

# Batteries Performance Reporting - Hauler Guide



**RPRA** Resource Productivity  
& Recovery Authority

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# Introduction



# What is batteries performance reporting?

Batteries performance reporting is an annual report that haulers with obligations under the [Batteries Regulation](#) complete to report on their recovery and management activities in the previous calendar year. Haulers must report single-use and rechargeable batteries separately.

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

Further information about the Batteries Regulation can be found on RPRA's website:  
<https://rpri.ca/programs/batteries/>

# What data needs to be reported for the 2020/21 performance report?

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

- 1. Total weight of batteries in kg picked up**
  - a. Single-use batteries picked up inside and outside of Ontario
  - b. Rechargeable batteries picked up inside and outside of Ontario
- 2. Batteries in kg dropped off**
  - a. Sent for processing
  - b. Sent for refurbishing

# How to log into the Registry as an account admin

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

You can access your Registry account here: [registry.rpra.ca](https://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:

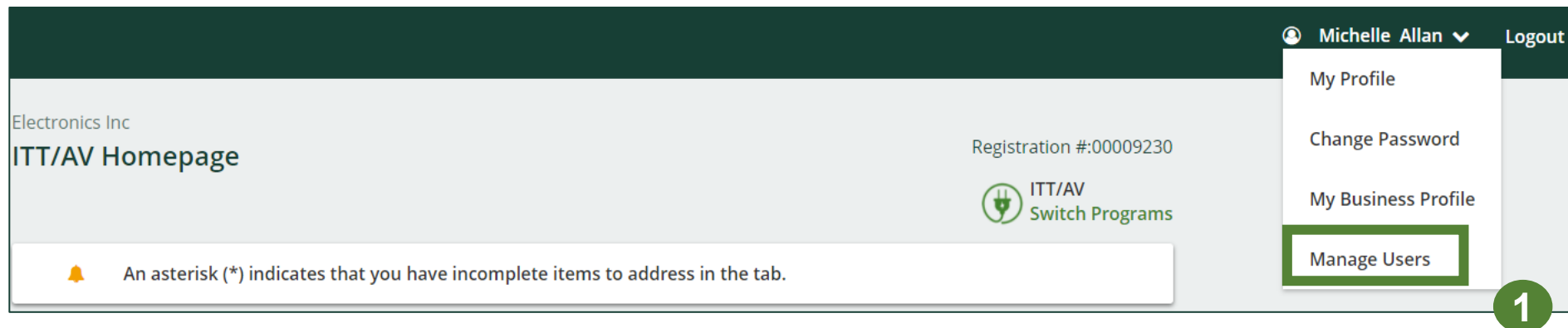
- If you already have an existing Tires account, you do not need to create a new one.
  - Simply log into your existing account, which will bring you to the homepage where you will see all programs you are enrolled in.
  - If you have forgotten your password, click "Forgot Password" on the login screen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

| Active Users |                       |         |            |  |
|--------------|-----------------------|---------|------------|--|
| User ▲       | Email                 | Program | Last Login | Action   |
| John Lowe    | weunenokugre-4608@... | ITTAV   |            | <a href="#">Manage</a> <a href="#">Disable</a> |

[+ Add New User](#)

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**.

