

Batteries Performance Reporting Processor Guide



RPRA Resource Productivity
& Recovery Authority

Table of Contents

Introduction

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

Performance Reporting

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

Additional Resources

- More resources to help further answer your questions

Introduction



What is batteries performance reporting?

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

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

Further information about the 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 **processor of batteries**, you are required to report:

- Actual weight of batteries received from each hauler
- Processing methods used for *resource recovery* of batteries
- Actual weight of processed materials (e.g. paper, plastic, metal, chemicals, other)
- Total weight of batteries received but not Processed
- Weights of processed material outputs
- Actual weight of processed materials that were disposed
- Details of products you or a third party made from your processed materials
- Recycling efficiency rate (RER) percentage

Note: The Authority has developed a weight conversion procedure to determine the calculated weight of obligated batteries. Please refer to this document to determine the total weight of batteries and for more information on RER:

https://rprr.ca/wp-content/uploads/Registry-Procedure-Verification-and-Audit-Batteries_Final.pdf

How to log into the Registry as an account admin

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

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

Tips for logging into the Registry for the first time:

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

Tips for logging into an existing Registry account:

- If you already have an existing 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		Manage Disable

1

2

+ 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**.

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

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

3

Program
Batteries

User Access Level ⓘ
☒ Primary ☐ Secondary ⓘ

⚠ Saving will replace the current Primary Fake Account

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

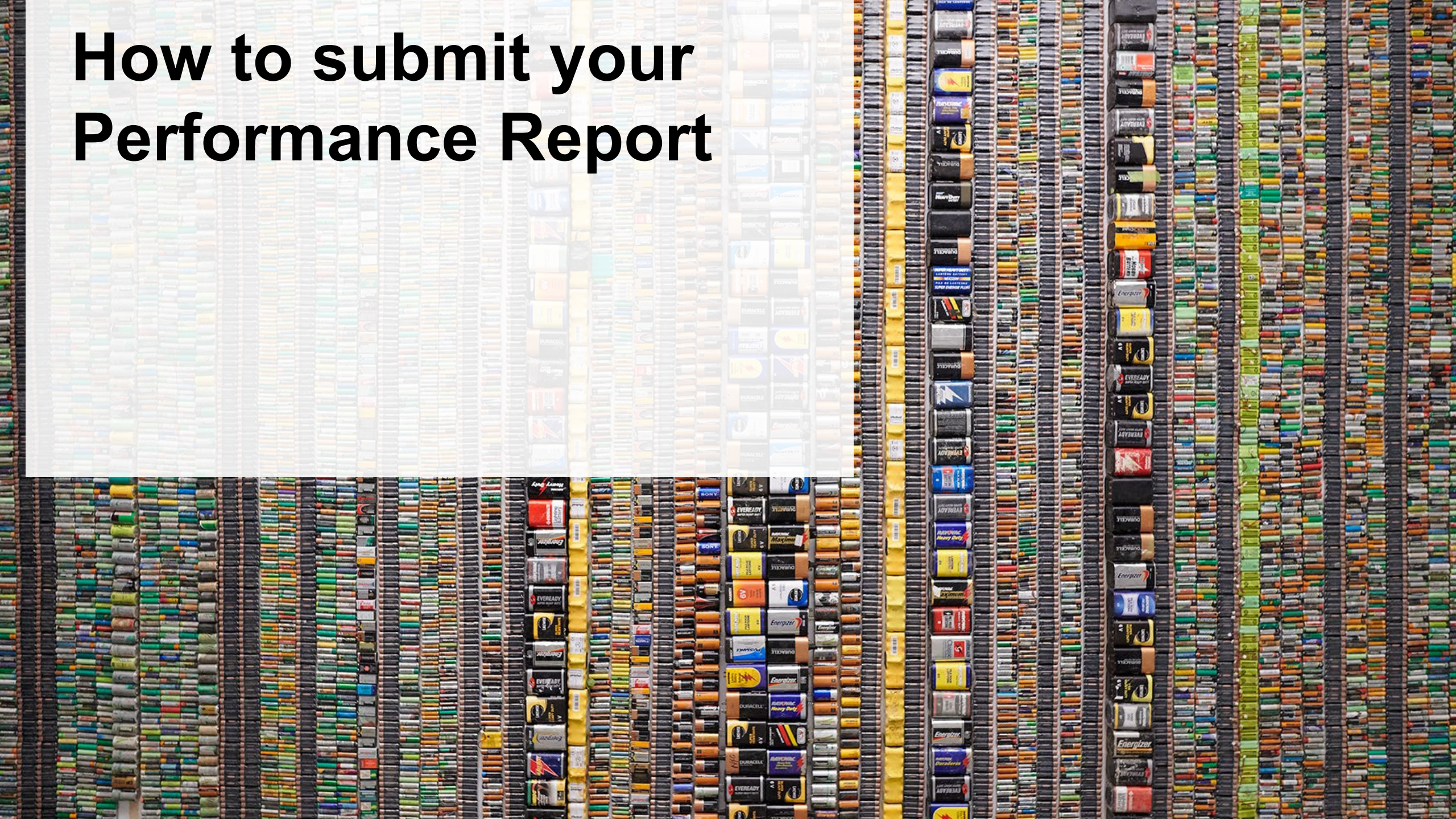
4

Cancel

5

Save

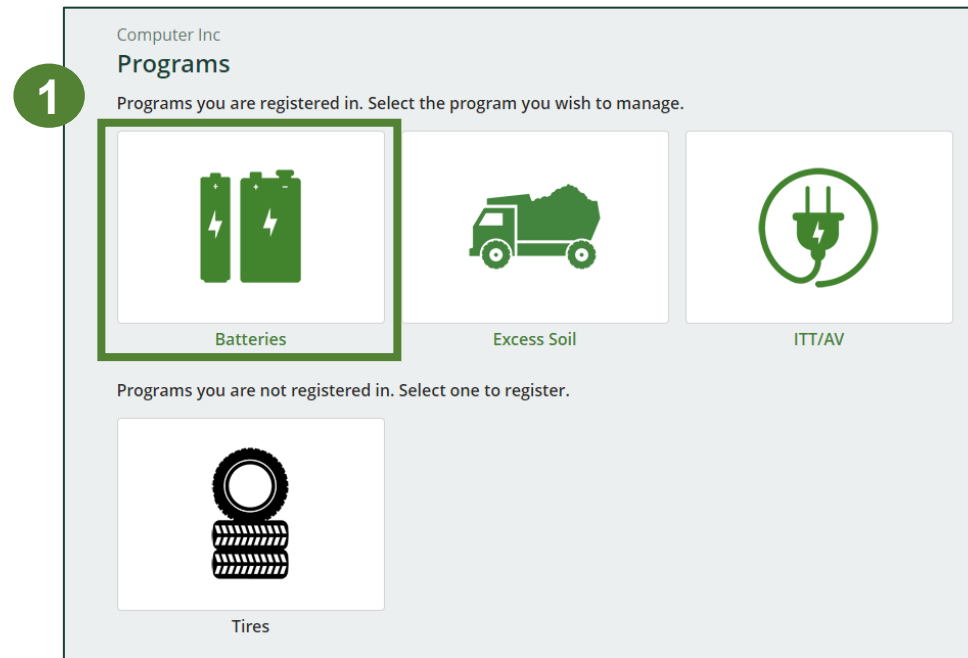
How to submit your Performance Report



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 **Processor** tab to navigate to the processor reports.

