

Managing Collection Activities in RPRA's Registry

A guide for producer responsibility organizations (PROs)



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**What is collection
activity reporting?**

What is collection activity reporting?

'Collection activities' refers to collection sites, events, seasonal events, call-in, and other activity types related to material collection systems. Reporting collection activities to RPRA is a requirement under the Tires, Batteries, Electrical and Electronic Equipment, and Hazardous and Special Products regulations that RPRA oversees. This reporting is usually delegated to PROs on behalf of producers.

The Collection Activities functionality in RPRA's registry gives PROs, and producers without a PRO, the ability to report and maintain up-to-date information on collection activities in their registry account.

Reporting current and accurate collection activity data in the registry supports RPRA with monitoring collection system compliance. It also provides RPRA's [Where to Recycle map](#) with accurate collection locations that Ontarians can rely on to drop off used materials.

This guide provides information on what data needs to be reported and step-by-step instructions on how to complete the reporting of every type of collection activity in the registry.

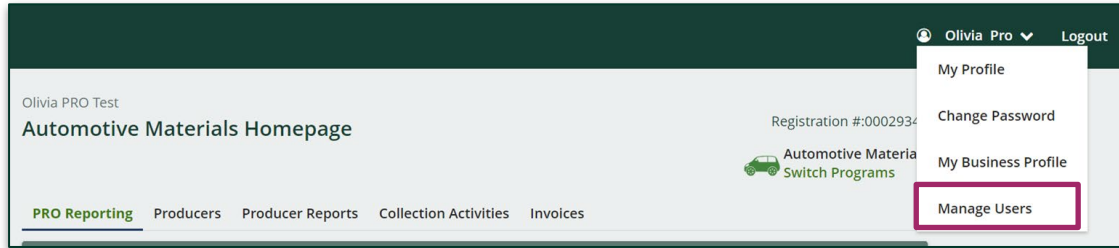
If you have further questions that are not answered in this guide, contact the Compliance Team at registry@rpra.ca or call 1-833-600-0530.

A large collection of colorful AA and AAA batteries, some showing signs of use and corrosion. The batteries are arranged in a dense, overlapping pattern, with various colors including blue, yellow, green, red, orange, and black. The top surface of the batteries is visible, showing the positive terminal. A semi-transparent white box is overlaid on the left side of the image, containing the text.

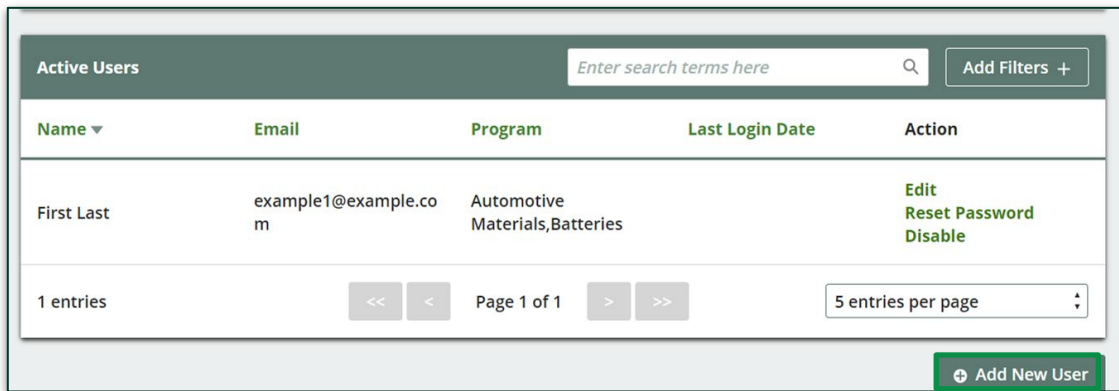
**Manage users
reporting on
collection activities**

Add a user to your registry account (1/2)

Starting location: Logged into your Registry account.

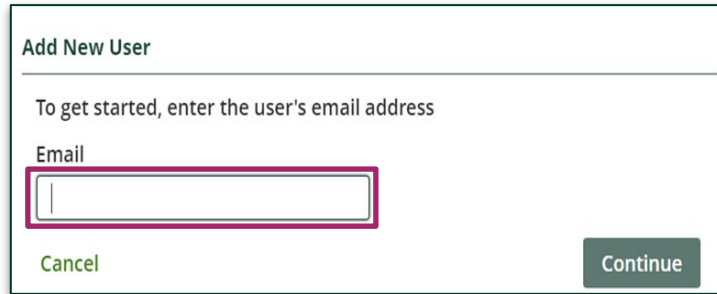


1) Once you are logged into your account, click on the drop-down arrow in the top right corner and select **Manage Users** as shown below.



2) Select Add New User

Add a user to your registry account (2/2)



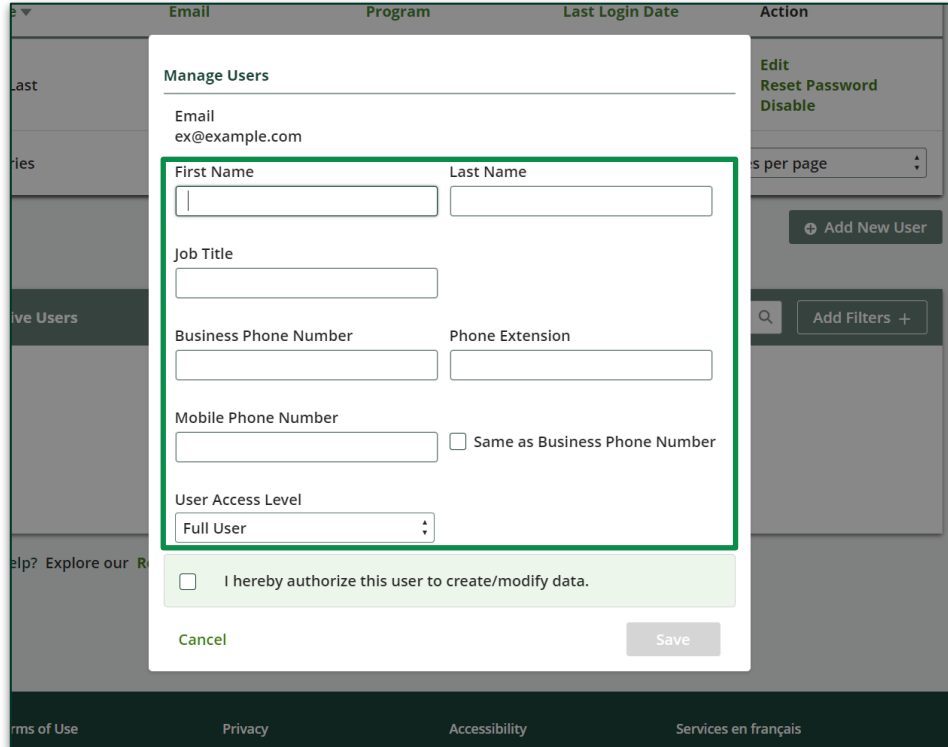
Add New User

To get started, enter the user's email address

Email

Cancel Continue

3) Enter the new user's email address and then click continue.



Manage Users

Email
ex@example.com

First Name Last Name

Job Title

Business Phone Number Phone Extension

Mobile Phone Number Same as Business Phone Number

User Access Level
Full User

I hereby authorize this user to create/modify data.

Cancel Save

4) Add the users contact details.

Access levels (1/4)

Once you add contact details, you will need to pick which user access level you want for that account.

The following are the two types of users and each have different levels of account access:

1. **Full User:** This is the default user setting. Users added to your PRO account will be able to access all areas of your registry account, including the Collection Activities tab.
2. **Collection Activities only:** This type of user will only be able to access the Collection Activities tab in the programs selected in your account and will not have access to any other account data. This type of user works best if you are delegating the reporting of collection activities in your account to external parties.

Access levels (2/4)

Full user

Manage Users

Email
example1@example.com

First Name
First

Last Name
Last

Job Title
Administrator

Business Phone Number
6047739890

Phone Extension
002

Mobile Phone Number
6047739890

User Access Level
Full User

I hereby authorize this user to create/modify data.

Cancel Save

1. Under the **User Access Level** field select **Full User** from the drop down if you want the user to have access to all programs the PRO is enrolled in, including the new collection activities feature.

2. Click **Save**.

Active Users Add Filters +

Name ▼	Email	Program	Last Login Date	Action
First Last	example1@example.com	ALL		Edit Reset Password Disable

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

3. You will be directed back to the Manage Users dashboard where you will see the new or revised user displayed under the list of Active Users. You can edit active users to modify permissions as required by clicking **Edit** under the **Action** column.

