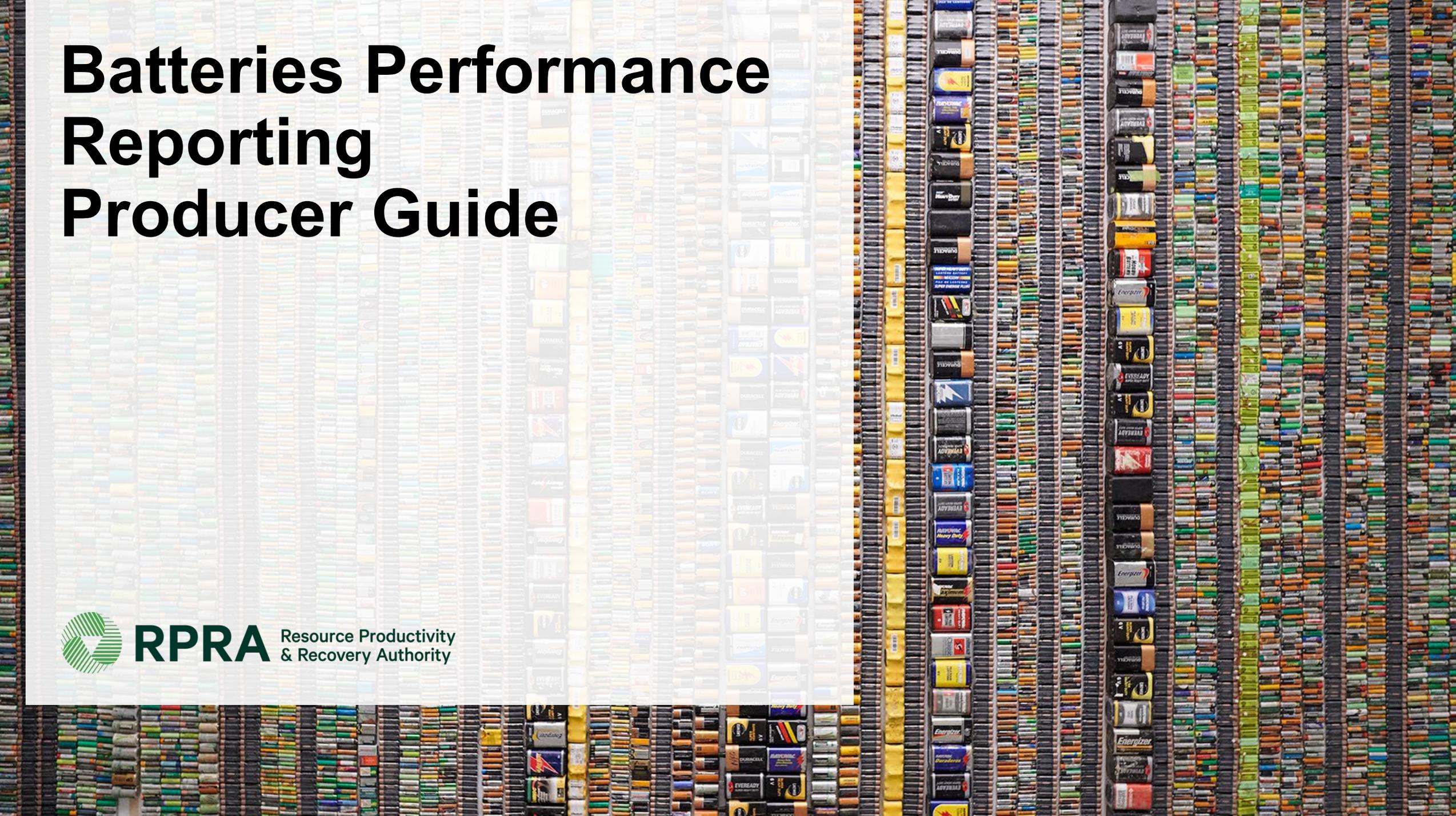


# Batteries Performance Reporting Producer Guide



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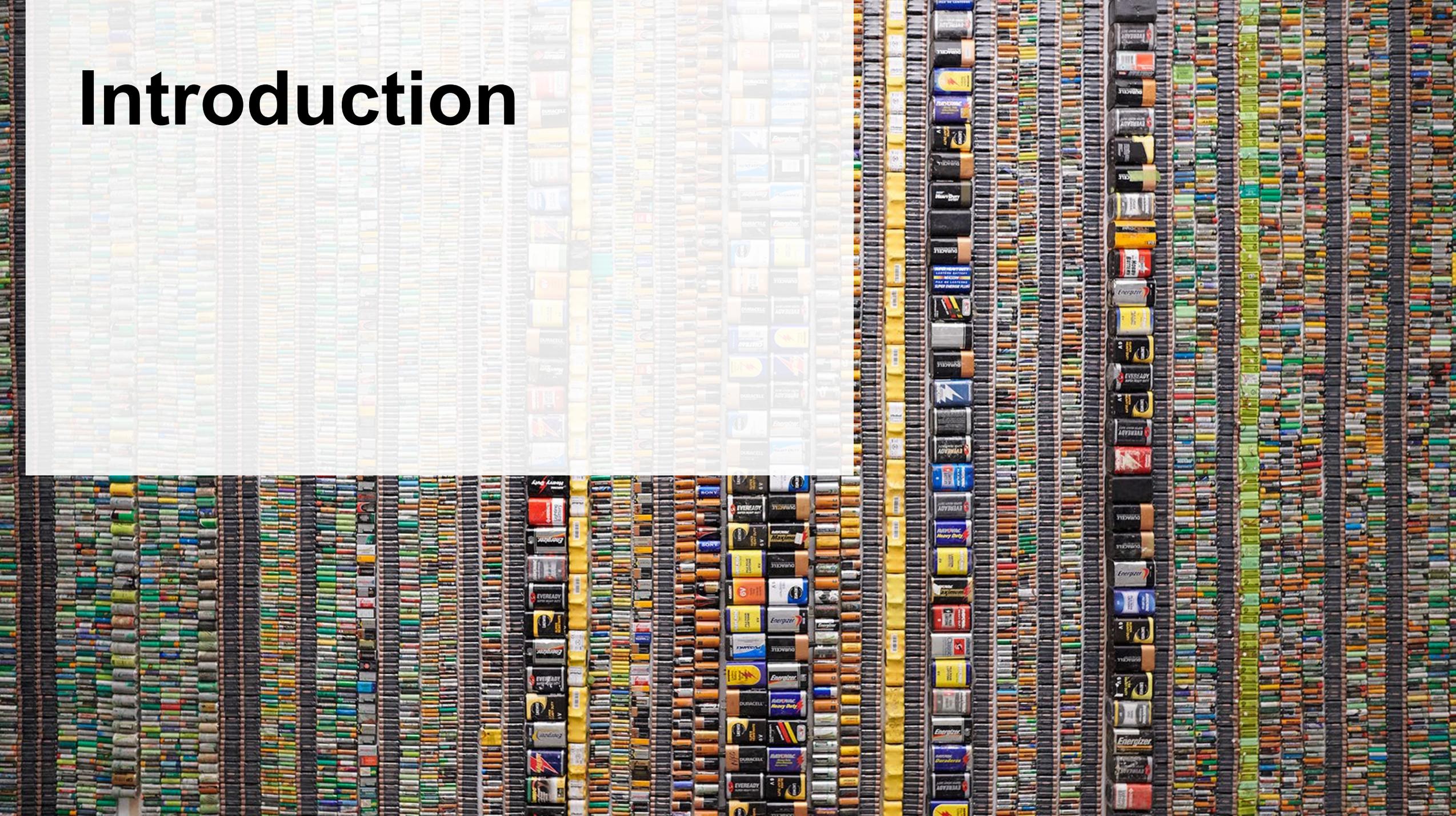
## Performance Reporting

- 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 producers with obligations under the [Batteries Regulation](#) complete to report on their recovery and management activities in the previous calendar year. Producers are required to [make best efforts](#) to ensure that **at least 40%** of batteries are processed, refurbished or reused. Each year, you or your PRO, will have to report on the extent to which you were able to achieve that target.

