

Battery Producer Supply Reporting Guide



RPRA Resource Productivity
& Recovery Authority

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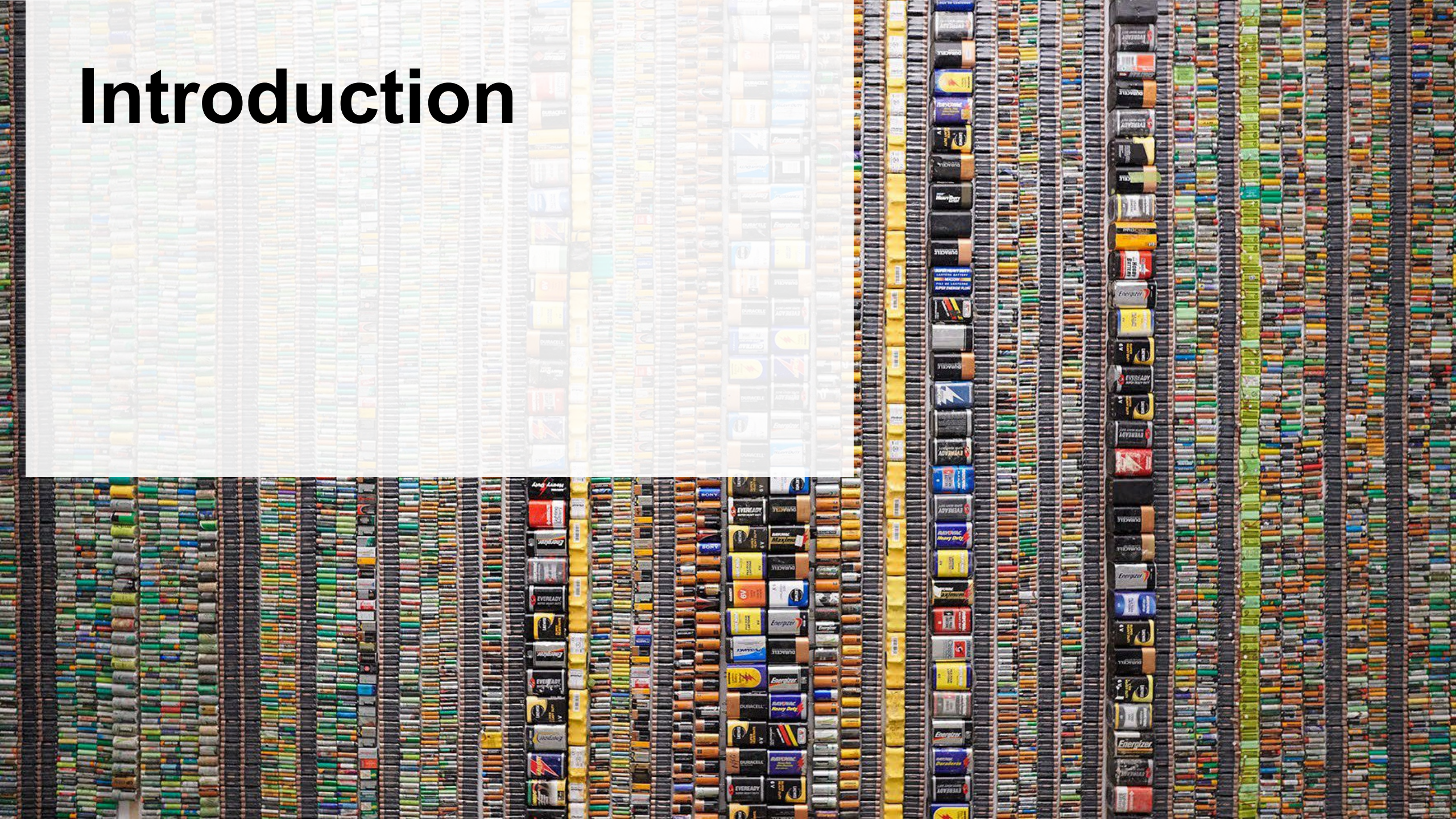
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Introduction



What is battery supply data reporting?

Battery supply data is an annual report that producers with obligations under the [Batteries Regulation](#) complete to report on the weight of batteries supplied into Ontario from the previous calendar year.

Submitting supply data determines a producers management requirements for the following year.

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.

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

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

What data needs to be reported?

If you are a producer of **single-use batteries**, you are required to report:

- The weight of single-use batteries supplied in Ontario from the previous calendar year
- If applicable, the weight (if any), of post-consumer recycled content contained in the batteries supplied in Ontario from the previous calendar year

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

- The weight of rechargeable batteries supplied in Ontario from two years ago
- If applicable, the weight of post-consumer recycled content contained in the batteries supplied in Ontario from two years ago

You can use our weight conversion calculator to determine weights, in which case you will need to determine the number of units sold into Ontario. For more information, visit our [Battery Verification and Audit Procedure](#).

