

# Batteries Performance Reporting - PRO Guide



**RPRA** Resource Productivity  
& Recovery Authority



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# Introduction





# What is batteries performance reporting?

## PROs reporting on their own performance

Batteries performance reporting is an annual report that PROs with obligations under the [Batteries Regulation](#) complete to report on recovery and management activities in the previous calendar year.

## PROs reporting on behalf of producers

Producers are required to [make best efforts](#) to ensure **that at least 40%** of batteries they supplied are processed, refurbished or reused. As a PRO, you will have to report every year on the extent to which you were able to achieve that target on behalf of your producer clients. Further information on producer management requirements can be found on RPRA's website:

<https://rpri.ca/wp-content/uploads/Compliance-Bulletin-Battery-Performance-Sept-2020.pdf>

This guide will assist battery PROs 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?

**Battery PROs** are required to report the following information annually:

## **Reporting on their own performance**

- Weight of single-use and rechargeable batteries collected.
- Weight of refurbished single-use and rechargeable batteries.
- Weight of recovered materials from processing the collected single-use and rechargeable batteries.

## **Reporting on behalf of producers**

- Total weight of single-use and rechargeable batteries collected.
- Total weight of single-use and rechargeable batteries that were refurbished.
- Weight of materials recovered from processing the collected single-use and rechargeable batteries (e.g. metals, chemicals, etc.).

# How to log into the Registry as an account admin

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

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

## Tips for logging into the Registry for the first time:

- The Registry **will not work** with the Internet Explorer web browser. Google Chrome is the recommended web browser to use.
- If you have an existing Registry account, 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. Click **Add New User** to add an additional user to your account.
2. Under **Manage Users**, fill in user contact information.
3. Click “I hereby authorize this user to create/modify data.” to grant permission.
4. Click **Save**.

The screenshot displays the 'Manage Users' interface. On the left, a table titled 'Active Users' is empty, with a green 'Add New User' button at the bottom right, marked with a green circle '1'. On the right, a modal form titled 'Manage Users' is shown, marked with a green circle '2'. The form contains the following fields: Email (pre-filled with 'ITT.AVPRO@gmail.com'), First Name, Last Name, Job Title, Preferred Language (dropdown), Business Phone Number, Phone Extension, and Mobile Phone Number. There is a checkbox labeled 'Same as Business Phone Number' next to the Mobile Phone Number field. At the bottom of the form, there is a green box containing a checkbox and the text 'I hereby authorize this user to create/modify data.', marked with a green circle '3'. Below this box are 'Cancel' and 'Save' buttons, with the 'Save' button marked with a green circle '4'.

< Back to Dashboard

## Manage Users

**Active Users**

User ▲	Email	Last Login	Action
No Results			

**Add New User**

### Manage Users

Email  
ITT.AVPRO@gmail.com

First Name  Last Name

Job Title  Preferred Language

Business Phone Number  Phone Extension

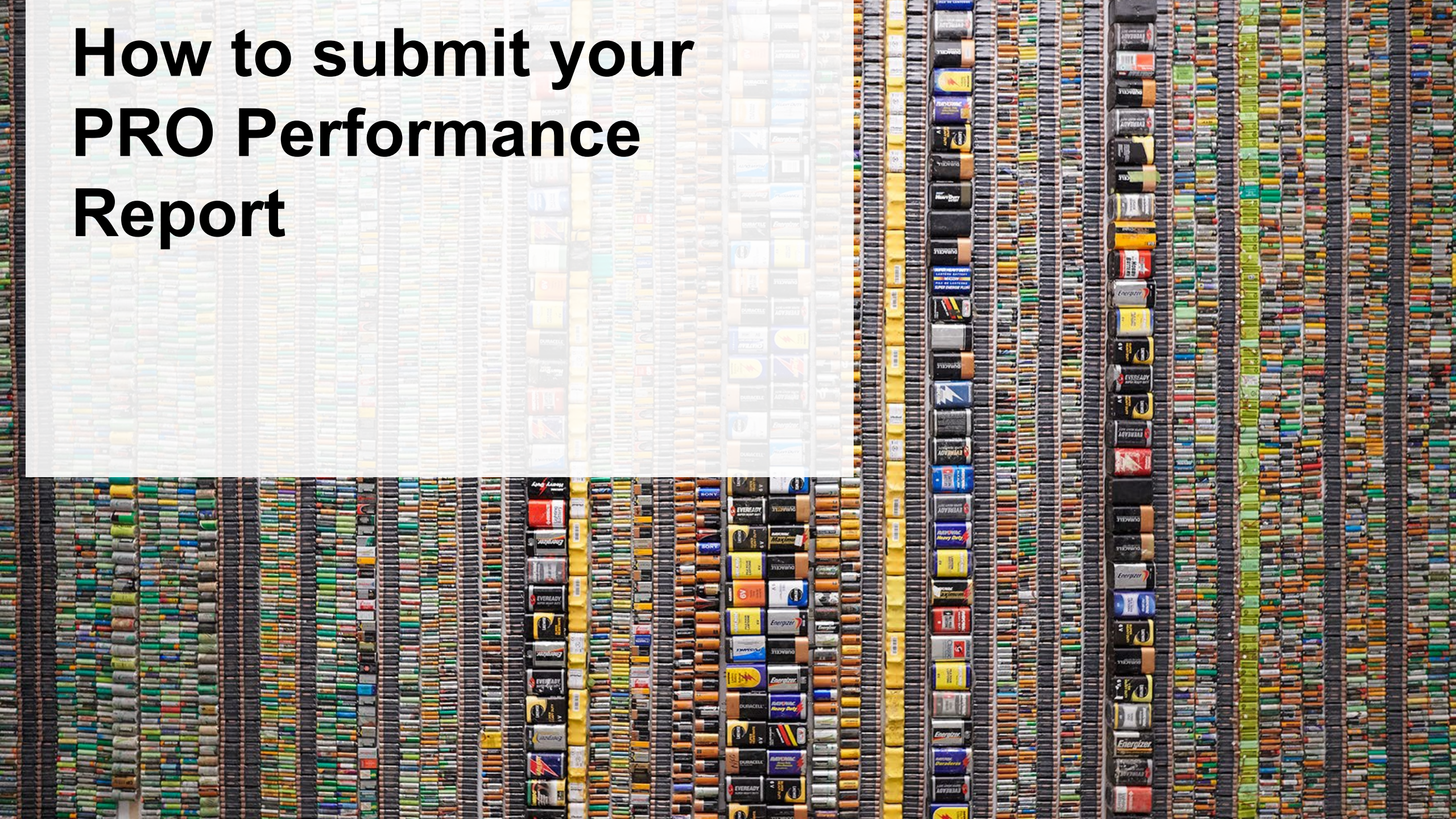
Mobile Phone Number  ☐ Same as Business Phone Number