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

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

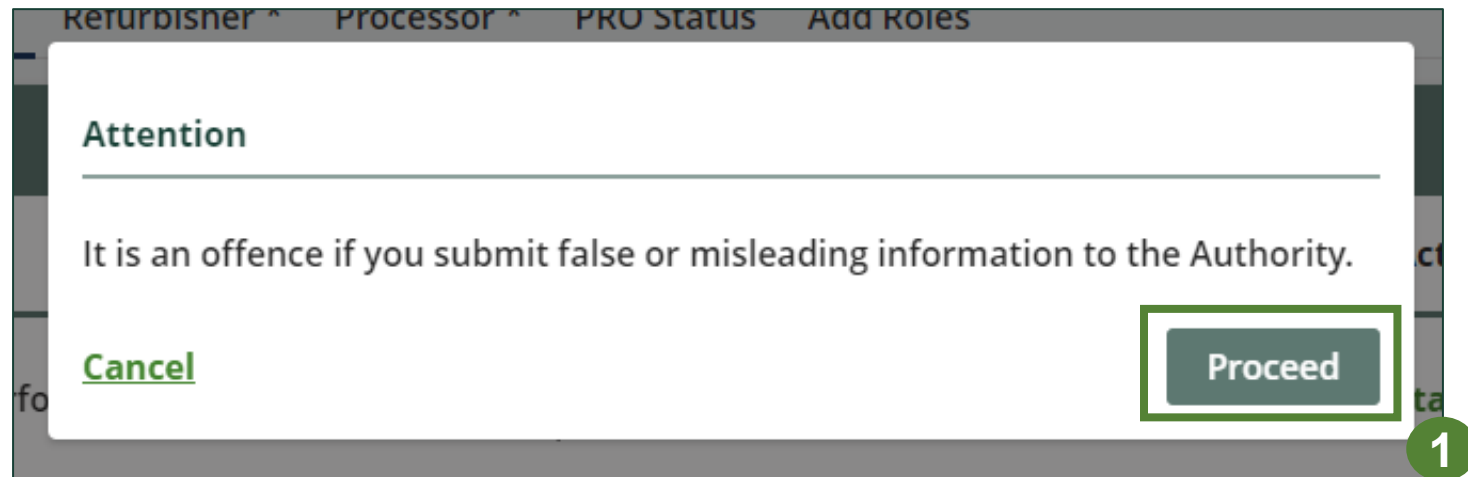
The screenshot shows the 'Batteries Inc. Batteries Homepage'. In the top right corner, it displays 'Registration #:00008690' and a 'Batteries Switch Programs' link. A notification banner states: 'An asterisk (*) indicates that you have incomplete items to address in the tab.' Below this, a navigation bar contains tabs for 'Producer *', 'Hauler *', 'Refurbisher *', and 'Processor *'. The 'Processor *' tab is highlighted with a green box and a green circle with the number '1'. To the right of the tabs are links for 'PRO Status' and 'Add Roles'. Below the navigation bar is a table titled 'Batteries'. The table has four columns: 'Report', 'Status', 'Last Updated By', and 'Action'. The first row of the table shows '2020/21 Batteries Performance - Processor' in the 'Report' column, 'Not Started' in the 'Status' column, and 'Due Date: Apr 30, 2022' below it. In the 'Action' column, there is a green 'Start' button, which is highlighted with a green box and a green circle with the number '2'.

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

Performance report

Starting your report

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



Performance report

Begin batteries received from hauler section

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

1. Under **Received from Hauler**, click **Start** to report the total weight of single-use and rechargeable batteries received from each hauler.

< Back to Dashboard

Battery Inc
2020/21 Batteries Performance - Processor

Received from Hauler	
Received from Hauler	Total Kilograms
Single-use Batteries	
Rechargeable Batteries	
Total	

1

Start

Report Status
Not Started

Upload Audit Report ⓘ

Upload

Submit Report

Make sure to provide all the required data before submitting.

Performance report

Adding haulers to your report

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

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

[<Back to Report](#)

Battery Inc
2020/21 Batteries Performance - Processor
Follow the steps below to identify and enter data for all the haulers you received batteries from. Click **Continue** once you have finished entering data for all of your haulers.

Received from Haulers

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

Step 1: Search for and add all your haulers

Registration #	Company Name	Primary Contact	Address	Action
00008552	Performance Account - Haul...	Tires and Batteries Prog...		Add
00008690	Battery Inc	John Smith	3215 Rechargeable Road, L...	Add
00008278	RPRA Batteries Inc.	Mara White	4711 Yonge Street, Toronto	Add

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

Step 2: Enter data for all your haulers

Registration #▼	Company Name	Single-use Batteries	Rechargeable Batteries	Action
No Results				

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

Performance report

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

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

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

Step 2: Enter data for all your haulers

Registration #▼	Company Name	Single-use Batteries	Rechargeable Batteries	Action
00008690	Battery Inc	0	0	<div><div>Enter</div><div>Remove</div></div>

1

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

Continue >

Performance report

Enter in actual weight of batteries received from each hauler

1. Under **Total Kilograms**, enter the total actual weight of single-use and rechargeable batteries received from the hauler.
2. Click **Save & Next**.

