the weight of lighting calculated using the total product and packaging weight, multiplied by a factor that reduces the total product and packaging weight by the weight of the packaging based on a documented methodology that must be retained by the producer and made available to a RPRA inspector (as may be required). For more information, view our [EEE Verification and Audit Procedure](#).

2. How do I view my management requirement?

To view your minimum management requirement, follow these steps in the Registry:

1. Go to your Dashboard
2. Under Action, click View for the report year
3. Under Report Summary, you will see your minimum management requirement for the following year