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

Cancel **Save**



# How to submit your PRO Performance Report

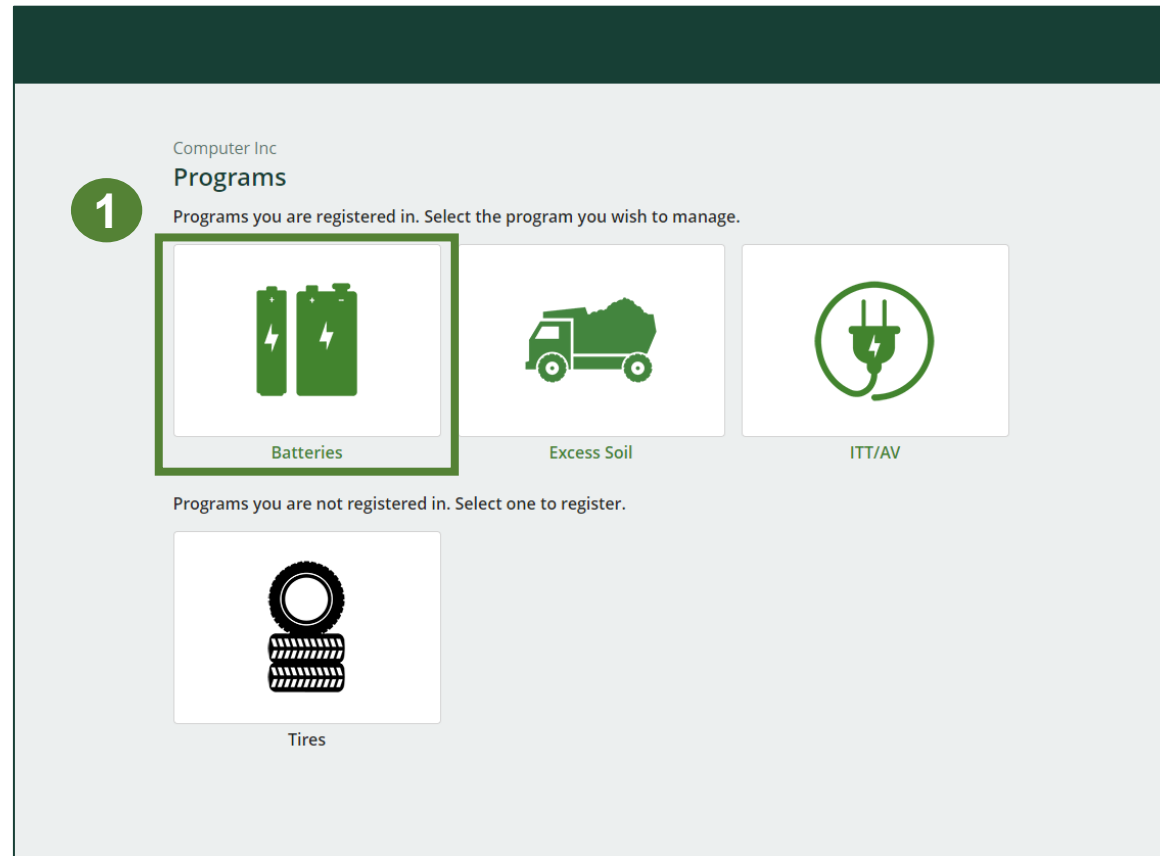




# Performance report

## Accessing your program

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

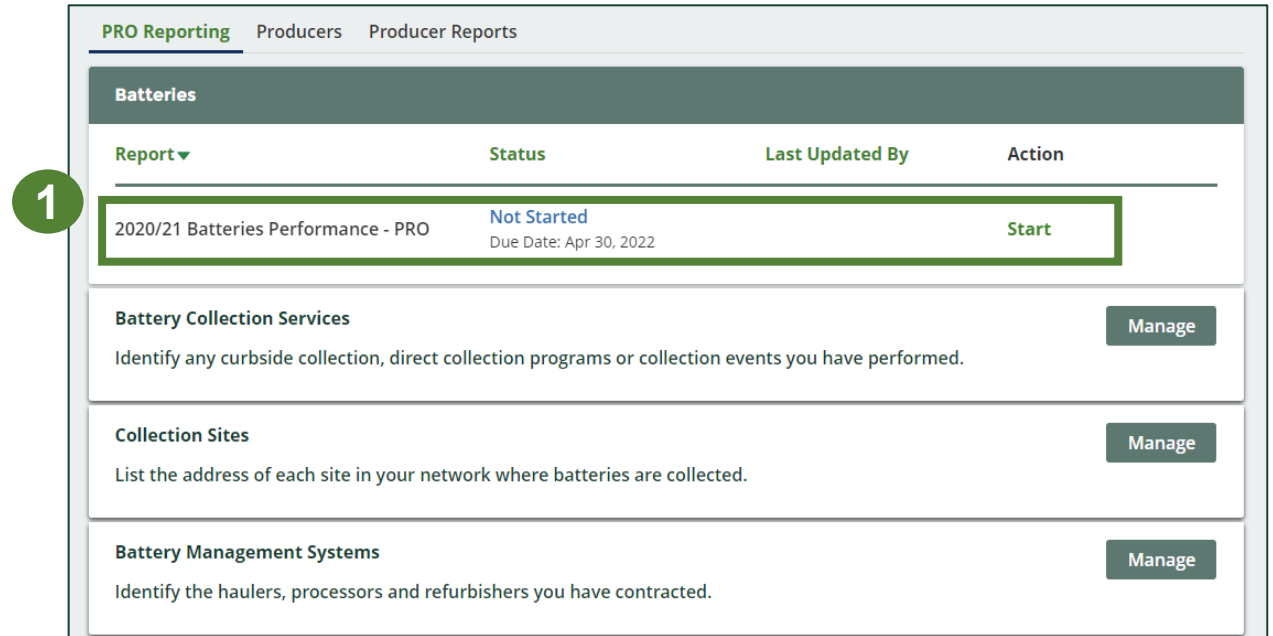




# Performance report

## Starting your own report

1. Under **Action**, click on **Start** to begin completing the report for 2020/21 Batteries Performance – PRO.
2. After clicking **Start**, the below notice will appear. After reading the notice, click **Proceed**.



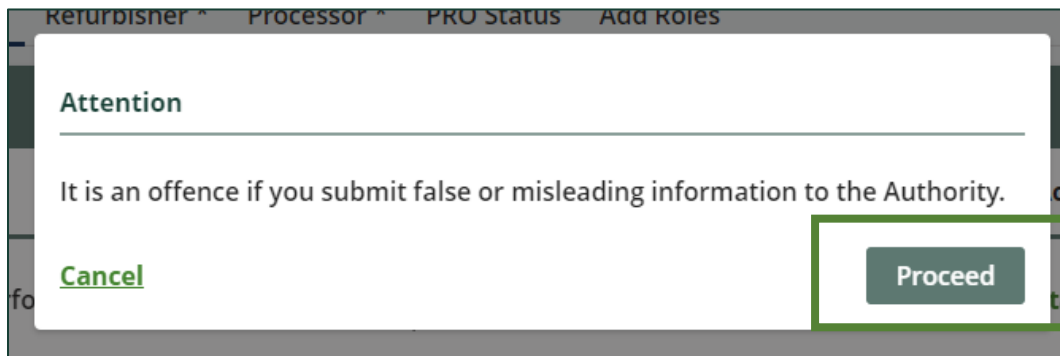
The screenshot shows the 'PRO Reporting' interface. The top navigation bar includes 'PRO Reporting', 'Producers', and 'Producer Reports'. The main section is titled 'Batteries'. Below this, there is a table with columns: 'Report', 'Status', 'Last Updated By', and 'Action'. A row is highlighted with a green border, showing '2020/21 Batteries Performance - PRO' with a status of 'Not Started' and a 'Start' button. Below the table, there are three sections: 'Battery Collection Services' with a 'Manage' button, 'Collection Sites' with a 'Manage' button, and 'Battery Management Systems' with a 'Manage' button.