How to log into the Registry as an account admin

The supply data report is completed online through 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:

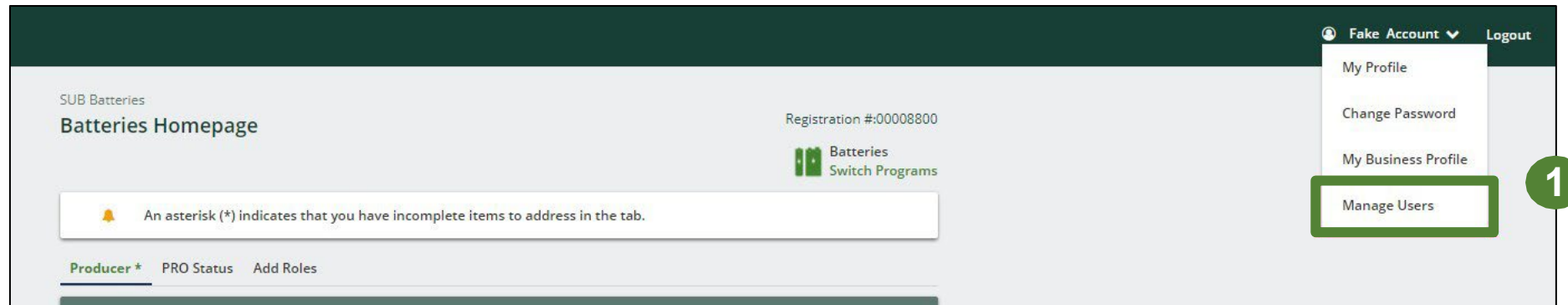
- If you already have an existing Tires account, you do not need to create a new one.
 - Simply log into your existing account, which will bring you to the homepage where you will see all programs you are enrolled in
 - If you have forgotten your password, click "Forgot Password" on the login screen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

How to manage contacts on your Registry account

If Primary Contacts will be submitting the Supply Report, Account Admins must add any new, or manage existing, Primary Contacts under the program they wish to give them access to (e.g., permissions to view and complete Reports).

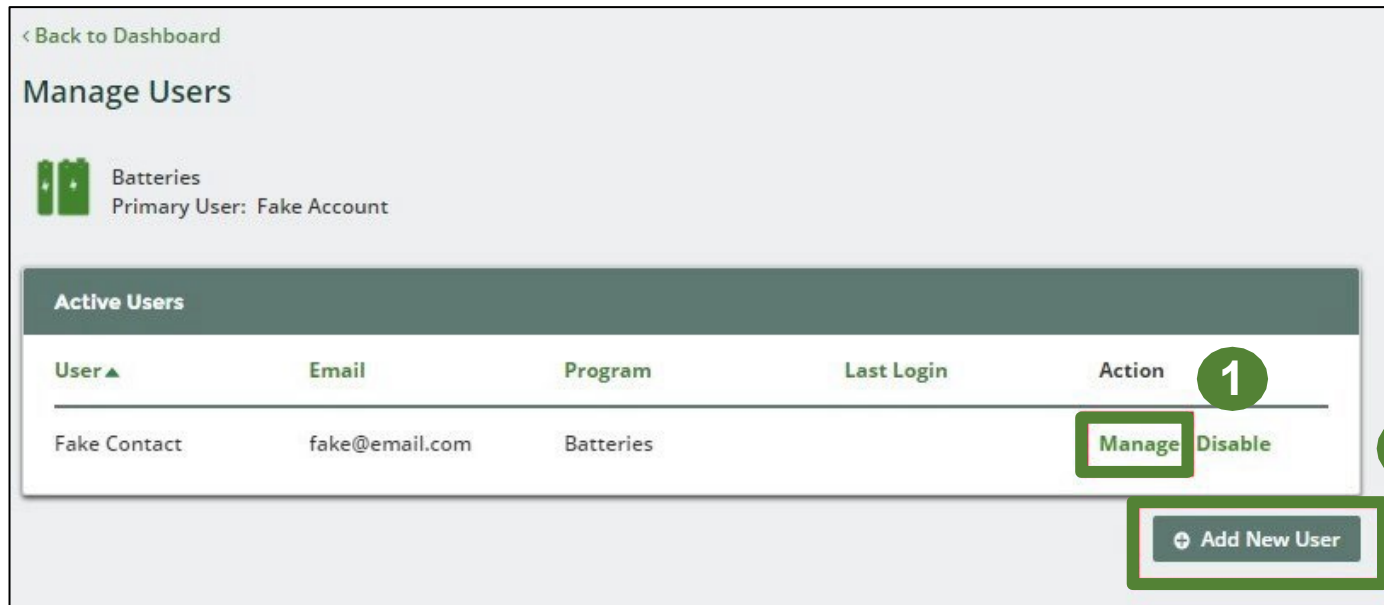
To Manage contacts on your Registry account, please see the following steps:

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.