<Back to Report

Battery Inc

2020/21 Batteries Performance - Processor

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

Received from Hauler

Received from Hauler

Single-use Batteries

Rechargeable Batteries

Total Kilograms

0

0

Clear Form

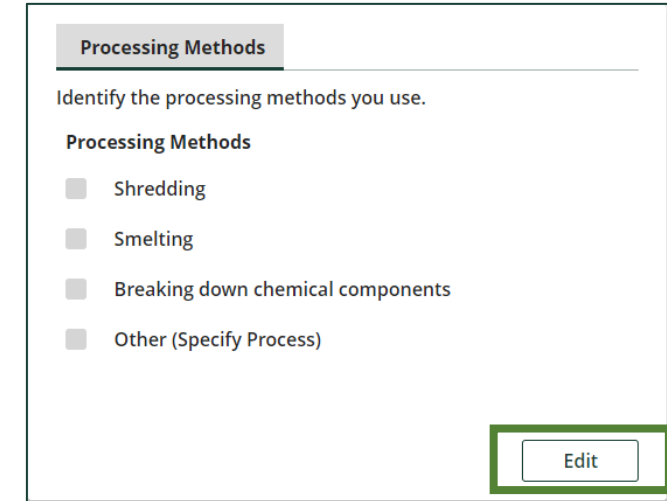
Save & Next

Performance report

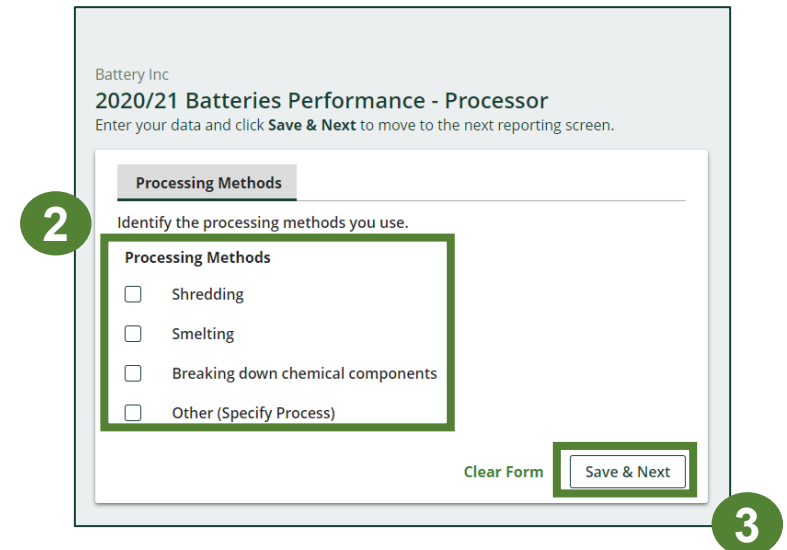
Processing methods used for resource recovery of batteries

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

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



This screenshot shows the 'Processing Methods' form. At the top, there is a tab labeled 'Processing Methods'. Below it, the text 'Identify the processing methods you use.' is displayed. A list of four processing methods is shown, each with a grey square selection box: 'Shredding', 'Smelting', 'Breaking down chemical components', and 'Other (Specify Process)'. In the bottom right corner, the 'Edit' button is highlighted with a green rectangular box. A green circle with the number '1' is positioned to the right of the form.



This screenshot shows the '2020/21 Batteries Performance - Processor' form. The header includes 'Battery Inc' and the title '2020/21 Batteries Performance - Processor', with a sub-instruction: 'Enter your data and click Save & Next to move to the next reporting screen.' The 'Processing Methods' section is highlighted with a green rectangular box. It contains the same list of four processing methods as the previous form, but with white square selection boxes. At the bottom right, the 'Save & Next' button is highlighted with a green rectangular box. A green circle with the number '2' is positioned to the left of the form, and a green circle with the number '3' is positioned to the right of the form.

Performance report

Entering actual weight of processed materials

Report the weight of material output from processing the single-use and rechargeable batteries dropped off by haulers.