Access levels (3/4)

Collection activities only

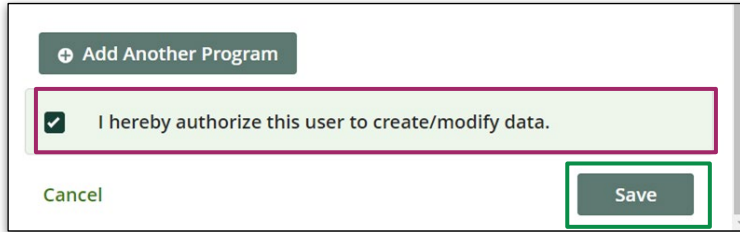
The screenshot shows a 'Manage Users' form with the following fields and values:

- Email: example1@example.com
- First Name: First
- Last Name: Last
- Job Title: Administrator
- Business Phone Number: 6047739890
- Phone Extension: 002
- Mobile Phone Number: 6047739890
- User Access Level: Collection Activities Only (highlighted with a red box)
- Program: Automotive Materials (highlighted with a green box)
- Batteries (highlighted with a green box)
- + Add Another Program (highlighted with a red box)
- I hereby authorize this user to create/modify data.
- Buttons: Cancel, Save

1. Under the **User Access Level field**, select the Collection Activities Only option from the drop down to grant a user access.
2. Choose the program or material type.
3. To add an additional program or material, select it from the **Add Another Program** drop down.
4. To delete a program or material, click the X button beside the corresponding name.

Access levels (4/4)

Collection activities only

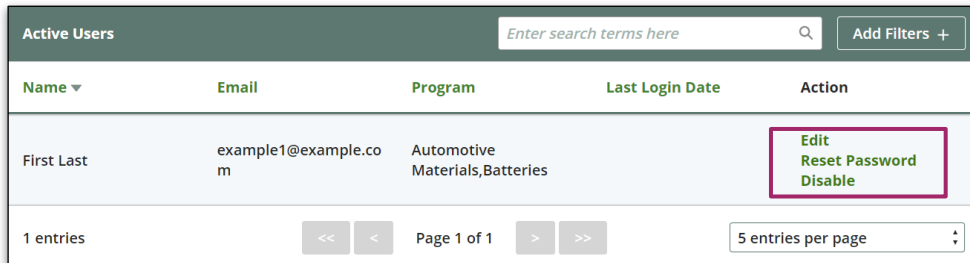


+ Add Another Program

I hereby authorize this user to create/modify data.

Cancel Save

1. Check the 'I hereby authorize this user to create/modify data' disclaimer.
2. Click **Save**.



Name	Email	Program	Last Login Date	Action
First Last	example1@example.com	Automotive Materials, Batteries		Edit Reset Password Disable

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

3. You will be directed back to the Manage Users dashboard where you will see the new or revised user displayed under the list of Active Users. You can edit active users to modify permissions as required by clicking **Edit** under the **Action** column.

Collection activities



Collection activities applicable by program

The collection activity types available in the registry vary by program. Only activities applicable to the programs you're enrolled in will be shown in your registry account.

The following is a summary of which collection activities are applicable to each program.

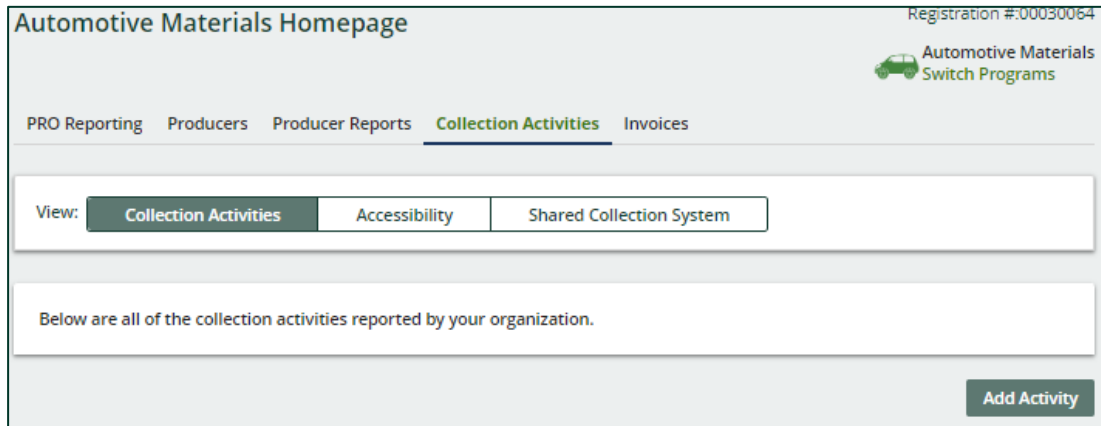
Program	Collection sites	Collection events	Curbside pickup	Curbside pickup upon request	Direct pickup	Seasonal sites	Call-in collection service
Tires*	✓						
Batteries	✓	✓			✓		
ITT/AV	✓	✓			✓		
Lighting	✓	✓			✓		
Automotive Materials	✓	✓	✓	✓		✓	✓
Paints, coatings, and solvents	✓	✓	✓	✓		✓	✓
Pesticides	✓	✓	✓	✓		✓	✓
Non-Refillable Pressurized Containers	✓	✓	✓	✓		✓	✓
Refillable Pressurized Containers*							✓
Refillable Propane Containers*							✓
Mercury Containing Devices*							✓

*Where there is only one activity type for a program, users will bypass the 'Select Activity Type' page and proceed to enter the details of the activity.

Collection activities tab

The new **Collection Activities** tab helps PROs to manage their collection sites, events and any other applicable collection activities.

There are three sections on this tab: Collection Activities, Accessibility, and Shared Collection Systems.



The following are the definitions for each section:

- Collection activities: Create and manage all your activities.
- Accessibility: Displays the number of sites/events in the system and the required number, by community.
- Shared and individual collection systems: Displays details of whether you are establishing a shared or individual collection system.

Adding a collection activity: collection site (1/6)

PRO Reporting Producers Producer Reports **Collection Activities** Invoices

View: **Collection Activities** Accessibility Shared Collection System

Below are all of the collection activities reported by your organization.

Add Activity

1. Add a new activity by clicking the **Add Activity** button, which will bring you to the Collection Activity page.

2. Select a **type of collection activity to create**.

3. Click **Next**.

Collection activity type

Select a type of collection activity to create.

- Collection site
- Collection event
- Curbside pickup
- Curbside pickup upon request
- Seasonal site
- Call-in collection service

Cancel **Next >**

Adding a collection activity: collection site (2/6)

Activity Location

Use the search bar to identify and auto populate the location of your collection activity. For more accurate results, enter the establishment name followed by a comma and the address (e.g., Community Transfer Station, 123 Front Street).

Only enter location details manually if you cannot find your location using the search bar. In this case, please fill out all fields including latitude and longitude.

Search

Location Name

Street

Unit/Suite (optional) City

Postal Code Province

Latitude ⓘ Longitude ⓘ

Cancel

4. Type in the **location** and if applicable, select the suggested **address**.
 - *Tip: search by the business name or combination of the business name and address for best results. Results are based on data that your business has added to its Google profile.*

5. If you select an address from the drop down, all the fields below will be auto-populated.

Only enter location details manually if you cannot find your location using the search bar. If this is the case, enter the Location Name, Street, Unit, City, Postal Code, Latitude and Longitude of the site.

- *A warning will appear if you enter an address that cannot be validated by Google API or if the user manually changes any auto-populated information. However, you can continue creating the activity using an unvalidated address. If so, the Compliance Team will review and approve as a valid location.*
- *The province will be auto-populated by the system based on the address entered. You cannot edit this field.*
- *Use Google Maps, GPS or GIS to find the latitude and longitude of an address (the geographic location).*

6. Click on **Next** to continue to the next step.

Adding a collection activity: collection site (3/6)

Collection Activity Information

Choose a name for this collection activity that will make it easy for you to identify it in a list of all your collection activities.

Collection Activity Name

7. After entering the location, you will be directed to the **Activity Details** page to add more information.

Activity Location

Site Name
123 Eastside Dr

Street
123 Eastside Drive

Unit/Suite (optional) City
Toronto

Postal Code Province
M8Z 5S5 Ontario

Latitude Longitude
43.623845 -79.55208929999999

8. Add a Collection Activity name. This name will not show on RPRA's Where to Recycle map.

Note: Activity Location will be displayed on this page, but it will be non-editable, based on the information entered in the previous step.