## Manage Users

Email  
fake@email.com

First Name  
Fake

Last Name  
Contact

Job Title  
Owner

Business Phone Number  
2343434343

Phone Extension

Mobile Phone Number  
3243243243

Program  
Batteries

User Access Level ⓘ  
☒ Primary ☐ Secondary

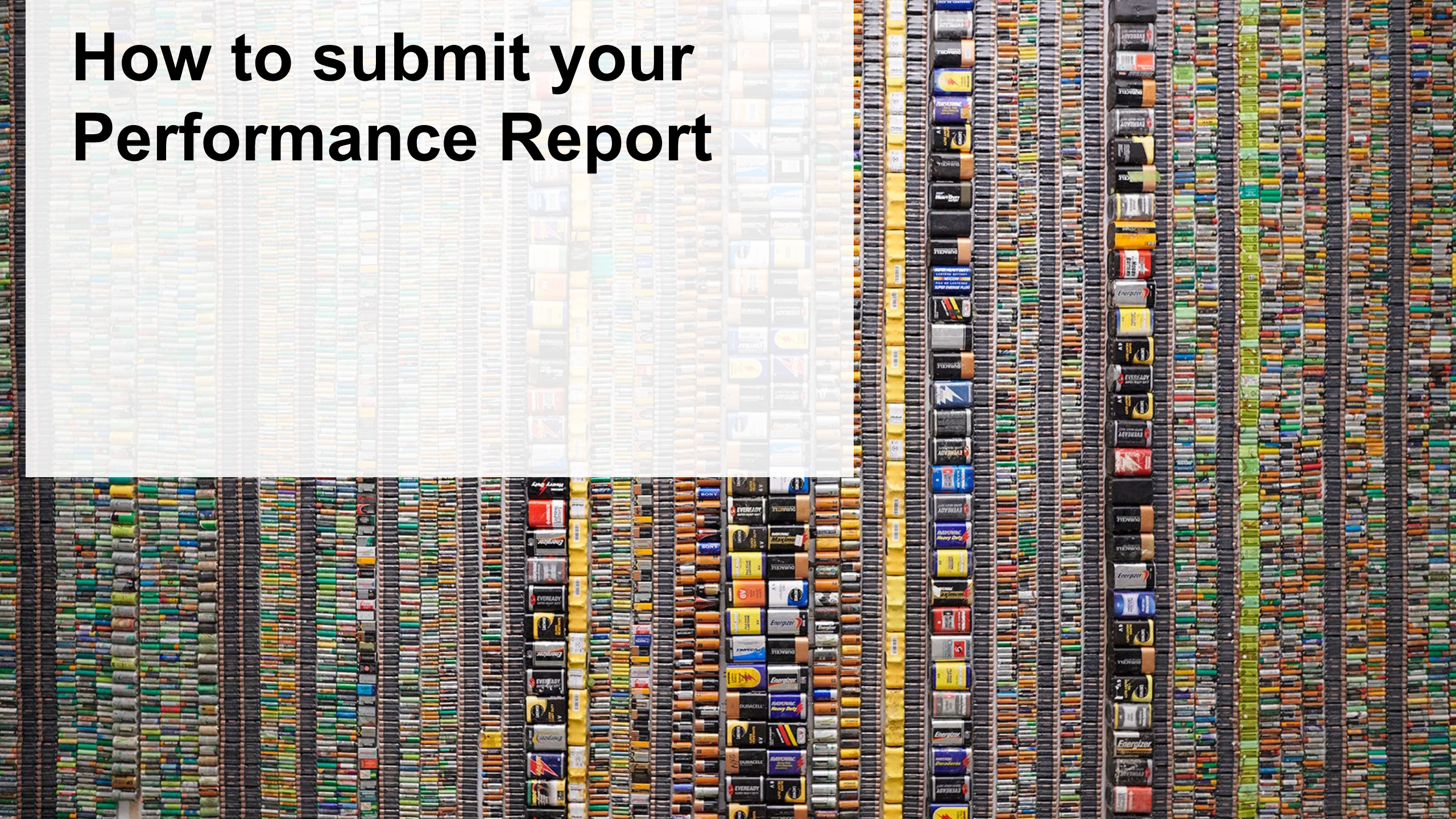
⚠ Saving will replace the current Primary Fake Account

☐ 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.