1. To begin entering data of recovered material type from processing, click **Start**.
2. Under the **Single-use Batteries** tab, enter the total kilograms for each of the materials that resulted from the processing of the batteries.
 - If applicable, list out any materials included under “other”.
3. Click **Save & Next**.

Processed Material Data

Single-use Batteries Rechargeable Batteries

Single-use Batteries	Total Kilograms
Paper	
Plastic	
Metal	
Chemicals	
Other	
Total	

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

Start

Battery Inc.

2020/21 Batteries Performance - Processor

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

Processed Material Data

Single-use Batteries Rechargeable Batteries

Single-use Batteries	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**

1

2

3

Performance report

Entering actual weight of processed materials

1. Under the **Rechargeable Batteries** tab, enter the total kilograms for each of the materials that resulted from the processing of the batteries.
 - If applicable, list out any materials included under “other”.
2. Click **Save & Next**.

2020/21 Batteries Performance - Processor

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

1

Processed Material Data

✓ Single-use Batteries **Rechargeable Batteries**

Rechargeable Batteries	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**

2

Performance report

Entering total weight of batteries received but not processed

Report the total weight of single-use and rechargeable batteries that were sent for reuse without processing and/or sent to a different processor to be processed.

1. Click **Start** to input the weight of each category of battery sent for reuse or sent to a different processor.
2. Under the **Batteries Sent for Reuse** tab, enter the total kilograms of each type of battery sent for reuse.
3. If the above is not applicable, check *I did not send any batteries for reuse*.
4. Click **Save & Next**.

Batteries Received but not Processed

Batteries Sent for Reuse Batteries Sent to Different Processor

Total weight of batteries sent for reuse.

Batteries Sent for Reuse	Total Kilograms
Single-use Batteries	
Rechargeable Batteries	
Total	

Start

Battery Inc

2020/21 Batteries Performance - Processor

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

Batteries Received but not Processed

✓Batteries Sent for Reuse ✓Batteries Sent to Different Processor

Total weight of batteries sent for reuse.

Batteries Sent for Reuse	Total Kilograms
Single-use Batteries	<input type="text" value="0"/>
Rechargeable Batteries	<input type="text" value="0"/>

☐ I did not send any batteries for reuse.

Clear Form **Save & Next**

Batteries Sent for Reuse data last updated by: John Smith on Feb 02, 2022 12:52 PM

Performance report

Entering total weight of batteries received but not processed

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

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

Batteries Received but not Processed

1 ☒ Batteries Sent for Reuse **Batteries Sent to Different Processor**

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

Batteries Sent to Different Processor	Total Kilograms
Single-use Batteries	<input type="text" value="0"/>
Rechargeable Batteries	<input type="text" value="0"/>

2 ☐ I did not send any batteries to a different processor.

[Clear Form](#) [Previous](#) [3 Save & Next](#)

Batteries Sent to Different Processor data last updated by: John Smith on Feb 02, 2022 12:50 PM

Performance report

Entering weight of processed material outputs

Report the total weight of the processed materials recovered from batteries that were:

- further processed by a different processor
- used by you to make products or packaging
- sent to a downstream processor to make products or packaging
- used to enrich soil
- made into aggregate

1. Under the **Further Processing**, enter the total kilograms of the listed processed materials.
 - If applicable, list out any materials included under “other”.
2. If the above is not applicable, check **I did not send any material for further processing**.
3. Click **Save & Next**.

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

Processed Materials Outputs

Further Processing Used Sent Downstream Soil Aggregate

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

Further Processing	Total Kilograms
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.)

☐ I did not send any material for further processing.

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

Performance report

Entering actual weight of processed material disposal data – single-use batteries

Report the total weight of processed materials retrieved from single-use and rechargeable batteries that were:

- land disposed
- incinerated
- used as fuel
- stockpiled

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

Processed Material Disposal Data (Single-use Batteries)

Land Disposed Incinerated Used as Fuel Stockpiled

Includes material sent to landfills and dumps.

Land Disposed	Total Kilograms
Paper	
Plastic	
Metal	
Chemicals	
Other	
Total	

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

Start

Battery Inc

2020/21 Batteries Performance - Processor

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

Processed Material Disposal Data (Single-use Batteries)

Land Disposed Incinerated Used as Fuel Stockpiled

Includes material sent to landfills and dumps.