Adding a collection activity: collection site (4/6)

Collection Activity Information

Choose a name for this collection activity that will make it easy for you to identify it in a list of all your collection activities.

Collection Activity Name

Activity Location

Site Name

Street

Unit/Suite (optional) City

Postal Code Province

Latitude Longitude

Collection Site Type

Please select the applicable site type

Depot
 Retail

Is this site open to the general public?

Yes - this site is open to the public.
 No - this site is private.

Site Contact

First Name Last Name

Phone Number Email

9. Select the attributes of the site:

- **Depot:** Recycling centres and other municipal or public service locations that collect materials for recycling.
- **Retail:** Retail stores and other business locations that collect materials for recycling.
- **Public (Yes):** Site accessible to the public in Ontario. E.g., municipal depots.
- **Private (No):** Site not accessible to the public in Ontario. E.g., school, office, private businesses.

10. Enter the contact details of the collection site: First Name, Last Name, Phone Number, and Email.

- Contact information in this field must be an individual at the collection site. PROs contact information should not be included here.
- Phone Number is the only mandatory field in this section.
- The contact information collected in this field will not be included in RPRA's Where to Recycle map.

Adding a collection activity: collection site (5/6)

Collection Activity Information

Choose a name for this collection activity that will make it easy for you to identify it in a list of all your collection activities.

Collection Activity Name

Activity Location

Site Name

Street

Unit/Suite (optional) City

Postal Code Province

Latitude Longitude

Collection Site Type

Please select the applicable site type

Depot
 Retail

Is this site open to the general public?

Yes - this site is open to the public.
 No - this site is private.

Site Contact

First Name Last Name

Phone Number Email

Materials Collected

Please select the material(s) collected

Oil Filters
 Oil Containers
 Antifreeze

Additional Information (optional)

I confirm that the information provided for this collection activity is accurate. I acknowledge that information about a public collection activity may be made publicly available.

11. Select all applicable Materials Collected. This section will only appear for programs with multiple materials.

12. If desired, add any additional information about the collection site. This information will not be displayed on the Where to Recycle map.

Adding a collection activity: collection site (6/6)

Collection Activity Information

Choose a name for this collection activity that will make it easy for you to identify it in a list of all your collection activities.

Collection Activity Name

Activity Location

Site Name

Street

Unit/Suite (optional)
City

Postal Code Province

Latitude Longitude

Collection Site Type

Please select the applicable site type

Depot
 Retail

Is this site open to the general public?
 Yes - this site is open to the public.
 No - this site is private.

Site Contact

First Name Last Name

Phone Number Email

Materials Collected

Please select the material(s) collected

Oil Filters
 Oil Containers
 Antifreeze

Additional Information (optional)

I confirm that the information provided for this collection activity is accurate. I acknowledge that information about a public collection activity may be made publicly available.

13. Confirm that the information entered is correct and accurate.

- You have two options to save:
 - Save As Draft:** These activities are not added to the Where to Recycle map. The activity name, public/private details and contact information can be edited at any time.
 - Save:** These activities are considered final and will be displayed on the Where to Recycle map. After saving, you can only edit the activity name or contact information.

I confirm that the information provided for this collection activity is accurate. I acknowledge that information about a public collection activity may be made publicly available.

Cancel

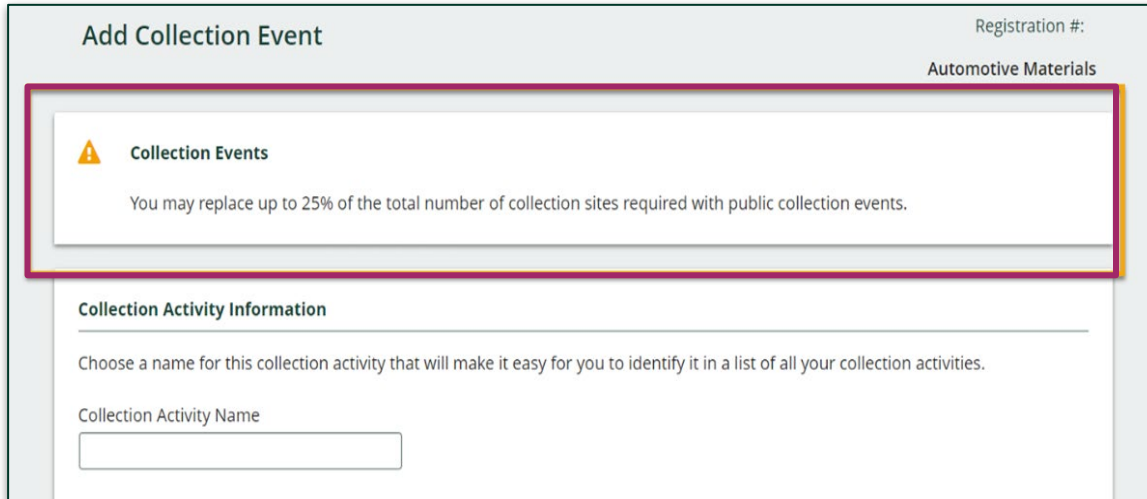
Note:

- You can always deactivate a site once it's been saved.
- Error messages may show up if any of the required fields are not populated or populated incorrectly.
- Click on **Cancel** to erase all information entered and go back to the main screen (slide 14).

Adding a collection activity: collection event (1/3)

Events must be held within the current calendar year. If an event starts in the current year but ends the following year, you must:

- Add the event until December 31 of that year, and
- Create a separate event in the upcoming year. Events created for future years will not count towards the current year's accessibility requirements.



Add Collection Event Registration #: Automotive Materials

Collection Events
You may replace up to 25% of the total number of collection sites required with public collection events.

Collection Activity Information
Choose a name for this collection activity that will make it easy for you to identify it in a list of all your collection activities.

Collection Activity Name

1. Enter the location details as in slide 16, then proceed to the Activity Details page. You may replace up to 25% of the total number of collection sites required with public collection events. You may report more events than the allowed maximum, but those additional events will not count towards the current year's accessibility requirements.

PROs should reach out to RPRA's Compliance Team to indicate which events count towards their accessibility requirements if they exceed the maximum.

Adding a collection activity: collection event (2/3)

Collection Activity Information

Choose a name for this collection activity that will make it easy to identify it in a list of all your collection activities.

Collection Activity Name

2. Add a Collection Activity name. This name will not be displayed on the Where to Recycle map, so it can be tailored to the PRO's naming conventions.

Event Details

Start Date End Date

Materials Collected

Please select the material(s) collected

Oil Filters
 Oil Containers
 Antifreeze

Additional Information (optional)

I confirm that the information provided for this collection activity is accurate. I acknowledge that information about a public collection activity may be made publicly available.

Cancel

3. Enter the **event start** and **end dates**. You can click on the calendar button to select dates more easily.

4. In multi-material programs, **select the specific materials collected at this event**.

Adding a collection activity: collection event (3/3)

Event Details

Start Date End Date

Materials Collected

Please select the material(s) collected

Oil Filters
 Oil Containers
 Antifreeze

Additional Information (optional)

I confirm that the information provided for this collection activity is accurate. I acknowledge that information about a public collection activity may be made publicly available.

Cancel

5. If desired, add any relevant additional information about the event. This information will not be displayed on the Where to Recycle map.
6. Confirm that the information entered is correct and accurate.
7. You have two options to save:
 - Save As Draft:** These activities are not added to the Where to Recycle map. The activity name, start/end date and additional information can be edited.
 - **Save:** These activities are considered final and cannot be edited. Events will be displayed on the map.
 - You can always deactivate a site once it's been saved.

Adding a collection activity: curbside pickup (1/2)

Collection Activity Information

Choose a name for this collection activity that will make it easy for you to identify it in a list of all your collection activities.

Collection Activity Name Community

Curbside Collection Details

Percentage of residences serviced

These residences are serviced at least four times per year and containers, where appropriate, are provided at no charge.

Materials Collected

Please select the material(s) collected

Oil Filters
 Oil Containers
 Antifreeze

Additional Information (optional)

1. Create a name for the curbside pickup program and enter the community where this service is provided. If you provide curbside pickup at multiple communities, create a separate activity for each community.
2. Enter the percentage of households serviced by the curbside pickup. Then, check the checkbox to confirm that the households are serviced at least four times per year and containers, where appropriate, are provided at no charge.
3. In multi-material programs, select the material(s) collected curbside.
4. Enter any relevant additional information about the event.

Adding a collection activity: curbside pickup (2/2)

I confirm that the information provided for this collection activity is accurate. I acknowledge that information about a public collection activity may be made publicly available.