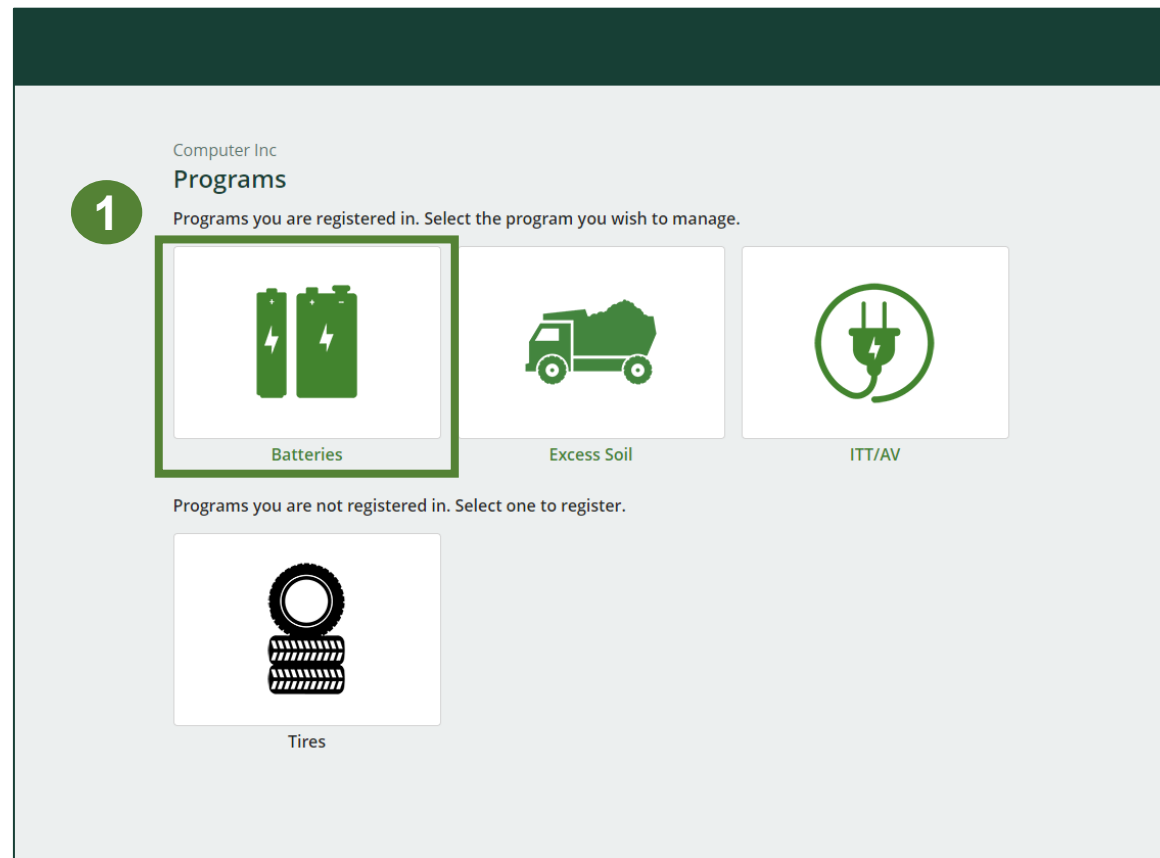
# How to submit your Performance Report



# Performance report

## Accessing your program

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



# Performance report

## Starting your report

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

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

2. Under **Action**, click on **Start** to begin completing the report for 2020/21 Batteries Performance – Hauler.

The screenshot shows the 'Batteries Homepage' for 'Computer Inc'. At the top right, it displays 'Registration #:00008689' and a 'Batteries Switch Programs' button. A notification banner states: 'An asterisk (\*) indicates that you have incomplete items to address in the tab.' Below this is a role selection bar with 'Producer \*', 'Hauler \*', 'Refurbisher \*', 'Processor \*', 'PRO Status', and 'Add Roles'. The 'Hauler \*' tab is highlighted with a green box and a green circle containing the number '1'. Below the role bar is a table titled 'Batteries' with columns: 'Report', 'Status', 'Last Updated By', and 'Action'. The table has one row: '2020/21 Batteries Performance - Hauler' with status 'Not Started' (Due Date: Apr 30, 2022) and an 'Action' column containing a 'Start' button. The 'Start' button is highlighted with a green box and a green circle containing the number '2'. At the bottom, there is a 'Battery Categories' section with the text 'Identify the categories of batteries you work with - single-use, rechargeable or both.' and a 'Manage' button.

Computer Inc  
Batteries Homepage  
Registration #:00008689  
Batteries Switch Programs

An asterisk (\*) indicates that you have incomplete items to address in the tab.