Land Disposed	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.)

☐ I did not send any material for land disposal.

Save & Next

Clear Form

Performance report

Entering actual weight of processed material disposal data – rechargeable batteries

Report the total weight of processed materials retrieved from single-use and rechargeable batteries that were:

- land disposed
- incinerated
- used as fuel
- stockpiled

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

Processed Material Disposal Data (Rechargeable Batteries)

Land Disposed Incinerated Used as Fuel Stockpiled

Includes material sent to landfills and dumps.

Land Disposed	Total Kilograms
Paper	
Plastic	
Metal	
Chemicals	
Other	
Total	

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

Start

Battery Inc

2020/21 Batteries Performance - Processor

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

Processed Material Disposal Data (Rechargeable Batteries)

Land Disposed Incinerated Used as Fuel Stockpiled

Includes material sent to landfills and dumps.

Land Disposed	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.)

☐ I did not send any material for land disposal.

Save & Next

Performance report

Entering details of products and packaging made from materials

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

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

Products and Packaging Made from Materials

My Products Downstream Processor Products

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

My Products

Start

Battery Inc

2020/21 Batteries Performance - Processor

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

Products and Packaging Made from Materials

My Products Downstream Processor Products

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

My Products

Clear Form Save & Next

Battery Inc

2020/21 Batteries Performance - Processor

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

Products and Packaging Made from Materials

✓ **My Products** Downstream Processor Products

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

Downstream Processor Products

Clear Form Previous Save & Next

Performance report

Entering recycling efficiency rate (RER) percentage

Provide the calculated RER based on the weight of the recovered resources derived from batteries against the total weight of batteries received from haulers in a calendar year.

Refer to the verification and audits procedure to calculate RER:
https://rpra.ca/wp-content/uploads/Registry-Procedure-Verification-and-Audit-Batteries_Final.pdf

1. Click **Start** to begin entering your calculated RER percentage.
2. Under the RER (%) section, enter the calculated RER values for both single-use and rechargeable batteries.
3. Click **Save & Next**.

The screenshot shows a web form for entering the Recycling Efficiency Rate (RER). It is divided into two main sections. The top section is titled 'RER' and contains a table for entering RER values for different battery types. A green box highlights the 'Start' button at the bottom right of this section, with a green circle containing the number '1' next to it. The bottom section is titled '2020/21 Batteries Performance - Processor' and contains a similar table for entering RER values. A green box highlights the input fields for 'Single-use Batteries' and 'Rechargeable Batteries', with a green circle containing the number '2' next to it. At the bottom right of this section, there are two buttons: 'Clear Form' and 'Save & Next'. A green box highlights the 'Save & Next' button, with a green circle containing the number '3' next to it.

Battery Type	RER (%)
Single-use Batteries	0
Rechargeable Batteries	0

Start

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

Battery Type	RER (%)
Single-use Batteries	0.00%
Rechargeable Batteries	0

Clear Form Save & Next

Performance report

Submit your report

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

1. Click on **Edit**, if you need to make a change to the data.
2. Click **Upload** to upload the verification report verifying the RER.
3. Click on **Submit Report** once you are finished reviewing and ready to submit.

The screenshot shows a web interface for 'Battery Inc' titled '2020/21 Batteries Performance - Processor'. It features two main data entry sections: 'Received from Hauler' and 'Processing Methods'. The 'Received from Hauler' section contains a table with columns for the category and 'Total Kilograms'. The 'Processing Methods' section includes a list of methods with checkboxes. On the right, there is a 'Report Status' box showing 'In Progress', an 'Upload Audit Report' section with an 'Upload' button, and a 'Submit Report' button. A note below the submit button states: 'Make sure to provide all the required data before submitting.' Three green circular callouts with numbers 1, 2, and 3 are overlaid on the interface. Callout 1 points to the 'Received from Hauler' tab. Callout 2 points to the 'Upload' button in the 'Upload Audit Report' section. Callout 3 points to the 'Submit Report' button.

< Back to Dashboard

Battery Inc
2020/21 Batteries Performance - Processor

Report Status
In Progress

Upload Audit Report 1

Upload

Submit Report

Make sure to provide all the required data before submitting.