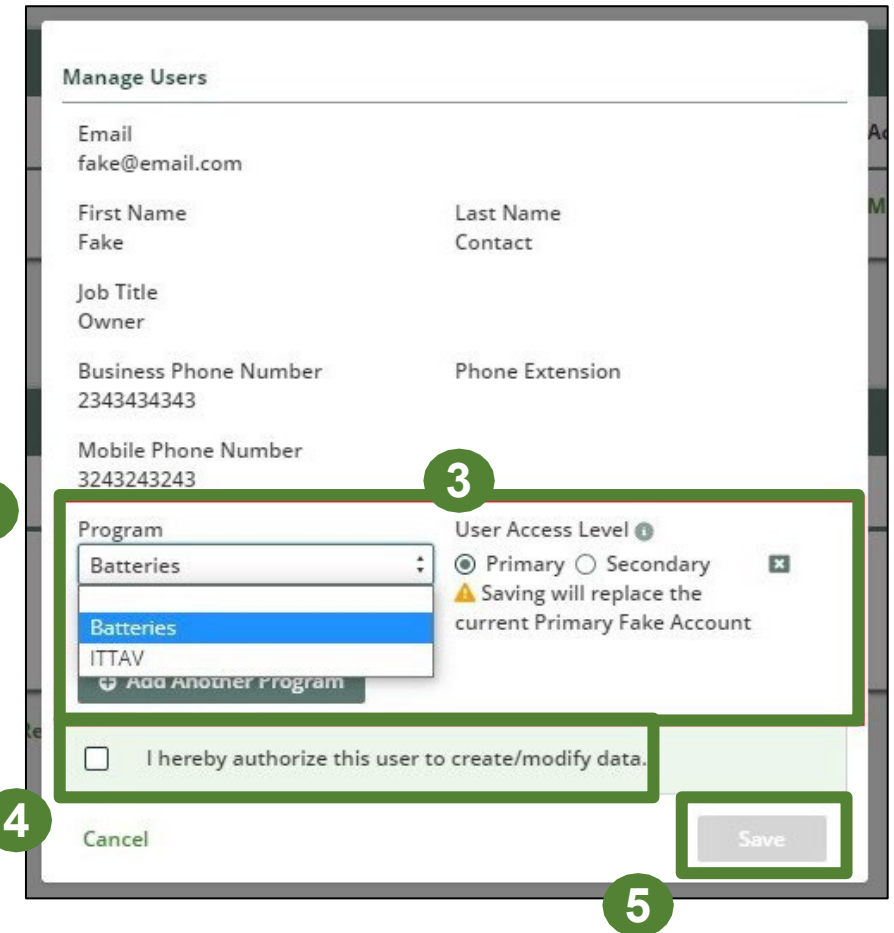
How to manage contacts on your Registry account cont.

1. Under Actions, click **Manage** to update preferences of existing users
2. Click **Add New User** to add an additional user to your account



The screenshot shows the 'Manage Users' dashboard. At the top, there is a link '< Back to Dashboard'. Below it, the title 'Manage Users' is displayed. A section for 'Batteries' shows 'Primary User: Fake Account'. A table titled 'Active Users' contains one user: 'Fake Contact' with email 'fake@email.com' and program 'Batteries'. In the 'Action' column for this user, the 'Manage' button is circled in green and labeled with a green circle containing the number 1. At the bottom right of the table, the 'Add New User' button is circled in green and labeled with a green circle containing the number 2.

User ▲	Email	Program	Last Login	Action
Fake Contact	fake@email.com	Batteries		Manage Disable



The screenshot shows the 'Manage Users' form. It includes fields for 'Email' (fake@email.com), 'First Name' (Fake), 'Last Name' (Contact), 'Job Title' (Owner), 'Business Phone Number' (2343434343), and 'Mobile Phone Number' (3243243243). A 'Program' dropdown menu is open, showing 'Batteries' selected, with 'ITTAV' and 'Add Another Program' as options. The 'User Access Level' section has 'Primary' selected and a warning message: 'Saving will replace the current Primary Fake Account'. A checkbox for 'I hereby authorize this user to create/modify data.' is present. The 'Save' button is circled in green and labeled with a green circle containing the number 5. The 'Add Another Program' button is circled in green and labeled with a green circle containing the number 3. The checkbox area is circled in green and labeled with a green circle containing the number 4. The 'Cancel' button is also visible.