Further information on producer management requirements can be found on RPRA's website:  
<https://rpra.ca/wp-content/uploads/Compliance-Bulletin-Battery-Performance-Sept-2020.pdf>

This guide will assist battery producers with understanding what data they need to report and provide step-by-step instructions on how to complete the report in the Registry as well as how to add a PRO to their account to report on their behalf.

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

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

**Battery producers**, or PROs on their behalf, are required to report the following information annually:

- 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.).

Note: If a PRO submits the report on your behalf, as a producer you are still legally responsible to meet your requirements under the Batteries Regulation.

# 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:

- 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).

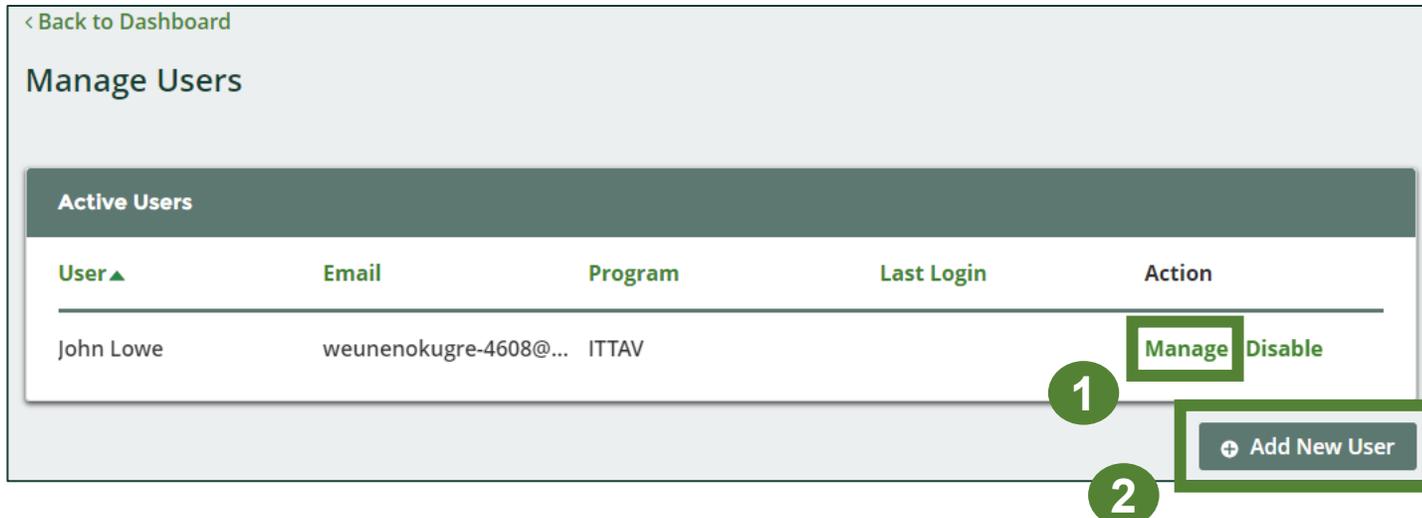
**To Manage contacts on your Registry account, please see the following steps:**