1

2

3

✓ Received from Hauler

Received from Hauler	Total Kilograms
Single-use Batteries	1,000
Rechargeable Batteries	500
Total	1,500

Received from Hauler data last updated by: John Smith on Feb 02, 2022 12:05 PM

Edit

✓ Processing Methods

Identify the processing methods you use.

Processing Methods

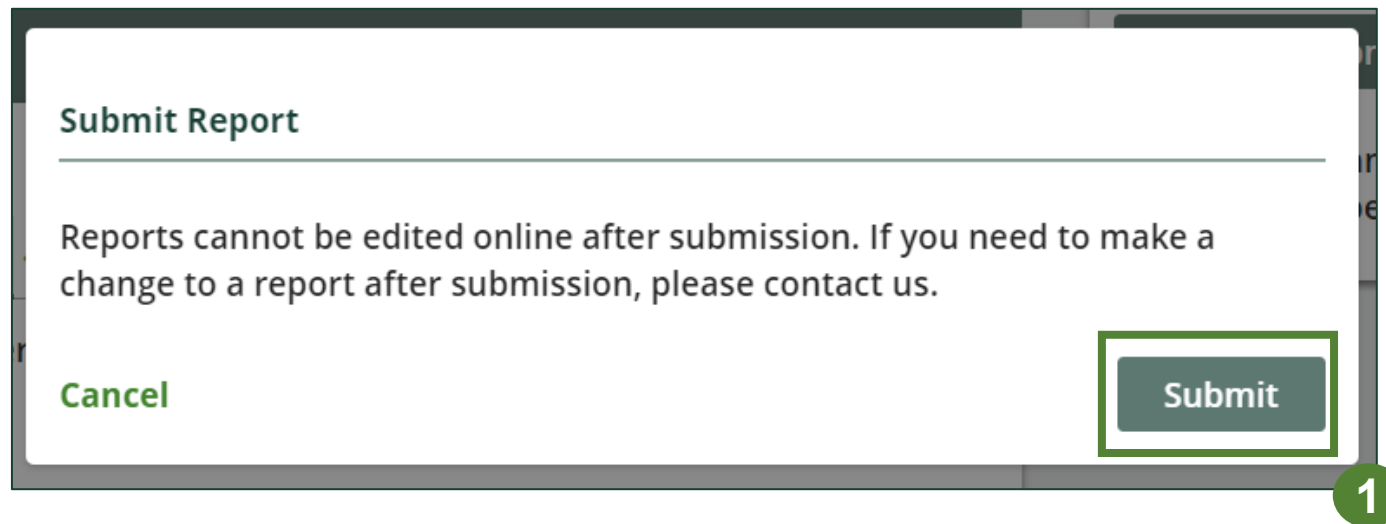
- ☐ Shredding
- ☒ Smelting
- ☐ Breaking down chemical components
- ☐ Other (Specify Process)

Processing Methods data last updated by: John Smith on Feb 02, 2022 12:09 PM

Performance report

Submit your report

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



Performance report

Submit your report

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

< Back to Dashboard

Computer Inc
2020/21 Batteries Performance - Processor

Report Status
Submitted
Mar 01, 2022 09:17 AM

Upload Audit Report ¹

Upload

Received from Hauler

Received from Hauler	Total Kilograms
Single-use Batteries	100
Rechargeable Batteries	100
Total	200

Received from Hauler data last updated by: Mary Jane on Mar 01, 2022 09:17 AM

View

Processing Methods

Identify the processing methods you use.

Processing Methods

- ☐ Shredding
- ☒ Smelting
- ☒ Breaking down chemical components


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** a PDF version to review and save your report submission.

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 Perform...	Submitted Mar 01, 2022 09:17 AM	Mary Jane	View Download

Processing Sites

List the address of each site where batteries are processed.

Manage

Battery Categories

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

Manage

Processed Materials

Identify the materials that you recover or process.

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 webpage for additional information on reporting
- How to calculate RER as a battery processor: [Batteries Verification and Audit Registry Procedure](#)
- If you can't find the answer you're looking for, send us an email at registry@rpra.ca or call [1-833-600-0530](tel:1-833-600-0530) to speak to our Compliance and Registry Team