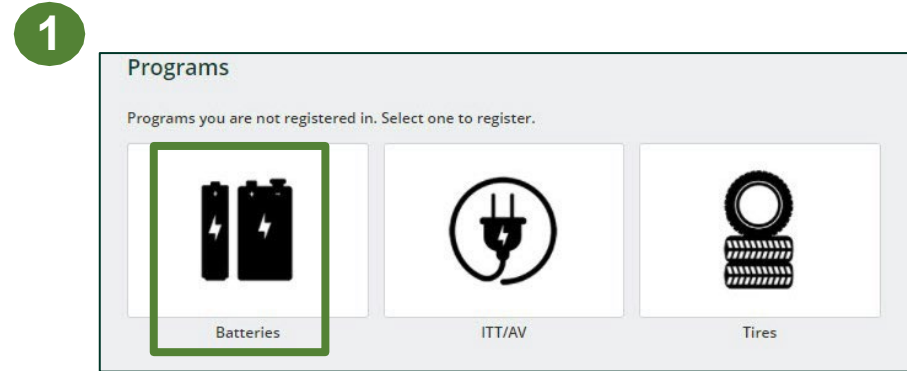
3. To give reporting abilities to a **Primary** or **Secondary** contact, select the program from the drop-down that you would like to grant the user access to
4. Check the box to authorize the user
5. Click **Save**

Registry Program Enrollment for New Registrants



How to enroll in the batteries program as a new registrant

1. After you log into the **Batteries Registry**, you will land on the **Programs** screen. This screen will show all programs available to register in
2. Click **Batteries**
3. Select the **Producer** role and the year that you began marketing batteries
 - Selecting from this drop-down list will determine if you are required to report on previous years, in addition to the current year
4. Confirm **the role you have selected is correct**
5. Click **Done**



The screenshot shows the 'Role Selection' screen. It includes a text input field for 'What is your Stewardship Ontario Steward Account Number (if applicable)?'. Below this is a section titled 'Select from the options below to add roles to your account'. The 'Producer' role is selected with a checked checkbox. A dropdown menu is open, showing the text '*When did you begin marketing (e.g. selling) batteries into Ontario?' and the selected date 'Jan 1, 2018 to Nov 30, 2020 (or earlier)'. Below the dropdown are three unchecked checkboxes: 'Hauler', 'Processor', and 'Refurbisher'. At the bottom, there is a confirmation statement: 'I confirm that the roles selected above are correct. I understand that after I click Done, I will have to contact Registry Support if I want to remove a role.' with an unchecked checkbox. The 'Done' button is at the bottom right. Green circles with numbers 2, 3, 4, and 5 are placed over the role selection, dropdown menu, confirmation area, and Done button respectively.

Supply Reporting

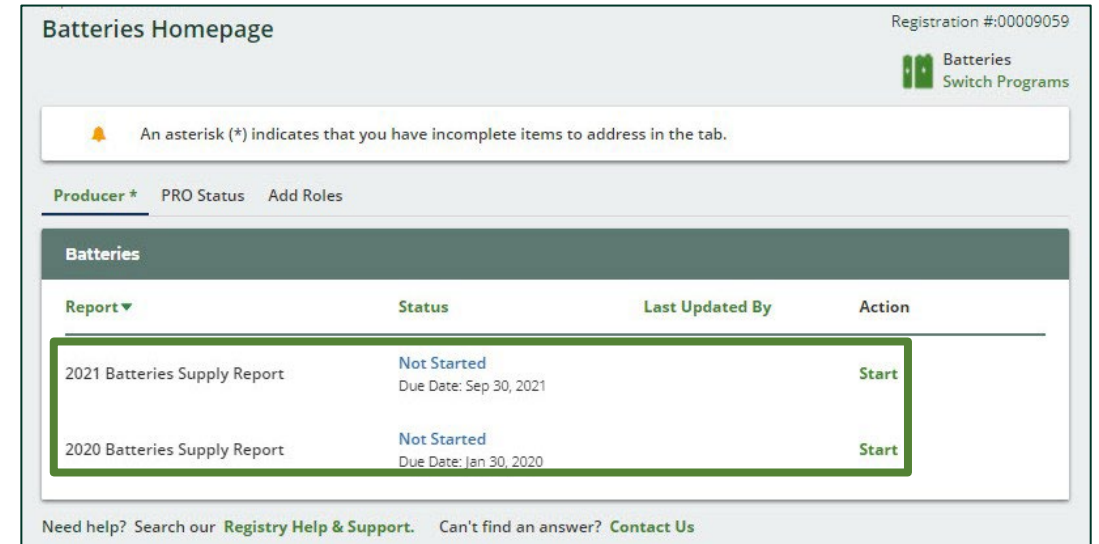


Supply report

Starting your report

1. On the **Batteries** homepage, you will be able to see all reports that require action
2. Reports must be completed in chronological order
 - If you select the current year (e.g., 2021) and have an overdue report for 2020, you will get an error message