Cancel Save As Draft Save

Need help? Explore our [Registry Resources](#) Can't find an answer? [Contact Us](#)

6. Confirm that the information entered is correct and accurate.

7. You have two options to save:

- **Save As Draft:** The activity name, percentage of residences serviced and the checkbox confirming the residences are serviced at least four times per year can be edited.
- **Save:** These activities are considered final and cannot be edited.
- You can always deactivate a curbside pickup once it's been saved.

Note: Curbside pickups are not displayed on the Where to Recycle map.

Adding a collection activity: direct pickup

< Back to Dashboard

Olivia PRO Test
Add Direct Pickup

Registration #:00029341

Batteries

Collection Activity Information

Choose a name for this collection activity that will make it easy for you to identify it in a list of all your collection activities.

Collection Activity Name Community

Percentage of obligated material supplied subject to a collection program

Additional Information (optional)

I confirm that the information provided for this collection activity is accurate. I acknowledge that information about a public collection activity may be made publicly available.

Cancel

Need help? Explore our [Registry Resources](#) Can't find an answer? [Contact Us](#)


Note: Direct pickups are not displayed on the Where to Recycle map.

1. Fill out the following collection activity information:
 - Create a name for the activity.
 - Select the community for which this activity is applicable for. If you provide direct pickup at multiple communities, create a separate activity for each community.
 - Indicate the percentage of obligated material supplied subject to a direct pickup.
 - Indicate the material(s) for which this service is applicable.
 - Add any additional information you believe is relevant. This information will not be displayed on the Where to Recycle map.
2. Confirm that the information entered is correct and accurate.
3. You have two options to save:
 - **Save As Draft:** The activity name, percentage of obligated material supplied subject to a direct pickup, and additional information can be edited.
 - **Save:** Once saved, these activities are considered final and cannot be edited.
 - You can always deactivate a direct pickup once it's been saved.

Adding a collection activity: curbside pickup upon request (1/2)

Curbside Pickup upon Request is only applicable to the Hazardous and Special Products (HSP) Program.

Add Residential Curbside Pickup upon Request Registration #:00029341

 Automotive Materials

Collection Activity Information

Choose a name for this collection activity that will make it easy for you to identify it in a list of all your collection activities.

Collection Activity Name Community

Describe how residents can request curbside collection

What percentage of the population of this community is serviced by this collection activity?

Materials Collected

Please select the material(s) collected

Oil Filters
 Oil Containers
 Antifreeze

Additional Information (optional)

1. Fill out the following collection activity information:

- Choose a name for this activity keeping in mind that this will be non-editable.
- Describe how residents can request curbside collection.
- Indicate the percentage of the community served by this Curbside Pickup upon Request service.
- Indicate the material(s) for which this service is applicable.
- Add any additional information you believe is relevant. This information will not be displayed on the Where to Recycle map.

Adding a collection activity: curbside pickup upon request (2/2)

I confirm that the information provided for this collection activity is accurate. I acknowledge that information about a public collection activity may be made publicly available.

Cancel Save As Draft Save

Need help? Explore our [Registry Resources](#) Can't find an answer? [Contact Us](#)

2. Confirm that the information entered is correct and accurate.

3. You have two options to save:

- **Save as Draft:** The activity name, description, percentage and content on the Additional Information box can be edited.
- **Save:** These activities are considered final and cannot be edited.
- You can deactivate a curbside pickup upon request once it's been saved.

Note: Curbside pickups upon request are not displayed on the Where to Recycle map.

Adding a collection activity: call-in collection service

Call-in Collection Service is only applicable to the HSP Program. Services must be available to all communities in Ontario.

Add Call-in Collection Service Registration #:00029341
Automotive Materials

Collection Activity Information

Choose a name for this collection activity that will make it easy for you to identify it in a list of all your collection activities.

Collection Activity Name
Phone Number Website

Materials Collected

Please select the material(s) collected

Oil Filters
 Oil Containers
 Antifreeze

Additional Information (optional)

I hereby confirm that the Collection Activity information specified above is accurate. I understand that the information about the Collection Activity may be publicly accessible on the Registry website.

Cancel Save As Draft Save

Need help? Explore our [Registry Resources](#) Can't find an answer? [Contact Us](#)

1. Fill out the following collection activity information:
 - Choose a name for this activity. Keep in mind that this will be non-editable.
 - Add the phone number or website where communities can request a call-in collection service.
 - Indicate the material(s) for which this service is applicable.
 - Add any additional information you believe is relevant. This information will not be displayed on the *Where to Recycle* map.
2. Confirm that the information entered is correct and accurate.
3. You have two options to save:
 - **Save As Draft:** The activity name and contact information can be edited.
 - **Save:** These activities are considered final and cannot be edited.
 - You can deactivate a call-in collection activity once it's been saved.

Note: Call-in collection services are not displayed on the *Where to Recycle* map.

Rules for adding collection activities



Duplicate rules (1/3)

PROs/Collection Systems **can only have one Active Curbside Pickup** record at a time per material type per community. Upon saving an additional curbside pickup for the same material and community, the following error message will appear.

Cancel This collection activity could not be added because it duplicates an existing curbside collection activity in this community. Contact us for assistance at registry@rpra.ca.

Save As Draft Save

PROs/Collection Systems **can only have one Active Direct Pickup** records at a time per material per community. Upon saving an additional direct pickup for the same material and community, the following error message will appear.

Cancel This collection activity could not be added because it duplicates an existing direct collection activity in this community. Contact us for assistance at registry@rpra.ca.

Save As Draft Save

PROs/Collection Systems **can only have one Active Curbside Pickup Upon Request Activity** record at a time per material per community. Upon saving an additional curbside pickup upon request for the same material and community, the following error message should appear.

Cancel This collection activity could not be added because it duplicates an existing curbside collection upon request activity in this community. Contact us for assistance at registry@rpra.ca.

Save As Draft Save

Duplicate rules (2/3)

PROs/Collection Systems **can only have one Active Call-in Collection Service** per material type. Upon saving an additional active call-in collection service for the same material, the following error message will appear.

Cancel This collection activity could not be added because there is already a call-in service activity for this material in this community. Contact us for assistance at registry@rpra.ca. Save As Draft Save

PROs/Collection Systems **can have multiple Active Collection Events** at the same location as long as the dates are different. Upon saving an additional event at the same location and date, the following error message will appear.

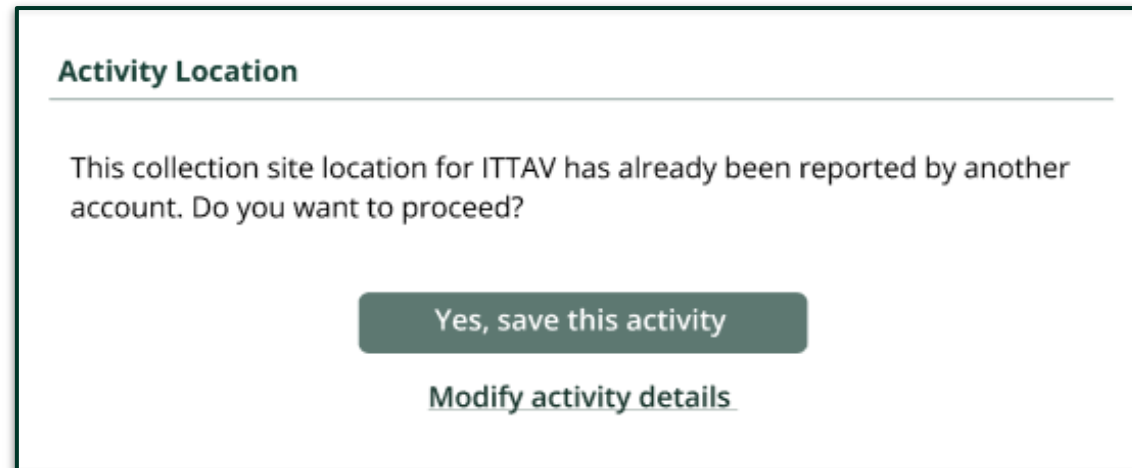
Cancel This collection activity could not be added because there is already a collection event for this material at this location on this date. Save As Draft Save

Individual PROs **cannot have multiple Active Collection Site Activities** for the same material at the same collection site location (e.g. PRO 1 creates 2 activities at the same location for the same material). Upon saving an additional active collection site activity duplicate for the same material and location, the following error message will appear.