Producer \* **Hauler \*** Refurbisher \* Processor \* PRO Status Add Roles

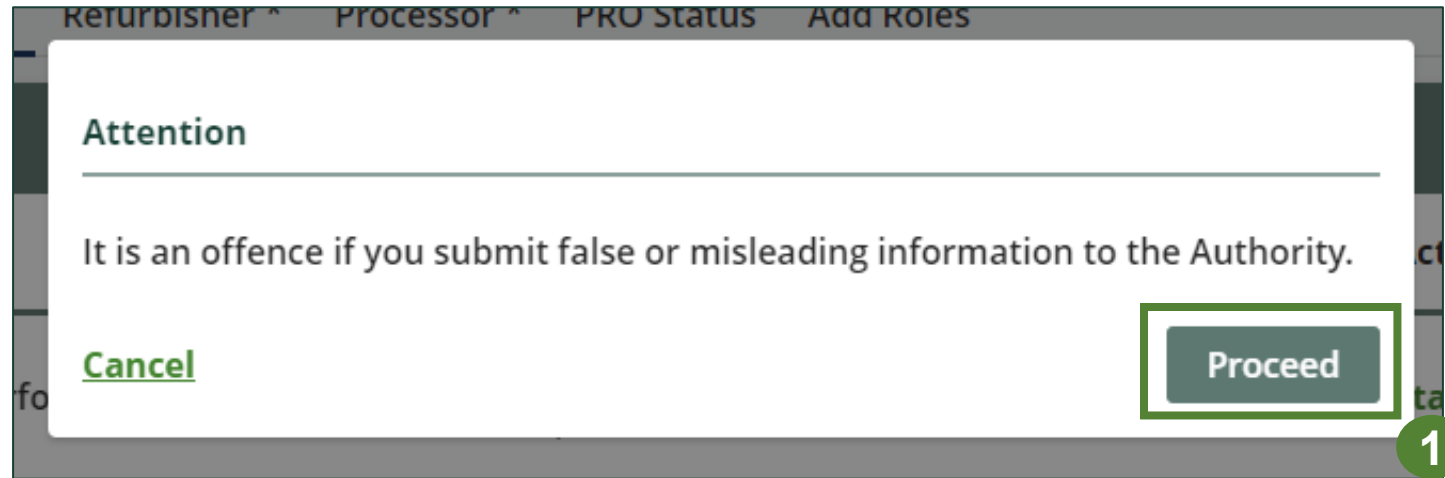
| Report                                 | Status                                | Last Updated By | Action |
|--|---------------------------------------|-----------------|--------|
| 2020/21 Batteries Performance - Hauler | Not Started<br>Due Date: Apr 30, 2022 |                 | Start  |

Battery Categories  
Identify the categories of batteries you work with - single-use, rechargeable or both.  
Manage

# Performance report

## Starting your report

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



# Performance report

## Enter your batteries data picked up inside and outside of Ontario

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

1. Under **Batteries Picked up**, click **Start** to begin entering the battery weights.
2. Under **Total Picked Up**, enter the total kilograms of Single-use and Rechargeable batteries picked up inside and outside of Ontario.
3. Click **Save & Next** to proceed.

< Back to Dashboard

Computer Inc  
2020/21 Batteries Performance - Hauler

**Report Summary**

**Batteries Picked up**

**Total Picked Up** Outside Ontario

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

**Total Picked Up** **Total Kilograms**

Single-use Batteries

Rechargeable Batteries

**Total**

**Report Status**  
**Not Started**

**Submit Report**

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

**Start**

Computer Inc  
2020/21 Batteries Performance - Hauler

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

**Batteries Picked up**

**Total Picked Up** Outside Ontario

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

**Total Picked Up** **Total Kilograms**

Single-use Batteries

Rechargeable Batteries

**Clear Form** **Save & Next**

# Performance report

## Enter your batteries data picked up outside of Ontario

1. Under the **Outside Ontario** tab, enter the total kilograms of single-use and rechargeable batteries under the **Total Kilograms** fields if you picked up batteries outside of Ontario.
2. If you did not pick up any batteries outside of Ontario, leave the kilograms field blank and select the check box for '**I did not pick up any batteries outside Ontario**'.
3. Click **Save & Next** to proceed.