1

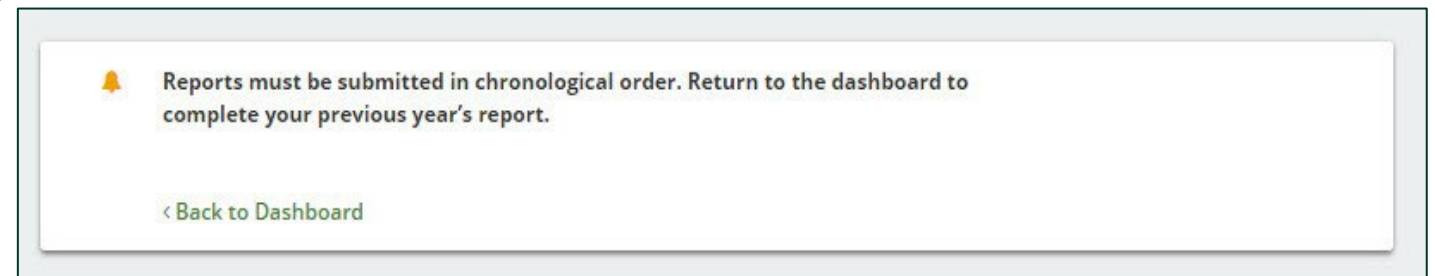


The screenshot shows the 'Batteries Homepage' with a registration number of 00009059. A notification bar states: 'An asterisk (*) indicates that you have incomplete items to address in the tab.' Below this, there are tabs for 'Producer *', 'PRO Status', and 'Add Roles'. The 'Batteries' tab is selected, displaying a table with the following data:

Report ▼	Status	Last Updated By	Action
2021 Batteries Supply Report	Not Started Due Date: Sep 30, 2021		Start
2020 Batteries Supply Report	Not Started Due Date: Jan 30, 2020		Start

At the bottom, there is a footer with links: 'Need help? Search our Registry Help & Support.' and 'Can't find an answer? Contact Us'.

2




The screenshot shows an error message with a bell icon: 'Reports must be submitted in chronological order. Return to the dashboard to complete your previous year's report.' Below the message is a button labeled '< Back to Dashboard'.


Supply report

Starting your report

1. Under Action, click **Start** on the earliest required report
2. A window about submitting false or misleading information will then pop up, click **Proceed**

Batteries Homepage Registration #:00009059

 Batteries Switch Programs

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

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

Batteries

Report ▼	Status	Last Updated By	Action
2021 Batteries Supply Report	Not Started Due Date: Sep 30, 2021		Start
2020 Batteries Supply Report	Not Started Due Date: Jan 30, 2020		Start

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

1

Attention

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

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

2

Supply report

Entering your supply data

1. On the **Batteries Supply Report** screen, enter in your supply data for each applicable year.
* see slide 5 for which data needs to be reported

2. Click **Open** to use our weight conversion factor to determine weights
* see slide 5 for more details

3. Click **Save & Next**

1

Batteries Limited

2021 Batteries Supply Report

Enter your data and click **Save & Next** to move to the next reporting screen. Click **Previous** to return to the previous reporting screen. You will be able to view your collection system requirements and minimum management requirements before confirming payment.

Supply Data > Mgmt. Reduction > Brand Supply > Confirm and Pay

2018 **2019** 2020

Single-use Batteries

Click **Open** to use our conversion tool to calculate the weight of batteries from the number of units supplied. **Open**

Weight (in kg)	Weight From Conversion Tool	Total Kilograms
1,000	0	1,000

This data cannot be edited because it was submitted as part of a previous report.

Rechargeable Batteries

Click **Open** to use our conversion tool to calculate the weight of batteries from the number of units supplied. **Open**

Weight (in kg)	Weight From Conversion Tool	Total Kilograms
0	0	

☐ None Supplied this year **Clear Form**

You can enter either the actual weight or your own calculated weight of batteries in the **Weight (in kg)** box. Provide the details of the method used to calculate the weight of batteries if not using the Weight Conversion Tool (max. 250 characters).

Press **Save & Next** to continue to next year

Previous **Save & Next**

2

Weight Conversion Tool - Single-use Batteries 2020

Battery Category	Units	Conversion Factor	Kilograms
1 - Alkaline Manganese - Button Cell Single Use Batteries	<input type="text"/>	x 0.0015	kg 0
2 - Zinc-air - Button Cell Single Use Batteries	<input type="text"/>	x 0.0026	kg 0
3 - Silver Oxide - Button Cell Single Use Batteries	<input type="text"/>	x 0.0023	kg 0
4 - Lithium - Button Cell Single Use Batteries	<input type="text"/>	x 0.0026	kg 0
5 - Lithium - AA Single Use Batteries	<input type="text"/>	x 0.0145	kg 0
6 - Lithium - AAA Single Use Batteries	<input type="text"/>	x 0.0076	kg 0
7 - Lithium - Primary Single Use Batteries	<input type="text"/>	x 0.01	kg 0
8 - Zinc-carbon - 6V oblong lantern Single Use Batteries	<input type="text"/>	x 1.27	kg 0
9 - Zinc-carbon - 6V square lantern Single Use Batteries	<input type="text"/>	x 0.6	kg 0
10 - Zinc-carbon - 9V Single Use Batteries	<input type="text"/>	x 0.0375	kg 0
11 - Zinc-carbon - D Single Use Batteries	<input type="text"/>	x 0.0945	kg 0
12 - Zinc-carbon - C Single Use Batteries	<input type="text"/>	x 0.0483	kg 0
13 - Zinc-carbon - AA Single Use Batteries	<input type="text"/>	x 0.017	kg 0
14 - Zinc-carbon - AAA Single Use Batteries	<input type="text"/>	x 0.0097	kg 0
15 - Alkaline Manganese - AAA Single Use Batteries	<input type="text"/>	x 0.0112	kg 0
16 - Alkaline Manganese - AA Single Use Batteries	<input type="text"/>	x 0.0234	kg 0