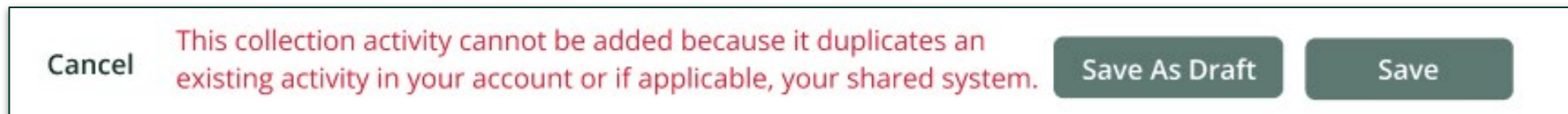
Cancel This collection activity cannot be added because it duplicates an existing activity in your account or if applicable, your shared system. Save As Draft Save

Duplicate rules (3/3)

Collection site locations **can have multiple Active Collection Site Activities** per material from multiple PROs/Collection Systems (e.g. PRO 1 reports an activity location for Batteries; PRO 2 also reports an activity location for Batteries). However, the following message will appear to warn the user prior to adding potential duplicates.



PROs in a shared system **cannot report multiple Active Collection Site Activities** for the same material at the same collection site location (e.g. PRO 1 reports Batteries at a site; PRO 2 reports Batteries at the same site). Upon saving an additional active collection site activity for the same material and location, the following error message will appear.



View, modify and delete a collection activity



How to view your collection activities (1/2)

You can find tables that display your active and inactive collection activities under the **Collection Activities** tab.

PRO Reporting Producers Producer Reports **Collection Activities** Invoices

View: **Collection Activities** Compliance Shared Collection System

Collection Activity Attestation

You are required to complete a monthly attestation confirming that the Collection Activities you have reported are up to date.

[Complete Attestation](#)

Below are all of the Collection Activities that have been reported by your organization.

[Add Activity](#)

Active Collection Activities [Add Filters +](#)

Collection Activity Number	Collection Activity Name	Community	Type	Material Collected
CA-00000810	ce 9	Espanola	Collection Event	Oil Filters
CA-00000809	ce 8	Espanola	Collection Event	Oil Filters
CA-00000808	ce 7	Espanola	Collection Event	Oil Filters
CA-00000807	ce 6	Espanola	Collection Event	Oil Filters
CA-00000805	espanola 5	Espanola	Collection Event	Oil Filters

14 entries [<<](#) [<](#) Page 1 of 3 [>](#) [>>](#) 5 entries per page

Inactive Collection Activities [Add Filters +](#)

Collection Activity Number	Collection Activity Name	Community	Type	Material Collected	Status
CA-00000757	CICS		Call-In Collection Service	Oil Filters	Draft
CA-00000756	SS test draft	Markham	Seasonal Site	Oil Filters	Draft
CA-00000753	rccr test	Amaranth	Residential Curbside Pickup upon Request	Oil Containers	Draft
CA-00000749	Curbside Test Draft	Ajax	Curbside Pickup	Oil Filters	Draft
CA-00000745	Draft CE	Toronto	Collection Event	Oil Filters	Draft

10 entries [<<](#) [<](#) Page 1 of 2 [>](#) [>>](#) 5 entries per page

The **Active Collection Activities** table will display Collection Activity Number, Name, Community, Type and Material Collected.

*Material collected is only displayed for programs with multiple materials.

The **Inactive Collection Activities** table will display the same columns as the Active Collection Activities table but has the additional Status column with values of: In Review, Draft, Deactivated.

How to view your active collection activities (2/2)

This table includes ongoing collection activities in your system. Collection sites and events in this table **will be displayed** on the Where to Recycle map.

Active Collection Activities				
Collection Activity Number	Collection Activity Name	Community	Type	Material Collected
CA-00000230	terrace	Vaughan	Collection Site	Oil Filters
CA-00000228	231122 Collection Event	Toronto	Collection Event	Antifreeze
CA-00000227	231122 Collection Site	Toronto	Collection Site	Antifreeze
CA-00000226	231122 Collection Site	Toronto	Collection Site	Oil Containers
CA-00000225	231122 Collection Site	Toronto	Collection Site	Oil Filters

81 entries

<< < Page 1 of 17 > >>

5 entries per page

1. To search for an activity, enter a collection activity name, community or type of activity

2. You can also narrow down the search results using the Add Filters button. For more information on filtering, see slide 38.

3. Change the view using the following functionality:

- Use the arrows at the bottom of the table to go to the next page of records.
- Increase or decrease the number of entries per page using the dropdown.

Summary of collection activity statuses

Each collection activity entered in the registry will be assigned a status based on how it is saved and the rules for adding collection activities. You can view the status in the Active and Inactive Collection Activities tables.

Status	Active	Draft	In Review	Deactivated	Deleted
Description	An ongoing activity that may count towards compliance calculations (with some exceptions)	A created activity not visible in the map and not counting towards accessibility metrics	Collection sites, seasonal sites and collection events with an unvalidated address	An activity that no longer counts towards compliance calculations	An activity that no longer applies
Example	Collection site with validated address showing on the Where to Recycle map	An event with no confirmed date	Collection site with an address not validated by Google	Event carried on a previous calendar year Seasonal Site operated in a previous calendar year	Event added in error
Visibility on the Where to Recycle map	Visible	Not visible	Not visible	Not visible	Not visible
Rules	User can only edit the contact information for collection sites and seasonal sites	User can edit certain details of the activity If the un-editable information changes, the PRO must deactivate the draft record and create a new one	User cannot edit the activity, but they can delete it	Registrant cannot edit any details of the activity	User can only cancel a draft/ in review activity Registrant cannot edit details of the activity, as deleted activities are not surfaced in the Registry

Collection activities table: filter collection activities

Filter Collection Activities

Enter information in the following fields to narrow down the activities displayed

Community	<input type="text"/>
Type	<input type="text"/>
Start Date	<input type="text" value="Start Date"/>
	<input type="text" value="End Date"/>
Public/Private	<input type="text"/>
Retail/Depot	<input type="text"/>
Material Collected	<input type="text"/>
Status	<input type="text"/>

1. Filter the table by Community, Type (site, event etc.), Date (only for events and seasonal sites), Public/Private, Retail/Depot, and Material Collected.
2. You may also filter by the status of the activity (only applicable on the Inactive Collection Activity table).
3. Click on Apply Filters to see the results.
4. Click Clear if you want to remove previously entered data.
5. Click Cancel to go back to the Collection Activities Table without saving changes.

View your inactive collection activities

This table includes activities in your system that are either under review, created as a draft or deactivated. Collection sites and events in this table **will NOT be displayed** on the Where to Recycle map.

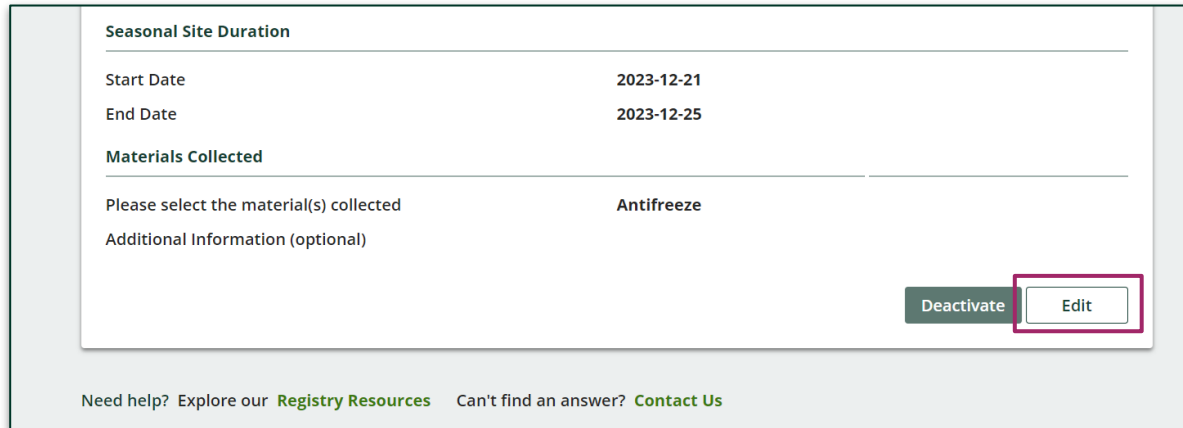
This table includes the same columns as the table of active sites, plus the status of each record. See the previous slide for details of each status type.