Computer Inc  
2020/21 Batteries Performance - Hauler  
Enter your data and click **Save & Next** to move to the next reporting screen.

**Batteries Picked up**

✓ Total Picked Up **Outside Ontario**

Total weight of batteries picked up outside Ontario.

**Outside Ontario**

Single-use Batteries

Rechargeable Batteries

☐ I did not pick up any batteries outside Ontario.

**Total Kilograms**

0

0

**Clear Form** **Previous** **Save & Next**

1

2

3

# Performance report

## Review your batteries picked up data

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

1. You can review the kilograms of batteries picked up (entered previously).
2. Click on **Edit**, if you need to make a change to the battery weights.
3. Under **Batteries Dropped Off**, click **Start** to enter the battery weights dropped off for processing or refurbishing.

< Back to Dashboard

Computer Inc.  
2020/21 Batteries Performance - Hauler

### Report Summary

**Batteries Picked up**

✓ Total Picked Up ✓ Outside Ontario

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

| Total Picked Up        | Total Kilograms |
|------------------------|-----------------|
| Single-use Batteries   | 5,000           |
| Rechargeable Batteries | 6,000           |
| <b>Total</b>           | <b>11,000</b>   |

Total Picked Up data last updated by: Mary Jane on Feb 01, 2022 12:43 PM

Edit

### Batteries Dropped Off

Sent for Processing Sent for Refurbishing

Total weight of batteries sent for processing.

| Sent for Processing    | Total Kilograms |
|------------------------|-----------------|
| Single-use Batteries   |                 |
| Rechargeable Batteries |                 |
| <b>Total</b>           |                 |

Start

**Report Status**  
In Progress

Submit Report

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

# Performance report

## Enter your batteries data sent for processing

1. Under **Sent for Processing**, enter the total kilograms for single-use and rechargeable batteries in the fields in the **Total Kilograms** fields.
2. If you did not send any batteries for processing, click on the check box marked '**I did not send any batteries for processing**'.
3. Click **Save & Next** to proceed.

Computer Inc

### 2020/21 Batteries Performance - Hauler

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

**Batteries Dropped Off**

**Sent for Processing** Sent for Refurbishing

Total weight of batteries sent for processing.

Sent for Processing

Single-use Batteries

Rechargeable Batteries

☐ I did not send any batteries for processing.

**Total Kilograms**

Clear Form

Save & Next

The screenshot shows a web form for reporting battery performance. It has a header with the company name 'Computer Inc' and the title '2020/21 Batteries Performance - Hauler'. Below the title is an instruction: 'Enter your data and click Save & Next to move to the next reporting screen.' The form is divided into sections. The first section is 'Batteries Dropped Off', which contains two tabs: 'Sent for Processing' (which is selected) and 'Sent for Refurbishing'. Below the tabs, there is a label 'Total weight of batteries sent for processing.' followed by two input fields: 'Single-use Batteries' and 'Rechargeable Batteries'. To the right of these fields is a box labeled 'Total Kilograms' containing two more input fields, both showing '0'. Below the input fields is a checkbox with the text 'I did not send any batteries for processing.'. At the bottom right of the form are two buttons: 'Clear Form' and 'Save & Next'. Three green callout boxes with numbers 1, 2, and 3 are overlaid on the form. Callout 1 points to the 'Total Kilograms' input fields. Callout 2 points to the checkbox 'I did not send any batteries for processing.'. Callout 3 points to the 'Save & Next' button.

# Performance report

## Enter your batteries data sent for refurbishing

1. Under **Sent for Refurbishing**, enter the total kilograms of single-use and rechargeable batteries in the fields under **Total Kilograms**.
2. If you did not send any batteries for refurbishing, click on check box marked '**I did not send any batteries to refurbishers**'.
3. Click **Save & Next** to proceed.

Computer Inc  
2020/21 Batteries Performance - Hauler  
Enter your data and click **Save & Next** to move to the next reporting screen.