3

Supply report

Management reduction

After saving the **Supply Data**, the report will navigate to the **Mgmt. Reduction** tab.

1. Click yes or no if your batteries contain recycled content
 - If **no**, the weight fields will be greyed out with a value of '0'
2. If you clicked **yes**, enter the weight of recycled content by year and battery category
3. Click **Save & Next**

Note: if there was any data on recycled content input into a previous year's report, it will show up on the **Summary** with a green lock icon beside it as it can not be edited

- Any recycled content amount exceeding more than 50% of the supply data, will be ignored and will not count towards reducing a producers management requirement

1

Batteries Limited

2021 Batteries Supply Report

Enter your data and click **Save & Next** to move to the next reporting screen. Click **Previous** to return to the previous reporting screen. You will be able to view your collection system requirements and minimum management requirements before confirming payment.

Supply Data > **Mgmt. Reduction** > Brand Supply > Confirm and Pay

Management Reduction

Recycled Content

*Did your batteries contain post-consumer recycled content?

☐ No

☐ Yes

Press Save & Next to continue to Brand Supply

Previous Save & Next

2

Batteries Limited

2021 Batteries Supply Report

Enter your data and click **Save & Next** to move to the next reporting screen. Click **Previous** to return to the previous reporting screen. You will be able to view your collection system requirements and minimum management requirements before confirming payment.

Supply Data > **Mgmt. Reduction** > Brand Supply > Confirm and Pay

Management Reduction

Recycled Content

*Did your batteries contain post-consumer recycled content?

☐ No

☒ Yes

The weight of recycled content entered here will be subtracted from the total weight of batteries entered in the previous step to calculate any applicable management reductions.

Summary

	Weight of Recycled Content (kg)
2020 Single-use Batteries	<input type="text" value="0"/>
2019 Rechargeable Batteries	<input type="text" value="0"/>

Press Save & Next to continue to Brand Supply

Previous Save & Next

3

Supply report

Brand supply

Next, you will be prompted to enter **Brand** data for the batteries that you supplied

1. In the **search bar**, enter in the name of the brand(s)
 - Type any **alphanumeric values** into the search bar to find the appropriate brand(s)
2. If you are not able to find the names of the brand(s) of batteries supplied, you will add it manually into the **open text field** at the bottom of the screen
3. Click **Save & Next**

Note: brands you selected in the current year will automatically populate under the **Selected Brands** list for future reports

1

Batteries Limited

2021 Batteries Supply Report

Enter your data and click **Save & Next** to move to the next reporting screen. Click **Previous** to return to the previous reporting screen. You will be able to view your collection system requirements and minimum management requirements before confirming payment.

Supply Data > Mgmt. Reduction > **Brand Supply** > Confirm and Pay

Add Brands

Enter all brands that you included in your supply regardless of why you are the producer for them (e.g., importer or brand holder). If you supply a large number of brands (more than 25) you can contact Registry Support to obtain an excel template to fill out instead.

Search Brands

Name	Action
24/7 life	Add
ABS	Add
AC Delco	Add
Ace	Add
Adreama	Add

5+ Page 1 of 27 5 entries per page ▼

2

Selected Brands

Name	Action
Kirkland	Remove
Electra Glide	Remove
Electronic	Remove

If you cannot find brands you supplied in the searchable list, add them here.

Click **Save & Next** to view the Report Summary and complete your report.

3

Supply report

Summary review

1. When reviewing **Supply Report** data, you can edit before submitting
2. In the top left, you will see your **minimum management requirements** for the following year
3. Toggle between reporting years
 - Any year with a **green check mark** beside it can still be edited
 - Any year with a **green lock icon** will be read-only

Batteries Limited
2021 Batteries Supply Report

Report Summary

Your minimum management requirements for 2022 are:

0 Kilograms	Single-use Batteries
1,300 Kilograms	Rechargeable Batteries

You must meet the collection system requirements of a **Small Producer**.

Your minimum management requirements are calculated in accordance with **Section 13** of the Batteries Regulation. Your collection system requirements are calculated in accordance with **Part III** of the Batteries Regulation.