Report	Status	Last Updated By	Action
2020/21 Batteries Performance - PRO	Not Started	Due Date: Apr 30, 2022	Start

**Battery Collection Services**  
Identify any curbside collection, direct collection programs or collection events you have performed. [Manage](#)

**Collection Sites**  
List the address of each site in your network where batteries are collected. [Manage](#)

**Battery Management Systems**  
Identify the haulers, processors and refurbishers you have contracted. [Manage](#)



The screenshot shows an 'Attention' dialog box. The text inside reads: 'It is an offence if you submit false or misleading information to the Authority.' Below the text, there are two buttons: 'Cancel' and 'Proceed'. The 'Proceed' button is highlighted with a green border.

**Attention**

It is an offence if you submit false or misleading information to the Authority.

[Cancel](#) [Proceed](#)

# Performance report

## Report summary page

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 **Weight of Batteries Collected**, click **Start** to begin entering the total weight of batteries collected.

< Back to Dashboard

PRO 20  
2020/21 Batteries Performance - PRO

### Report Summary

#### Weight of Batteries Collected

Collected

Total weight of batteries collected.

Total Weight Collected	Total Kilograms
Single-use Batteries	
Rechargeable Batteries	
Total	

Start

Report Status  
Not Started

Submit Report

Submit Report

Make sure to provide all the required data before submitting.

1



# Performance report

## Enter your weight of batteries collected data

1. Under **Collected**, enter the total kilograms of single-use and rechargeable batteries collected under the **Total Kilograms**.
2. If you did not collect batteries, leave the kilograms field blank and check box for '**I did not collect any batteries**'.
3. Click **Save & Next** to proceed.

The screenshot shows a web form titled "Weight of Batteries Collected". At the top, there is a tab labeled "Collected". Below the tab, the text "Total weight of batteries collected." is displayed. The form is divided into two main sections. The left section, titled "Total Weight Collected", contains two input fields: "Single-use Batteries" and "Rechargeable Batteries". Below these fields is a checkbox labeled "I did not collect any batteries.". The right section, titled "Total Kilograms", contains two input fields, each with the number "0" entered. At the bottom right of the form, there are two buttons: "Clear Form" and "Save & Next". Three green circular callouts with numbers are overlaid on the form: callout 1 points to the "Total Kilograms" section, callout 2 points to the "I did not collect any batteries." checkbox, and callout 3 points to the "Save & Next" button.

Weight of Batteries Collected

Collected

Total weight of batteries collected.

Total Weight Collected

Single-use Batteries

Rechargeable Batteries

☐ I did not collect any batteries.

Clear Form

Save & Next

Total Kilograms

0

0

# Performance report

## Review your batteries collected 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 **Weight of Refurbished Batteries**, click **Start** to enter weights.

[Back to Dashboard](#)

PRO 20  
2020/21 Batteries Performance - PRO

### Report Summary

Weight of Batteries Collected

✓ Collected

Total weight of batteries collected.

Total Weight Collected	Total Kilograms
Single-use Batteries	1,000
Rechargeable Batteries	2,000
<b>Total</b>	<b>3,000</b>

Collected data last updated by: David 20 Trudeau 20 on Feb 23, 2022 12:16 PM

Edit

### Weight of Refurbished Batteries

Refurbished

Total weight of collected batteries that were refurbished.

Total Weight Refurbished	Total Kilograms
Single-use Batteries	
Rechargeable Batteries	
<b>Total</b>	

Start

Report Status  
**In Progress**

Submit Report

Submit Report

Make sure to provide all the required data before submitting.



# Performance report

## Enter your refurbished batteries data

1. Under **Refurbished**, enter the total kilograms of single-use and rechargeable batteries collected under the **Total Kilograms**.
2. If you did not refurbish batteries, leave the kilograms field blank and check box for '**None of my batteries were refurbished**'.
3. Click **Save & Next** to proceed.

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

### Weight of Refurbished Batteries

**Refurbished**

Total weight of collected batteries that were refurbished.

**Total Weight Refurbished**

Single-use Batteries

Rechargeable Batteries

☐ None of my batteries were refurbished.