Inactive Collection Activities						
<input type="text" value="Enter search terms here"/>						<input type="button" value="Add Filters +"/>
Collection Activity Number	Collection Activity Name	Community	Type	Material Collected	Status	
CA-00000187	cs-346-draft-test		Collection Site	Oil Containers	In Review	
CA-00000161	CS-66-Delete-Test	London	Collection Site	Oil Containers	Draft	
CA-00000093	cs-258-11-14	Ottawa	Collection Event		Deactivated	
CA-00000090	asd	Toronto	Collection Event		Draft	
CA-00000085	cs-256-test-3	Toronto	Collection Event	Antifreeze	Deactivated	

30 entries << < Page 1 of 6 > >> 5 entries per page

Edit an active collection activity

Users can only edit an active activity if it's a Collection Site or Seasonal Site.



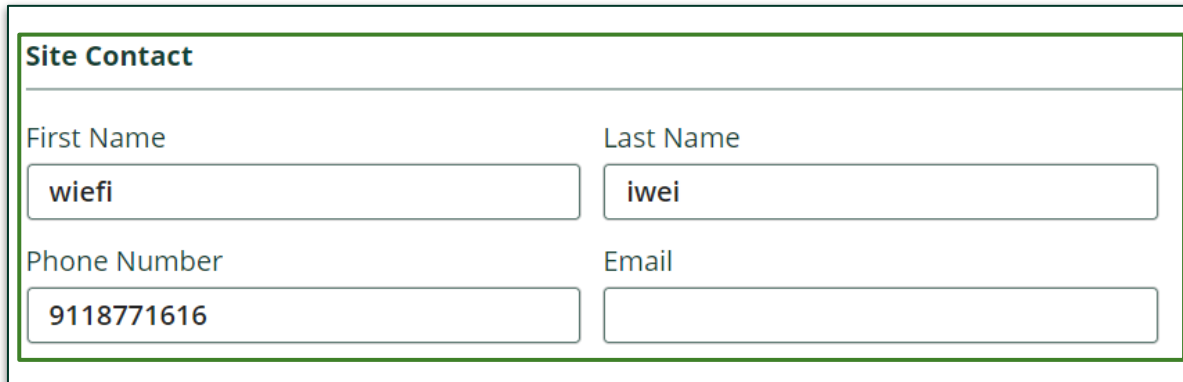
The screenshot shows a form titled "Seasonal Site Duration". It contains the following fields:

Seasonal Site Duration	
Start Date	2023-12-21
End Date	2023-12-25
Materials Collected	
Please select the material(s) collected	Antifreeze
Additional Information (optional)	

At the bottom right of the form, there are two buttons: "Deactivate" and "Edit". The "Edit" button is highlighted with a red rectangular box.

Need help? Explore our [Registry Resources](#) Can't find an answer? [Contact Us](#)

1. Click **edit** to modify an active Seasonal or Collection Site.



The screenshot shows a form titled "Site Contact" enclosed in a green border. It contains the following fields:

Site Contact	
First Name	Last Name
<input type="text" value="wiefi"/>	<input type="text" value="iwei"/>
Phone Number	Email
<input type="text" value="9118771616"/>	<input type="text"/>

2. You can only edit fields in the Site Contact section:

- First Name
- Last Name
- Phone Number
- Email

Deactivate an active collection activity

Collection Activity Number	Collection Activity Name	Community	Type	Material Collected
CA-00000762	Test Active CE		Collection Event	Oil Filters

1 entries Page 1 of 1 5 entries per page

1. To deactivate an active collection activity, click on the Collection Activity Number.

Collection Activity Information

Collection Activity Name	Test Active CE
Status	Active

Activity Location

Location	The Tarka House 1193 Restivo Lane Milton, Ontario L9E 1N8
Community	
Latitude	43.4946722
Longitude	-79.84964599999999

Event Details

Start Date	2023-12-06
End Date	2023-12-13

Materials Collected

Please select the material(s) collected	Oil Filters
Additional information (optional)	

Deactivate

2. Users will be redirected to the Details page where they can click on the Deactivate button to deactivate the collection activity.

Confirm Deactivation

By deactivating this Collection Activity, you acknowledge that this activity will no longer counts towards your collection site requirements or site reductions.

You will not be able to reactivate this activity.

[Cancel](#) Deactivate

3. A confirmation message will appear indicating there is no reactivation option once an activity has been deactivated.

Edit an inactive collection activity

Inactive collection activities that are in Draft status can be edited or deleted, and those that are In Review status can be deleted. Deactivated sites cannot be edited or deleted.

Collection Activity Number	Collection Activity Name	Community	Type	Material Collected	Status
CA-0000739	Draft CS Auto 2	Toronto	Collection Site	Oil Containers	Draft

1. Edit an Inactive activity by clicking on the Collection Activity Number.

To learn about activity status, refer to [slide 37](#).

Collection Activity Information

Collection Activity Name: Draft CA Auto
Status: Draft

Activity Location

Location: Lanark Heights Long Term Care
46 Lanark Crescent
Kitchener, Ontario
N2N 2Z8

Community: Kitchener, City of
Latitude: 43.42387229999999
Longitude: -80.53512979999999

Collection Site Type

Please select the applicable site type: Depot
Is this site open to the members of the public? Public

Site Contact

Name: Jo Lark
Phone Number: 7739949494
Email:

Materials Collected

Please select the material(s) collected: Antifreeze
Additional Information (optional)

Delete Edit

2. Click Edit to modify the information on the Collection Activity Details page.

Delete a draft collection activity

Collection Activity Information			
Collection Activity Name	Draft CA Auto		
Status	Draft		
Activity Location			
Location	Lanark Heights Long Term Care 46 Lanark Crescent Kitchener, Ontario N2N 2Z8		
Community	Kitchener, City of		
Latitude	43.42387229999999		
Longitude	-80.53512979999999		
Collection Site Type			
Please select the applicable site type	Depot		
Is this site open to the members of the public?	Public		
Site Contact			
Name	Jo Lark		
Phone Number	7739949494	Email	
Materials Collected			
Please select the material(s) collected	Antifreeze		
Additional Information (optional)			

[Delete](#) [Edit](#)

1. Click **Delete** to remove a draft collection activity.

2. After clicking the Delete button, a confirmation message will appear to indicate there is no recovery option available after deleting this activity. Click **Delete**.