🔒 2018

✓ 2019

✓ 2020

Single-use Batteries

Weight (in kg)	Weight From Conversion Tool	Total Kilograms
1,000	0	1,000

This data cannot be edited because it was submitted as part of a previous report.

Rechargeable Batteries

Weight (in kg)	Weight From Conversion Tool	Total Kilograms
5,500	0	5,500

2019 data last updated by: Michelle Hoover on Aug 11, 2021 11:20 AM

Management Reduction

Recycled Content

* Did your batteries contain post-consumer recycled content?

☒ No
☐ Yes

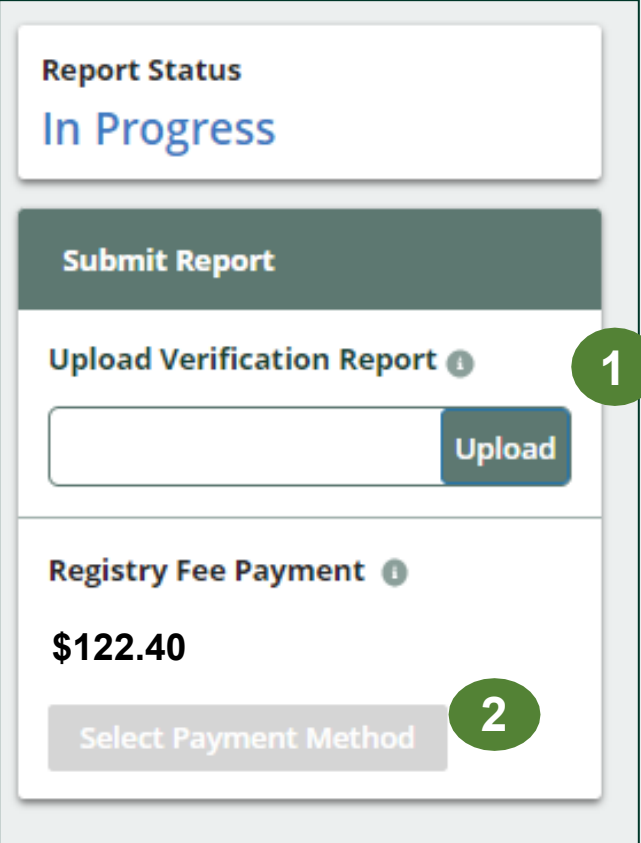
Edit Report

Supply report

Upload Verification Report

In 2022, you are required to submit a Verification Report through the Batteries Registry. [Click here for more information on the Registry Procedure - Batteries and ITT/AV Supply Data Verification](#)

1. Click the upload field to attach **a pdf** or **an image** to proceed to payment processing
2. Once the Verification Report is submitted, the Select Payment Method button will be highlighted in green
 - Clicking this button will take you to a drop-down menu of payment methods to complete the transaction



Report Status
In Progress

Submit Report

Upload Verification Report ⓘ

Upload

Registry Fee Payment ⓘ

\$122.40

Select Payment Method

Supply report

Payment submission

Before submitting the report, you will need to select and submit payment for the **Registry Fee**. This amount has been calculated in the system based on the supply data you have provided. [Click here for more information on Registry Fees.](#)

1. Click select **payment method**
2. Click from the drop-down menu for your preferred method
 - If you choose any payment option other than credit card and bank withdrawal, you will receive an email with instructions on how to submit payment
3. Click **Submit**
 - Once the payment is submitted, the **Report Status** will change to **Submitted** and will provide a summary

The screenshot displays the '2021 Batteries Supply Report' interface. On the right, a 'Report Status' box shows 'In Progress'. Below it, the 'Submit Report' section indicates a 'Registry Fee Payment' of '\$122.40' and a 'Select Payment Method' button, which is highlighted with a green circle and the number 1. A modal window titled 'Payment Method' is open in the center, showing a 'Select Payment Method' dropdown menu with '--none--' selected, highlighted with a green circle and the number 2. A green box with a circle and the number 3 encompasses the 'Submit' button in the modal. Below the modal, the 'Recycled Content' section is visible. On the bottom right, a separate box shows the 'Report Status' as 'Submitted' with a timestamp of 'Aug 11, 2021 10:51 AM'. This box also includes the 'Submit Report' section, showing the 'Registry Fee Payment' of '\$122.40', the 'Payment Method' as 'Cheque', and a confirmation message: 'Your submission has been received. You will be sent an email with information on how to complete your cheque payment.' It also features a 'Download Invoice - Summary Report 11/08/2021' link.

Supply report


Submitted

On the Batteries homepage, you can **view** and **download** your submitted reports and invoices.

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Batteries Homepage

Registration #:00009217

 Batteries
Switch Programs

[Producer](#) [PRO Status](#) [Add Roles](#)

Batteries

Report▼	Status	Last Updated By	Action
2021 Batteries Supply Report	Submitted Aug 11, 2021 04:47 PM	Michelle Allan	View Download
2020 Batteries Supply Report	Submitted Aug 11, 2021 04:46 PM	Michelle Allan	View Download

How to Manage a PRO



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 reports they are required to complete
3. To add additional PROs, click **Add PRO**

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.