**Total Kilograms**

0

0

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

The screenshot shows a web form titled 'Weight of Refurbished Batteries'. At the top, there is a header bar with the instruction 'Enter your data and click Save & Next to move to the next reporting screen.' Below this, a tab labeled 'Refurbished' is selected. The form contains several input fields: 'Total weight of collected batteries that were refurbished.' (a label), 'Total Weight Refurbished' (a label), 'Single-use Batteries' (a label), 'Rechargeable Batteries' (a label), and 'Total Kilograms' (a label). There are two input boxes for 'Total Kilograms', both containing the number '0'. A checkbox labeled 'None of my batteries were refurbished.' is located below the 'Rechargeable Batteries' label. At the bottom right, there are two buttons: 'Clear Form' and 'Save & Next'. Three green circular callouts with numbers 1, 2, and 3 are overlaid on the form. Callout 1 points to the 'Total Kilograms' input boxes. Callout 2 points to the 'None of my batteries were refurbished.' checkbox. Callout 3 points to the 'Save & Next' button.

# Performance report

## Enter your single-use batteries data for recovered materials

1. Under **Weight of Recovered Materials**, click **Start** to enter the weights of materials recovered from processing.
2. Under **Single-use Batteries**, enter the total weight of processed materials for each of the material(s) under **Total Kilograms**.
  - If applicable, specify the process included under “other”.
3. Click **Save & Next**.

Weight of Recovered Materials

Single-use Batteries Rechargeable Batteries

Input the weight of materials recovered from processing the collected single-use batteries.

Processed Materials	Total Kilograms
Paper	
Plastic	
Metal	
Chemicals	
Other	
Total	

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

Start

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

Weight of Recovered Materials

Single-use Batteries Rechargeable Batteries

Input the weight of materials recovered from processing the collected single-use batteries.

Processed Materials	Total Kilograms
Paper	<input type="text" value="0"/>
Plastic	<input type="text" value="0"/>
Metal	<input type="text" value="0"/>
Chemicals	<input type="text" value="0"/>
Other	<input type="text" value="0"/>

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

Clear Form Save & Next

# Performance report

## Enter your rechargeable batteries data for recovered materials

1. Under **Rechargeable Batteries**, enter the total weight of processed materials for each of the material(s) under **Total Kilograms**.
  - If applicable, specify the process included under “other”.
2. Click **Save & Next**.

**Weight of Recovered Materials**

✓ Single-use Batteries **Rechargeable Batteries**

Input the weight of materials recovered from processing the collected rechargeable batteries.

Processed Materials	Total Kilograms
Paper	<input type="text" value="0"/>
Plastic	<input type="text" value="0"/>
Metal	<input type="text" value="0"/>
Chemicals	<input type="text" value="0"/>
Other	<input type="text" value="0"/>

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

[Clear Form](#) [Previous](#) **[Save & Next](#)**



# Performance report

## Submit your report

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

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

< [Back to Dashboard](#)

PRO 20  
2020/21 Batteries Performance - PRO

**Report Summary**

Weight of Batteries Collected

✓ Collected

Total weight of batteries collected.

Total Weight Collected	Total Kilograms
Single-use Batteries	1,000
Rechargeable Batteries	2,000
<b>Total</b>	<b>3,000</b>

Collected data last updated by: David 20 Trudeau 20 on Feb 23, 2022 12:16 PM

[Edit](#)

**Report Status**  
**In Progress**

**Submit Report**

[Submit Report](#)

Make sure to provide all the required data before submitting.

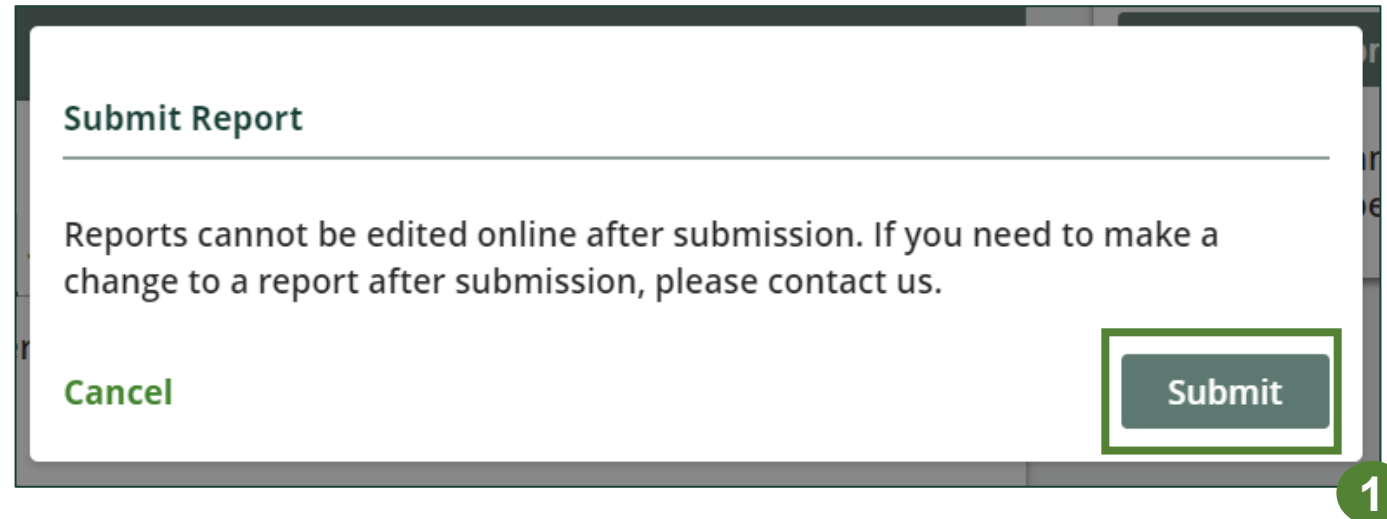
1

2

# Performance report

## Submit your report

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



# Performance report

## View submitted report

1. On the **Batteries Homepage**, your 2020/21 Batteries Performance - PRO 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.