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

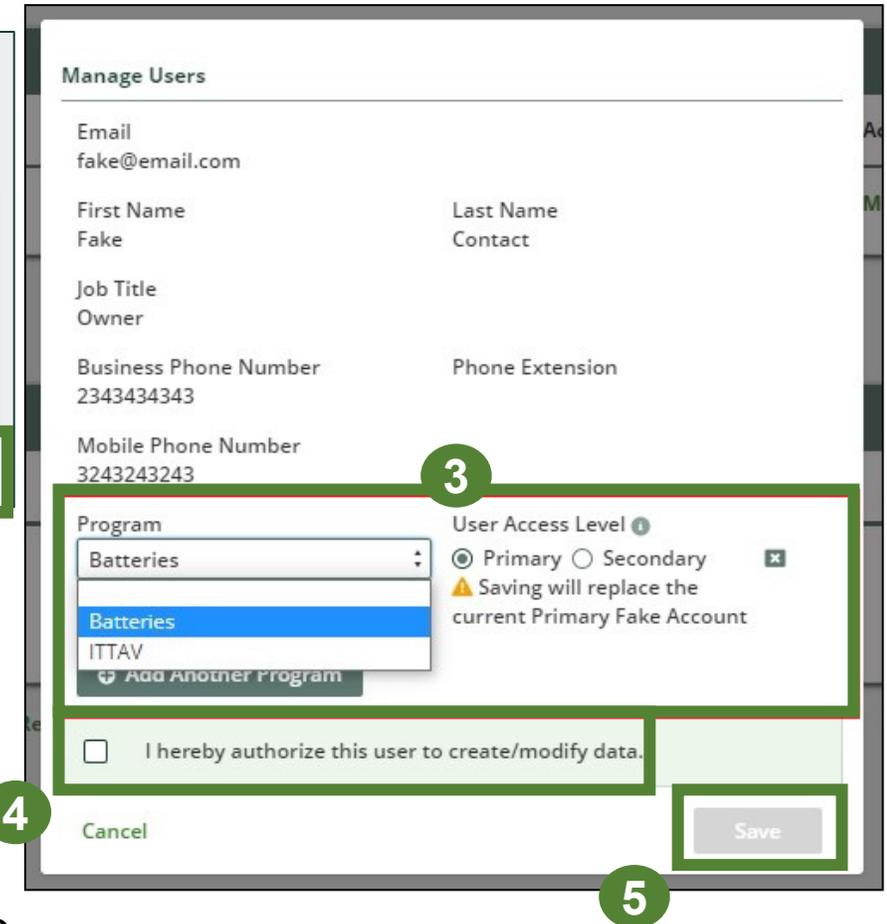
## Manage Users

Active Users				
User ▲	Email	Program	Last Login	Action
John Lowe	weunenokugre-4608@...	ITTAV		<b>Manage</b> Disable

+ Add New User

Annotations: 1 points to the 'Manage' button in the user row; 2 points to the '+ Add New User' button.