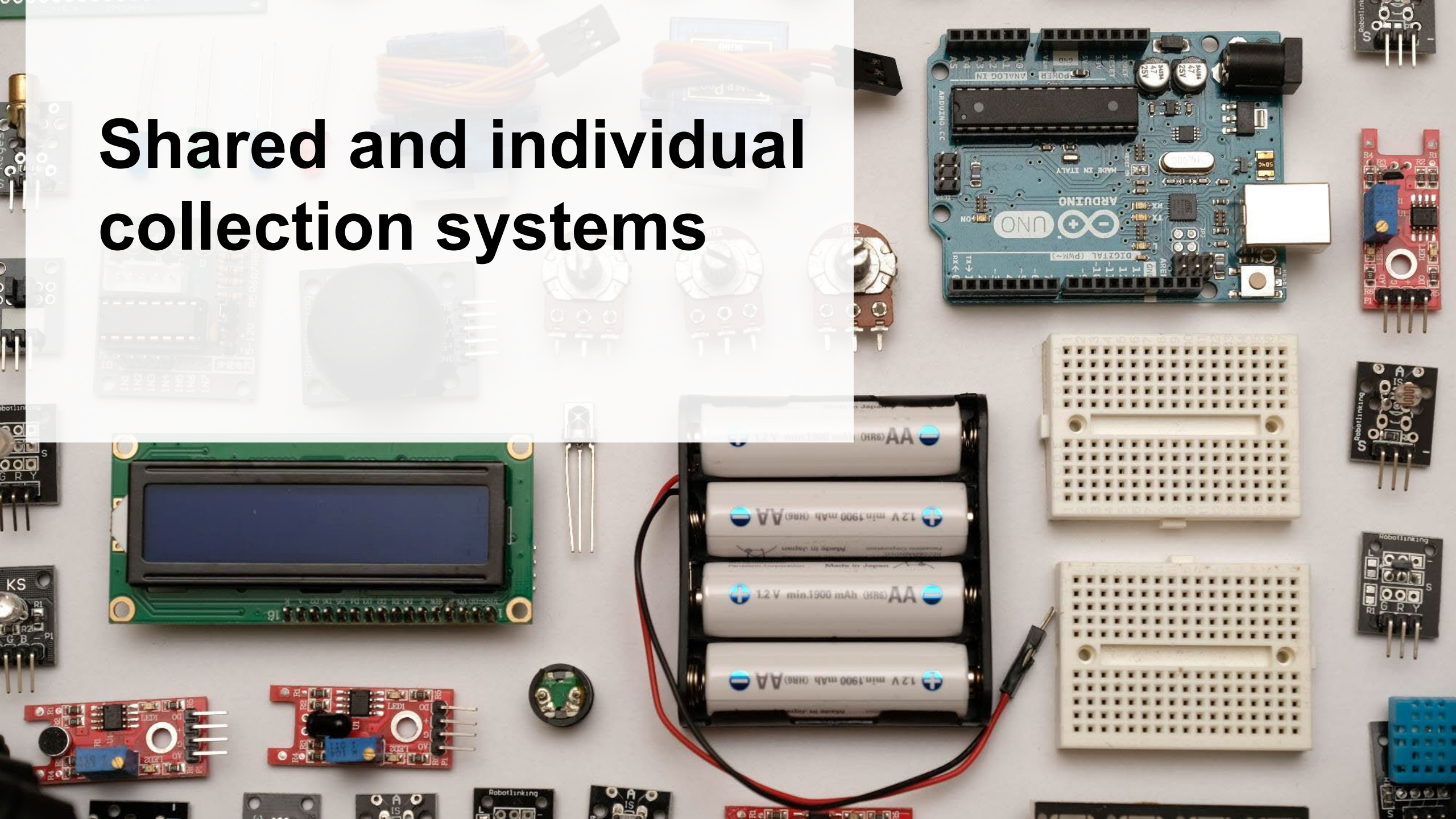
Delete Activity

By deleting this Collection Activity draft, you acknowledge that any saved details will be deleted, and it will no longer be available in the Registry.

[Cancel](#)

[Delete](#)

Shared and individual collection systems



How to view your collection system details

PROs can establish individual collection systems or establish a shared collection system with other PROs. The **Shared Collection Systems** tab displays the details of the system you have indicated.

The screenshot shows the 'Batteries Homepage' with a registration number of 00029368. The navigation menu includes 'PRO Reporting', 'Producers', 'Producer Reports', 'Collection Activities', and 'Invoices'. The 'Collection Activities' tab is active, and the 'Shared Collection System' button is highlighted with a red box. Below this, a red-bordered box contains the following information:

Shared Collection System

Below are the details of your shared collection system. Please contact RPRA if any information needs to be changed.

Batteries

- McCallister PRO
- Wet Bandits

Shared System Start Date: Dec 1, 2023
Shared System End Date: Dec 1, 2024

1. If you are part of a **shared collection system**, you will see the details of the system including the material, participants, start date and end date.

The screenshot shows the 'Tires Homepage' with a registration number of 00029368. The navigation menu includes 'PRO Reporting', 'Producers', 'Collection Activities', and 'Invoices'. The 'Collection Activities' tab is active, and the 'Shared Collection System' button is highlighted with a green box. Below this, a green-bordered box contains the following message:

Shared Collection System

Your registry settings indicate that you are establishing and operating an individual collection system. Please contact RPRA if this needs to be changed.

2. If you are **not part of a shared collection system**, you will see a message stating that you are establishing and operating an individual system.

If you decide to change the details of your system (i.e., individual vs. shared) after it's been indicated or to add a new collection system, contact RPRA's Compliance Team at registry@rpra.ca.

Accessibility



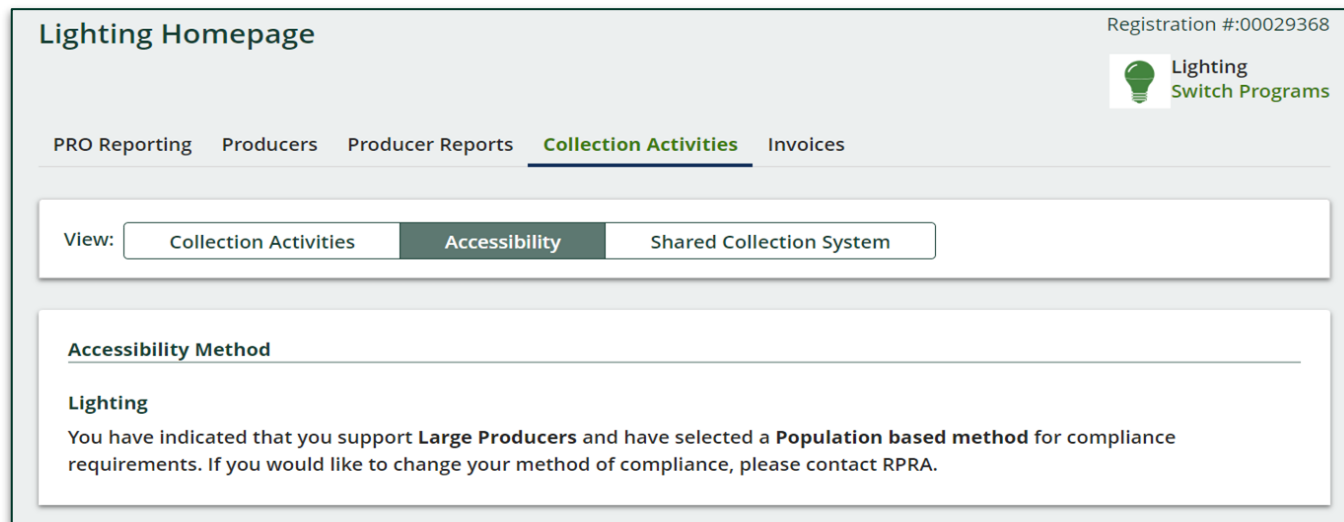
Accessibility tab

PROs have two options to help producers comply with their accessibility requirements. Requirements are calculated based on either-population or retail locations.

If you haven't had your accessibility methods set up yet, or need to modify existing ones, contact RPRA's Compliance Team at registry@rpra.ca. Notify us which accessibility method you will implement or want to modify and a member of our team will support you.

Similarly, you must tell our Compliance Team whether you are establishing a collection system for small producers, large producers or a combination of both as the accessibility requirements vary.

Once RPRA has established the type of producers and accessibility method, you will see it reflected at the top of the **Accessibility** tab.



The screenshot shows the 'Lighting Homepage' interface. At the top right, it displays 'Registration #:00029368' and the 'Lighting Switch Programs' logo. A navigation menu includes 'PRO Reporting', 'Producers', 'Producer Reports', 'Collection Activities' (which is highlighted), and 'Invoices'. Below the navigation, there is a 'View:' section with three buttons: 'Collection Activities', 'Accessibility' (which is selected and highlighted in dark green), and 'Shared Collection System'. Underneath, the 'Accessibility Method' section is visible, with a sub-heading 'Lighting'. The text below reads: 'You have indicated that you support Large Producers and have selected a Population based method for compliance requirements. If you would like to change your method of compliance, please contact RPRA.'

Note: If you provide services to both small and large producers, you will only see that the Registry says you support large producers.

Compliance metrics in a shared system

The registry will display a table showing the required number of collection sites per community, sites established, reductions, net number of sites and a compliance status. This table will be available for each material type in every program.

Review the following slide for definitions of each column in the table.

Accessibility Totals					
<input type="text" value="Enter search terms here"/>					
<input type="button" value="Add Filters +"/>					
Community ▲	Required Sites	Active Sites	Reductions	Total Activities	Accessibility Status
Addington Highlands	3	4	0	4	✘
Adelaide-Metcalfe	4	2	0	2	✘
Adjala-Tosorontio	11	9	0	9	✘
Admaston/Bromley	3	6	0	6	✘
Ajax	127	172	13	185	✘

358 entries

<< < Page 1 of 72 > >>

5 entries per page

Compliance metrics definitions

The following are definitions of each column in the compliance metrics table on the previous slide.

Required Sites: this is calculated based on the material's regulatory requirements for a population-based approach. Should a PRO choose to use a retail-based approach, they will have to reach out to the Compliance Team to discuss the details of their retail system. Retail system accessibility will be tracked manually and the accessibility totals in the registry will not be applicable.

Active Sites: the number of active public collection sites are based on how many have been created in the system registry. If a PRO has indicated they are sharing a collection, this table will show the aggregate number of sites reported by all PROs sharing the same system. PROs working individually will see only the sites they have created themselves.

Reductions: the number of active reductions from events, direct collection activities, curbside collection activities and seasonal sites (only applicable for HSP).

Total Activities: the sum of the Active Sites and Reductions.

Status: refers to the comparison between the required number of sites and active sites. This column will display an X if the community does not meet the minimum requirements, a check mark if the community meets minimum requirements or NA if the community doesn't have collection site requirements.

Individual activity totals

If you have indicated a shared collection system with other PROs, you'll see an additional table labelled 'Individual Activity Totals'. This table provides an overview of your contribution to the shared collection system and allows you to compare your individual contribution to that of the overall shared system.