Note: Producers must identify their PRO in their Registry account in order for the report to show in your PRO account. If you are missing a producers report in your account, it is recommended to reach out to the producer directly.

The screenshot displays the 'PRO 20 Batteries Homepage'. At the top right, it shows 'Registration #:00009128' and a 'Batteries Switch Programs' link. Below the header, there are tabs for 'PRO Reporting', 'Producers', and 'Producer Reports'. The 'PRO Reporting' tab is active, showing a table of reports. The first row in the table is '2020/21 Batteries Performance - PRO', which has a status of 'Submitted' (dated Feb 23, 2022 12:19 PM) and was last updated by 'David 20 Trudeau 20'. In the 'Action' column for this row, there are 'View' and 'Download' buttons. Below the table, there are three sections: 'Battery Collection Services', 'Collection Sites', and 'Battery Management Systems', each with a brief description and a 'Manage' button. A green circle with the number '1' is placed over the '2020/21 Batteries Performance - PRO' row, and a green circle with the number '2' is placed over the 'View' and 'Download' buttons.

Report	Status	Last Updated By	Action
2020/21 Batteries Performance - PRO	Submitted Feb 23, 2022 12:19 PM	David 20 Trudeau 20	<a href="#">View</a> <a href="#">Download</a>

**Battery Collection Services**  
Identify any curbside collection, direct collection programs or collection events you have performed.

**Collection Sites**  
List the address of each site in your network where batteries are collected.

**Battery Management Systems**  
Identify the haulers, processors and refurbishers you have contracted.



# How to submit Performance Reports on behalf of producers





# Performance report on behalf of producers

## Starting a producer report

1. Click on the **Producers** tab to see all producers you have retained.
2. Click **Producer Reports** tab.
3. Under the **Producer Reports** tab, select the year for which you would like to submit a report for.
4. Click **Start** next to the producer you would like to begin reporting on behalf of.

Note: You must complete the above steps for every producer client.

PRO 20  
Batteries Homepage

Registration #:00009128

Batteries Switch Programs

PRO Reporting **Producers** Producer Reports

Producers		
Producer ▲	Registration #	Action
Computer Inc	00008365	<a href="#">View</a>

PRO 20  
Batteries Homepage

Registration #:00009128

Batteries Switch Programs

PRO Reporting Producers **Producer Reports**

Performance reports from your Producer Responsibility Organizations (PROs).  
Select a performance year:

**2021**

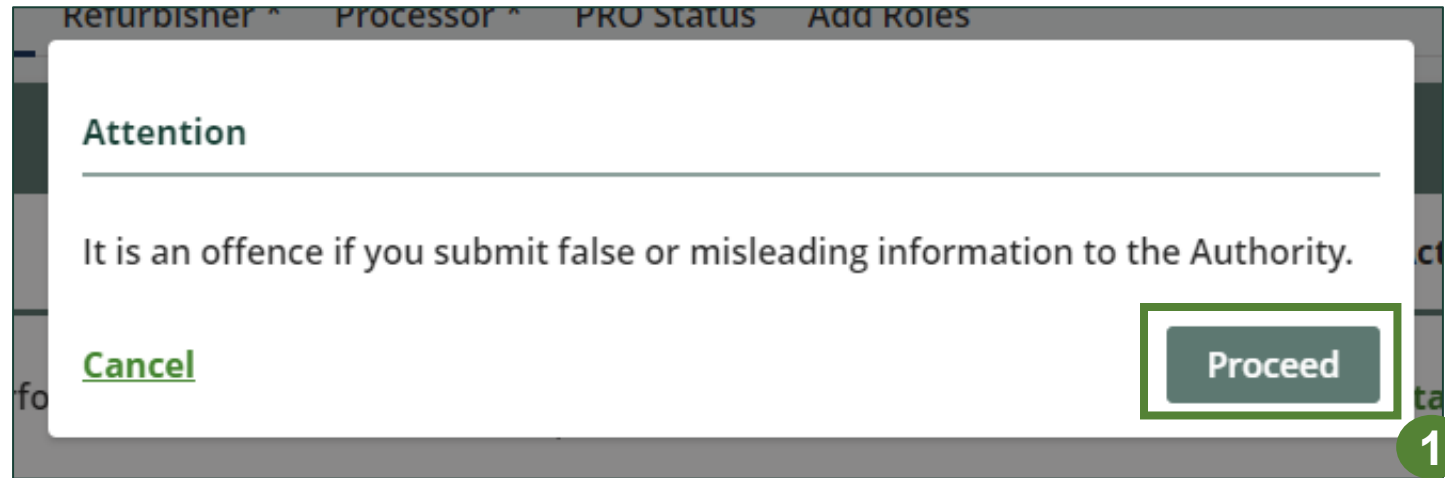
Batteries			
Producer ▲	Status	Last Updated By	Action
Computer Inc	Not Started Due Date: Apr 30, 2022		<a href="#">Start</a>