**Batteries Dropped Off**

☒ Sent for Processing    **Sent for Refurbishing**

Total weight of batteries sent for refurbishing.

**Sent for Refurbishing**

Single-use Batteries

Rechargeable Batteries

☐ I did not send any batteries to refurbishers.

**Total Kilograms**

0

0

Clear Form    Previous    **Save & Next**

1

2

3

# Performance report

## Review and submit your report

1. Under **Report Summary**, you can review the data previously entered.
2. Click on **Edit**, if you need to make a change to the battery weights.
3. Click on **Submit Report** once you are finished reviewing and ready to submit.

The screenshot shows a web interface for reviewing a performance report. It includes a 'Report Summary' section with two tables: 'Batteries Picked up' and 'Batteries Dropped Off'. The 'Batteries Picked up' table shows a total weight of 11,000 kilograms. The 'Batteries Dropped Off' table shows zero kilograms for all categories. There are 'Edit' buttons for both tables. A 'Submit Report' button is located on the right side of the interface. A message indicates that the report cannot be submitted until all fields have been entered. The interface also shows a 'Report Status' as 'In Progress' and a 'Back to Dashboard' link.

1

2

3

< Back to Dashboard

Computer Inc  
2020/21 Batteries Performance - Hauler

Report Status  
In Progress

Submit Report

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

**Report Summary**

**Batteries Picked up**

✓ Total Picked Up ✓ Outside Ontario

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

| Total Picked Up        | Total Kilograms |
|------------------------|-----------------|
| Single-use Batteries   | 5,000           |
| Rechargeable Batteries | 6,000           |
| <b>Total</b>           | <b>11,000</b>   |

Total Picked Up data last updated by: Mary Jane on Feb 01, 2022 12:43 PM

Edit

**Batteries Dropped Off**

✓ Sent for Processing ✓ Sent for Refurbishing

Total weight of batteries sent for processing.

| Sent for Processing    | Total Kilograms |
|------------------------|-----------------|
| Single-use Batteries   | 0               |
| Rechargeable Batteries | 0               |
| <b>Total</b>           | <b>0</b>        |

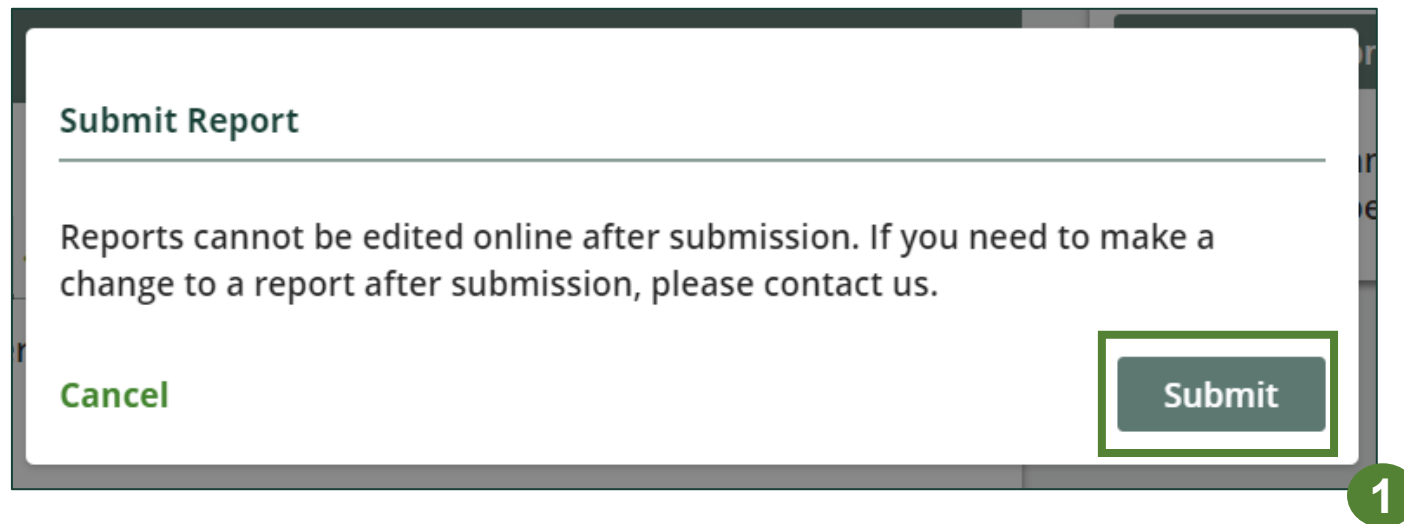
Sent for Processing data last updated by: Mary Jane on Feb 01, 2022 01:07 PM