1

Producer

Bose Limited

Responsible for Performance Report

Responsible for Collection and Management Report

Reports in part

Reports in part

2

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	Responsible for Collection and Management Report
ERS International	25-Jun-2021	25-Jun-2024	Reports in part	Reports in part

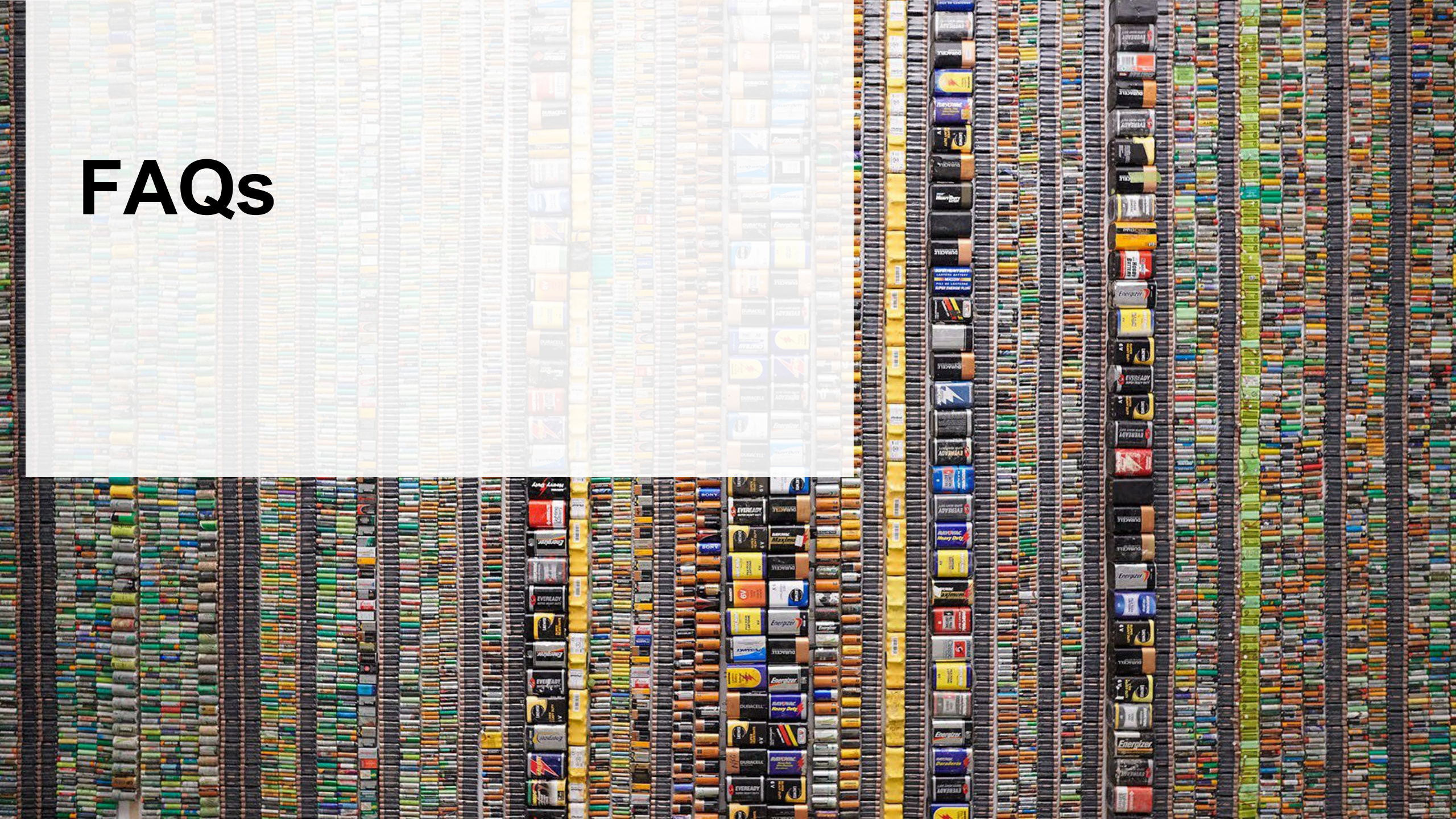
3

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

FAQs



Frequently Asked Questions

1. I do not know my actual weights can I use the weight conversion table?
 - Yes. You can use our weight conversion calculator to determine weights, in which case you will need to determine the number of units sold into Ontario. For more information, visit our [Battery Verification and Audit Procedure](#).
2. How do I view my management requirement?
 - To view your minimum management requirement, follow these steps:
 1. Go to your Dashboard
 2. Under Action, click View for the report year you'd like to see
 3. Under Report Summary, you will see your minimum management requirement