4

# Performance report on behalf of producers

## Starting a producer report

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





# Performance report

## Report summary page

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 **Weight of Batteries Collected**, click **Start** to begin entering the total weight of batteries collected.

The Fake Tires  
2020/21 Batteries Performance - Producer

**Report Summary**

**Weight of Batteries Collected**

**Collected**

Total weight of batteries collected.

Total Weight Collected	Total Kilograms
Single-use Batteries	
Rechargeable Batteries	
<b>Total</b>	

**Start**

**Report Status**  
Not Started

**Submit Report**

Submit Report

Make sure to provide all the required data before submitting.

1

# Performance report

## Enter your weight of batteries collected data

1. Under **Collected**, enter the total kilograms of single-use and rechargeable batteries collected under the **Total Kilograms**.
2. If you did not collect batteries, leave the kilograms field blank and check box for '**I did not collect any batteries**'.
3. Click **Save & Next** to proceed.

The Fake Tires  
2020/21 Batteries Performance - Producer  
Enter your data and click **Save & Next** to move to the next reporting screen.

**Weight of Batteries Collected**

**Collected**

Total weight of batteries collected.

**Total Weight Collected**

Single-use Batteries

Rechargeable Batteries

☐ I did not collect any batteries.

**Total Kilograms**

0

0

Clear Form

**Save & Next**

1

2

3

# Performance report

## Review your batteries collected 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 **Weight of Refurbished Batteries**, click **Start** to enter weights.

< Back to Dashboard

The Fake Tires  
2020/21 Batteries Performance - Producer

### Report Summary

#### Weight of Batteries Collected

✓ Collected

Total weight of batteries collected.

Total Weight Collected	Total Kilograms
Single-use Batteries	500
Rechargeable Batteries	250
<b>Total</b>	<b>750</b>

Collected data last updated by: Sean Leon on Feb 17, 2022 02:24 PM

Edit

#### Weight of Refurbished Batteries

Refurbished

Total weight of collected batteries that were refurbished.

Total Weight Refurbished	Total Kilograms
Single-use Batteries	
Rechargeable Batteries	
<b>Total</b>	

Start

Report Status  
**In Progress**

Submit Report

Submit Report

Make sure to provide all the required data before submitting.



# Performance report

## Enter your refurbished batteries data

1. Under **Refurbished**, enter the total kilograms of single-use and rechargeable batteries collected under the **Total Kilograms**.
2. If you did not refurbish batteries, leave the kilograms field blank and check box for '**None of my batteries were refurbished**'.
3. Click **Save & Next** to proceed.

The Fake Tires  
2020/21 Batteries Performance - Producer  
Enter your data and click **Save & Next** to move to the next reporting screen.

**Weight of Refurbished Batteries**

**Refurbished**

Total weight of collected batteries that were refurbished.

**Total Weight Refurbished**

Single-use Batteries

Rechargeable Batteries

☐ None of my batteries were refurbished.

**Total Kilograms**

0

0

Clear Form

**Save & Next**

1

2

3

# Performance report

## Enter your single-use batteries data for recovered materials

1. Under **Weight of Recovered Materials**, click **Start** to enter the weights of materials recovered from processing.
2. Under **Single-use Batteries**, enter the total weight of processed materials for each of the material(s) under **Total Kilograms**.
  - If applicable, specify the process included under “other”.
3. Click **Save & Next**.

Weight of Recovered Materials

Single-use Batteries Rechargeable Batteries

Input the weight of materials recovered from processing the collected single-use batteries.

Processed Materials	Total Kilograms
Paper	
Plastic	
Metal	
Chemicals	
Other	
Total	

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

Start

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

Weight of Recovered Materials

Single-use Batteries Rechargeable Batteries

Input the weight of materials recovered from processing the collected single-use batteries.

Processed Materials	Total Kilograms
Paper	<input type="text" value="0"/>
Plastic	<input type="text" value="0"/>
Metal	<input type="text" value="0"/>
Chemicals	<input type="text" value="0"/>
Other	<input type="text" value="0"/>

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

Clear Form Save & Next

# Performance report

## Enter your rechargeable batteries data for recovered materials

1. Under **Rechargeable Batteries**, enter the total weight of processed materials for each of the material(s) under **Total Kilograms**.
  - If applicable, specify the process included under “other”.
2. Click **Save & Next**.