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

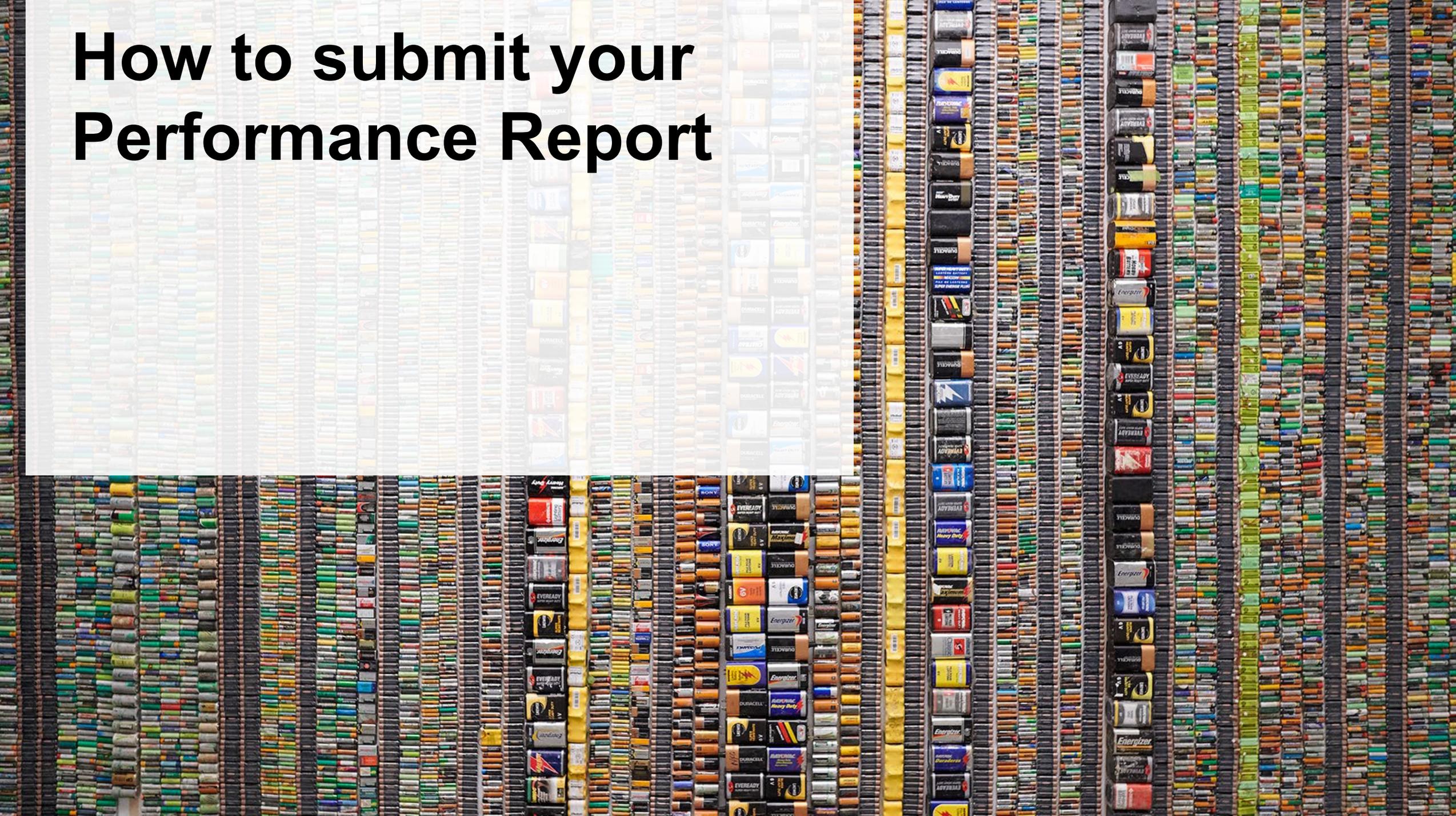
I hereby authorize this user to create/modify data.

Cancel Save

Annotations: 3 points to the 'Program' dropdown menu; 4 points to the authorization checkbox; 5 points to the 'Save' button.