Individual Activity Totals				Enter search terms here
Community ▲	Active Sites	Reductions	Total Activities	
Addington Highlands				
Adelaide-Metcalfe				
Adjala-Tosorontio				
Admaston/Bromley				
Ajax				

439 entries << < Page 1 of 88 > >> 5 entries per page

Active Sites

The number of active public collection sites per community.

Reductions

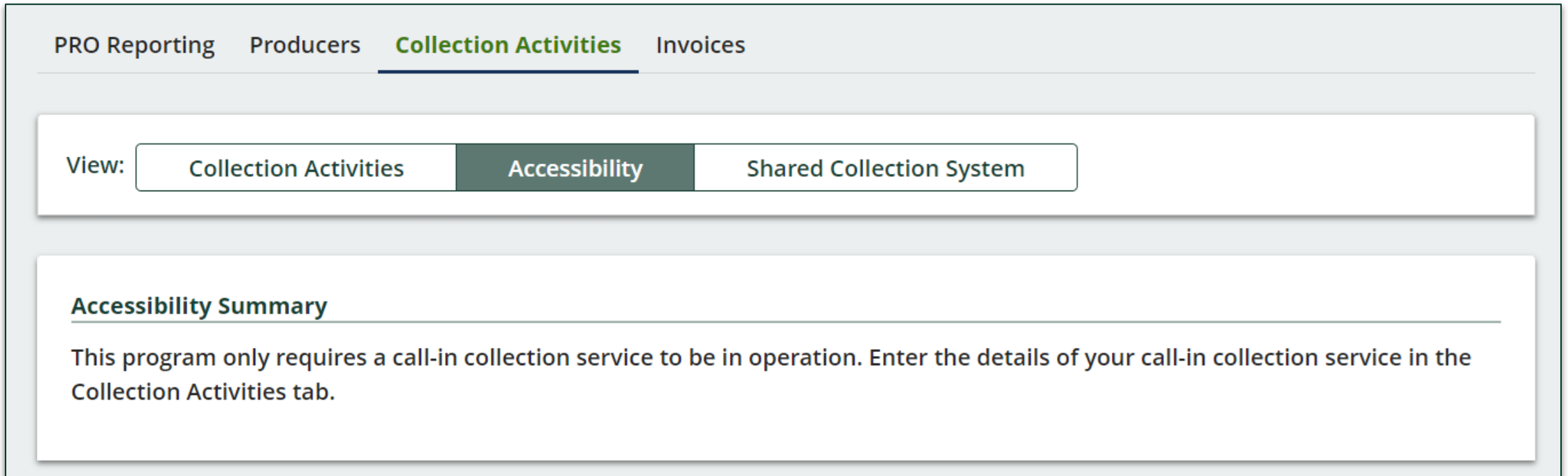
The number of all active applied reductions (e.g., events, direct pickup, curbside pickup, seasonal sites).

Total Activities

The sum of the Active Sites and Reductions.

Accessibility summary

For programs with no public collection site requirements (e.g., refillable propane containers), PROs will see the following message under the **Accessibility** tab.



The screenshot shows a web interface with a navigation bar at the top containing 'PRO Reporting', 'Producers', 'Collection Activities' (highlighted in green), and 'Invoices'. Below the navigation bar is a 'View:' section with three tabs: 'Collection Activities', 'Accessibility' (highlighted in dark green), and 'Shared Collection System'. The main content area displays the 'Accessibility Summary' section, which contains the following text:

Accessibility Summary

This program only requires a call-in collection service to be in operation. Enter the details of your call-in collection service in the Collection Activities tab.

Items not supported by the registry

Certain details and calculations are not supported by the registry and are tracked manually. If any of the below apply to you, contact RPRA's Compliance Team at registry@rpra.ca to add or modify your information.

Retail-based calculations

If you choose to comply with your accessibility requirements using a retail-based approach, you must report your activities in the registry. The Accessibility tab will not display your accessibility metrics as it was only designed for a population-based approach. Your retail-based accessibility requirements, totals and compliance status need to be tracked manually.

Event Maximums

You may report more events than the maximum allowable for reductions but will need to contact the Compliance Team to indicate which events should count towards your accessibility requirements.

Alternative Locations

**Only applicable to HSP programs*

You may use alternative locations to fulfil your accessibility requirements.

Monthly confirmation of collection activities



What is a collection activities monthly confirmation?

Every month, PROs are required to log into their Registry accounts and confirm their activities are up to date for each applicable program.

RPRA reviews monthly confirmations to ensure collection activities reported in the registry are accurately maintained and updated promptly.

Account administrators will receive a reminder email to complete their confirmation on the first day of each month.

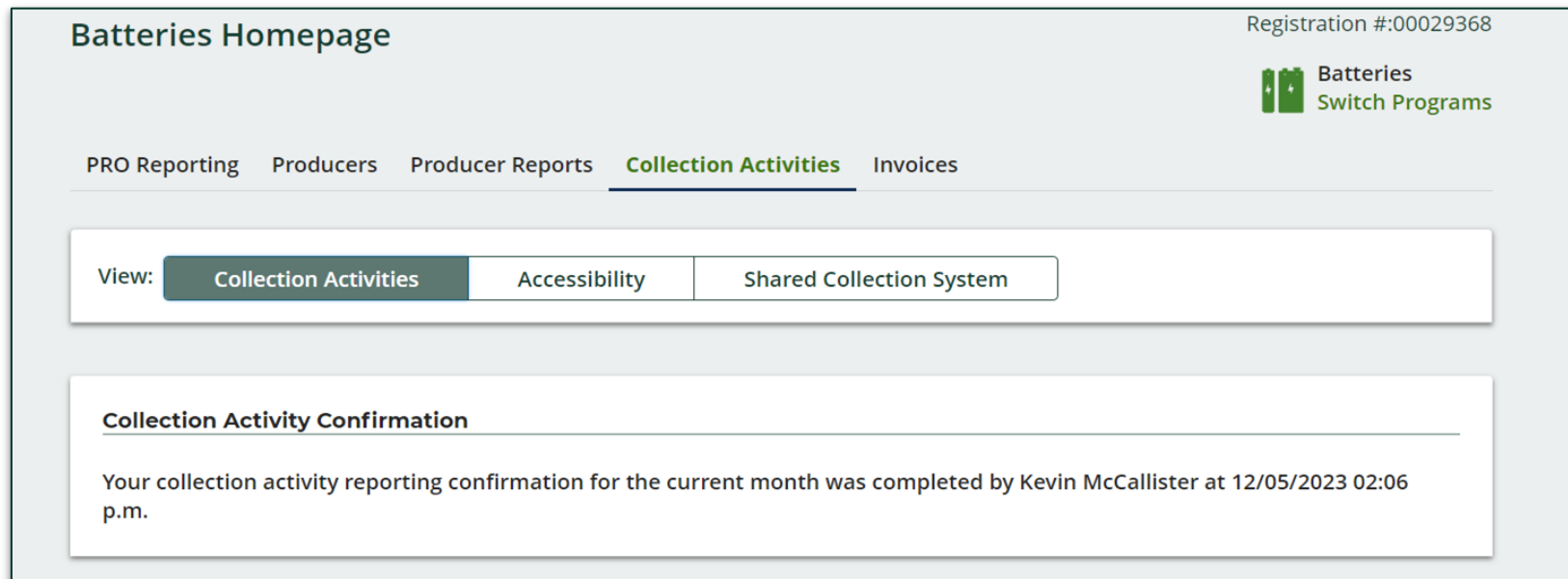
How to complete a monthly confirmation

Under the Collection Activities section of the **Collection Activities** tab, users will see a Monthly Confirmation message.

Click **Complete confirmation**.

Users must check the box and click **Confirm** to complete their monthly confirmation.

Once you complete the monthly confirmation, the button will disappear and a message of who completed it and when will appear.



The screenshot displays the 'Batteries Homepage' interface. At the top right, the registration number '00029368' is shown. Below it is a logo for 'Batteries Switch Programs'. A navigation menu includes 'PRO Reporting', 'Producers', 'Producer Reports', 'Collection Activities' (which is highlighted with a blue underline), and 'Invoices'. A 'View:' dropdown menu is open, showing three options: 'Collection Activities' (selected), 'Accessibility', and 'Shared Collection System'. Below the navigation, a white box titled 'Collection Activity Confirmation' contains the text: 'Your collection activity reporting confirmation for the current month was completed by Kevin McCallister at 12/05/2023 02:06 p.m.'