The screenshot shows a web form titled "Weight of Recovered Materials". It has two tabs: "Single-use Batteries" (with a green checkmark) and "Rechargeable Batteries" (which is selected). Below the tabs, a text prompt says "Input the weight of materials recovered from processing the collected rechargeable batteries." To the right of this prompt is a green circle with the number "1". Below the prompt is a table with two columns: "Processed Materials" and "Total Kilograms". The table has five rows for "Paper", "Plastic", "Metal", "Chemicals", and "Other", each with a text input field containing the number "0". The entire table is enclosed in a green rectangular box. Below the table is a text input field with the label "List any materials included in the 'Other' category (250 characters max.)". At the bottom of the form are three buttons: "Clear Form", "Previous", and "Save & Next". The "Save & Next" button is highlighted with a green rectangular box, and a green circle with the number "2" is positioned to its right.

Processed Materials	Total Kilograms
Paper	0
Plastic	0
Metal	0
Chemicals	0
Other	0

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

Clear Form Previous **Save & Next**



# Performance report

## Submit your report

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

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

< Back to Dashboard

The Fake Tires  
2020/21 Batteries Performance - Producer

**Report Summary**

Weight of Batteries Collected

✓ Collected

Total weight of batteries collected.

Total Weight Collected	Total Kilograms
Single-use Batteries	500
Rechargeable Batteries	250
<b>Total</b>	<b>750</b>

Collected data last updated by: Sean Leon on Feb 17, 2022 02:24 PM

Edit

**Report Status**  
In Progress

**Submit Report**

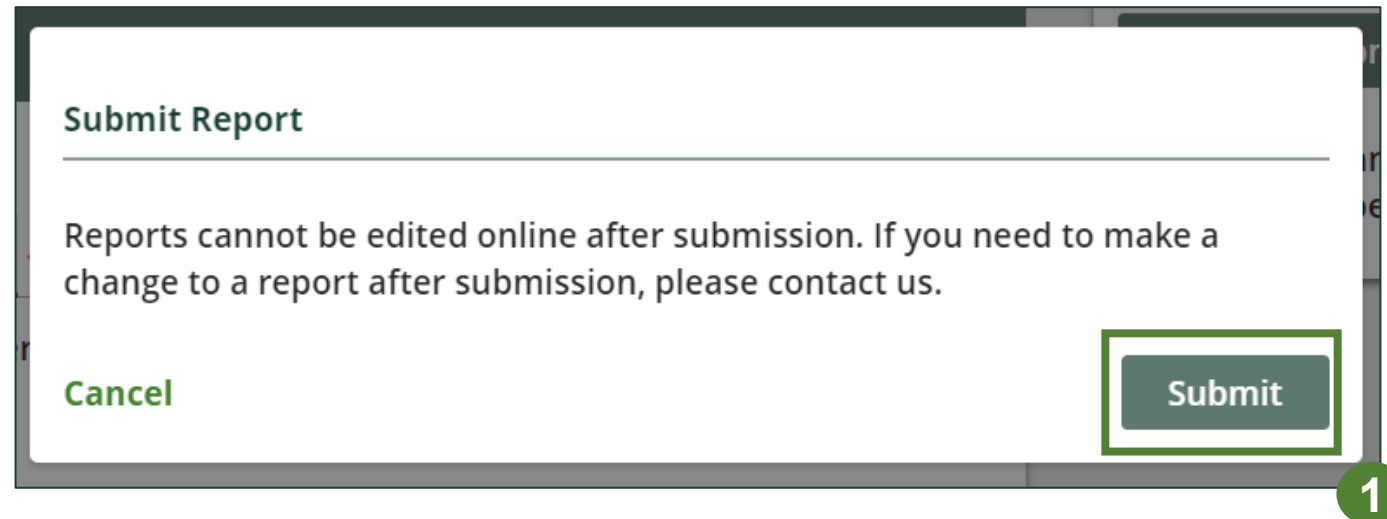
Submit Report

Make sure to provide all the required data before submitting.

# Performance report

## Submit your report

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



# Performance report


## View submitted report(s)

1. On the **Batteries Homepage** under the **Producer Reports** tab, reports submitted on behalf of producers will have a report status of **Submitted**, and who it was last updated by.
2. Under Action, you can click **View** to review the report submission.

PRO 20

### Batteries Homepage

Registration #:00008260

 Batteries  
[Switch Programs](#)

PRO Reporting   Producers   **Producer Reports**

Performance reports from your Producer Responsibility Organizations (PROs).  
Select a performance year:

2021

Batteries			
Producer ▲	Status	Last Updated By	Action
Computer Inc	Submitted Mar 03, 2022 10:33 AM	PRO 20	<a href="#">View</a>

1 2



# Additional Resources





# Have a question?

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

- Visit our [battery](#) PRO webpage 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