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

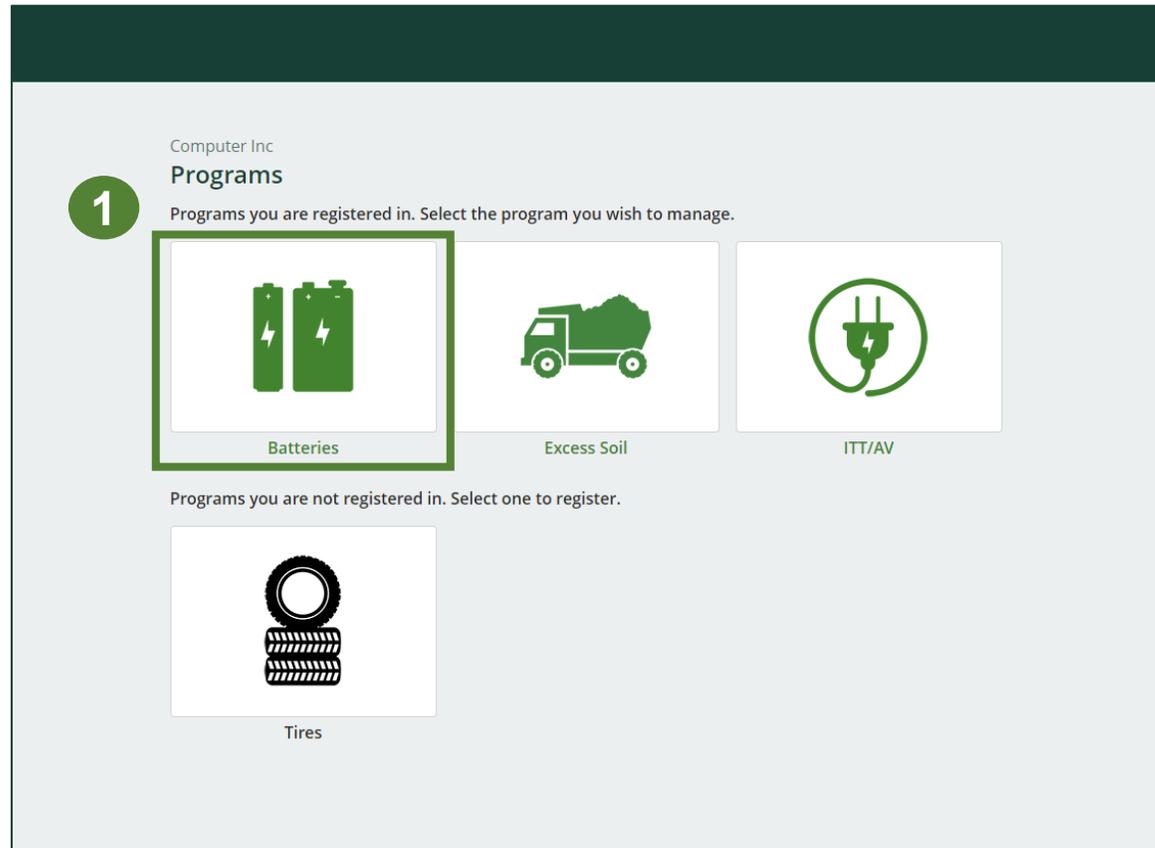
# How to submit your Performance Report



# Performance report

## Accessing your program

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



# Managing a PRO

## Reporting responsibility selection

As a Producer, you can **add a PRO** to report on your behalf.

1. This PRO will either be responsible for **all or part of your report**.
2. You will select the **year of service start and end date**. Once you have added them, the PRO will see the report they are required to complete.
3. To add additional PROs, click **Add PRO**.
4. Confirm that you authorize the PROs to access your performance report(s).
5. Click **Done**.

Note: only Account Admins can select PROs.

**Manage Reporting Responsibilities**

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

Producer  
The Fake Tires

Responsible for Performance Report	Responsible for Collection and Management Report
Reports in part If you select "reports in part", you must select "reports in part" for at least one PRO.	Reports in part If you select "reports in part", you must select "reports in part" for at least one PRO.

Select the PROs that will be reporting on your behalf. If you have multiple PROs reporting your performance or collection and management, select "Reports in part" from the dropdown list.

PRO	Service Start Date	Service Stop Date	Responsible for Performance Report
French PRO Account	18-Aug-2021		Reports in part

Reports in part

**Add PRO**

I confirm that I have a contract with the PROs identified and authorize them to have access to report performance, collection and management data on my behalf.

Cancel **Done**

# Performance report

## Starting your report

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

Refurbisher \* Processor \* PRO Status Add Roles

**Attention**

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

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

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

Producer \* Processor \* PRO Status Add Roles

Batteries			
Report ▼	Status	Last Updated By	Action
2022 Batteries Supply Report	Submitted Feb 17, 2022 12:13 PM	Sean Leon	<a href="#">View</a> <a href="#">Download</a>
2021 Batteries Supply Report	Submitted Aug 12, 2021 05:15 PM	Sean Leon	<a href="#">View</a> <a href="#">Download</a>
2020/21 Batteries Performance - Producer	Not Started Due Date: Apr 30, 2022		<a href="#">Start</a>
2020/21 Batteries Performance - Total	PRO Reporting See PRO Status tab		<a href="#">Download</a>
2020 Batteries Supply Report	Submitted Aug 12, 2021 05:13 PM	Sean Leon	<a href="#">View</a> <a href="#">Download</a>

# 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.

1

2

3

# 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.)

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.)