Edit

# Performance report

## Submit your report

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



# Performance report

## Submitted report

1. Your report status should now be changed to **Submitted**.
2. Click on **Back to Dashboard** to return to the Batteries Homepage to view all reports.

The screenshot displays a web application interface for a performance report. A green circle with the number '1' highlights the 'Report Status' box in the top right corner, which shows 'Submitted' and the timestamp 'Feb 01, 2022 01:09 PM'. A green circle with the number '2' highlights the '< Back to Dashboard' link in the top left corner. The main content area is titled 'Computer Inc' and '2020/21 Batteries Performance - Hauler'. It features two summary tables: 'Batteries Picked Up' and 'Batteries Dropped Off'. The 'Batteries Picked Up' table shows a total weight of 11,000 kilograms, with 5,000 kilograms for single-use batteries and 6,000 kilograms for rechargeable batteries. The 'Batteries Dropped Off' table shows a total weight of 0 kilograms for single-use and rechargeable batteries sent for processing. Both tables include a 'Total Kilograms' column and a 'Total' row. The data was last updated by Mary Jane on Feb 01, 2022 01:09 PM.

< Back to Dashboard

Computer Inc  
2020/21 Batteries Performance - Hauler

**Report Status**  
Submitted  
Feb 01, 2022 01:09 PM

**Report Summary**

**Batteries Picked up**

**Total Picked Up** **Outside Ontario**

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

| Total Picked Up        | Total Kilograms |
|------------------------|-----------------|
| Single-use Batteries   | 5,000           |
| Rechargeable Batteries | 6,000           |
| <b>Total</b>           | <b>11,000</b>   |

Total Picked Up data last updated by: Mary Jane on Feb 01, 2022 01:09 PM

**Batteries Dropped Off**

**Sent for Processing** **Sent for Refurbishing**

Total weight of batteries sent for processing.

| Sent for Processing    | Total Kilograms |
|------------------------|-----------------|
| Single-use Batteries   | 0               |
| Rechargeable Batteries | 0               |
| <b>Total</b>           | <b>0</b>        |

Sent for Processing data last updated by: Mary Jane on Feb 01, 2022 01:09 PM

# Performance report


## View submitted report(s)


1. On the **Batteries Homepage** under the **Hauler** tab, your 2020/21 Batteries Performance - Hauler report status should show **Submitted**, and who it was last updated by.
2. Under Action, you can either click **View** or **Download** to review and save your report submission.

Computer Inc

Batteries Homepage

Registration #:00008689

 Batteries  
Switch Programs

 An asterisk (\*) indicates that you have incomplete items to address in the tab.

Producer \* Hauler Refurbisher \* Processor \* PRO Status Add Roles

Batteries

| Report▼                                | Status                             | Last Updated By | Action  |
|--|------------------------------------|-----------------|---|
| 2020/21 Batteries Performance - Hauler | Submitted<br>Feb 01, 2022 01:09 PM | Mary Jane       | <a href="#">View</a> <a href="#">Download</a> |

Battery Categories

Identify the categories of batteries you work with - single-use, rechargeable or both.

Manage

Need help? Search our [Registry Help & Support](#). Can't find an answer? [Contact Us](#)

# Additional Resources



# Have a question?

## Resources to help you submit your report(s):

- Visit our [battery](#) service provider webpages for additional information on reporting
- If you can't find the answer you're looking for, send us an email at [registry@rpra.ca](mailto:registry@rpra.ca) or call [1-833-600-0530](tel:1-833-600-0530) to speak to our Compliance and Registry Team