# 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

The Fake Tires  
2020/21 Batteries Performance - Producer

Report Status  
In Progress

Submit Report

Submit Report

Make sure to provide all the required data before submitting.

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

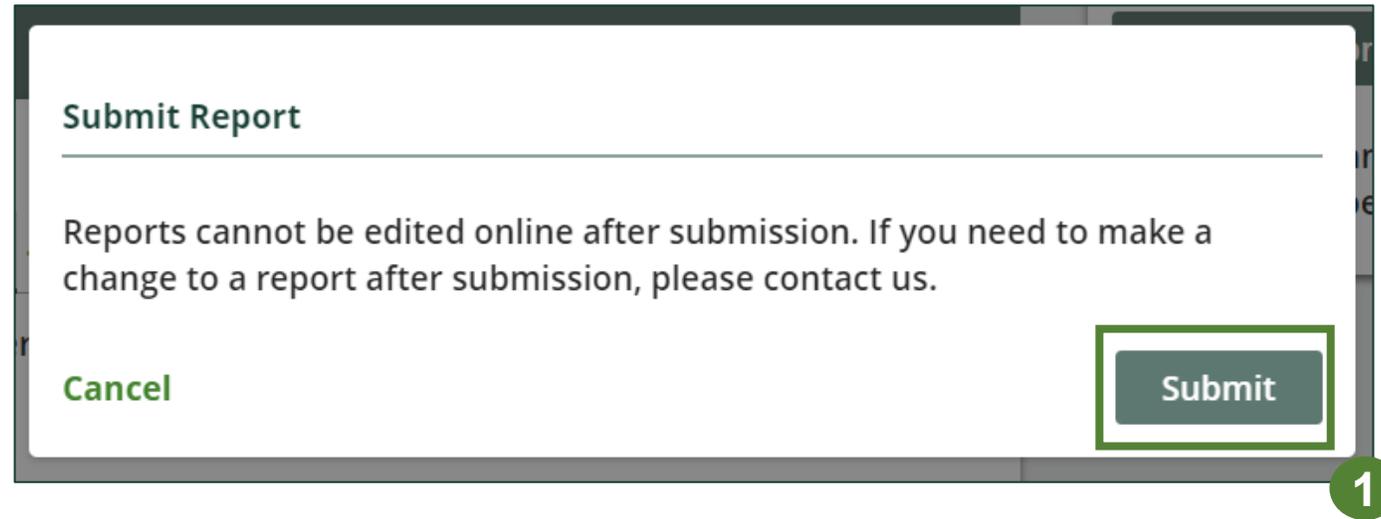
1

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(s)

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

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

[Producer \\*](#) [Processor \\*](#) [PRO Status](#) [Add Roles](#)

### Batteries

Report ▾	Status	Last Updated By	Action
2022 Batteries Supply Report	Submitted Feb 17, 2022 12:13 PM	Sean Leon	<a href="#">View</a> <a href="#">Download</a>
2021 Batteries Supply Report	Submitted Aug 12, 2021 05:15 PM	Sean Leon	<a href="#">View</a> <a href="#">Download</a>
2020/21 Batteries Performance - Producer	Submitted Feb 17, 2022 02:30 PM	Sean Leon	<a href="#">View</a> <a href="#">Download</a>
2020/21 Batteries Performance - Total	PRO Reporting See <b>PRO Status</b> tab		<a href="#">Download</a>
2020 Batteries Supply Report	Submitted Aug 12, 2021 05:13 PM	Sean Leon	<a href="#">View</a> <a href="#">Download</a>

# Additional Resources



# Have a question?

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

- Visit our [batteries](#) producer 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