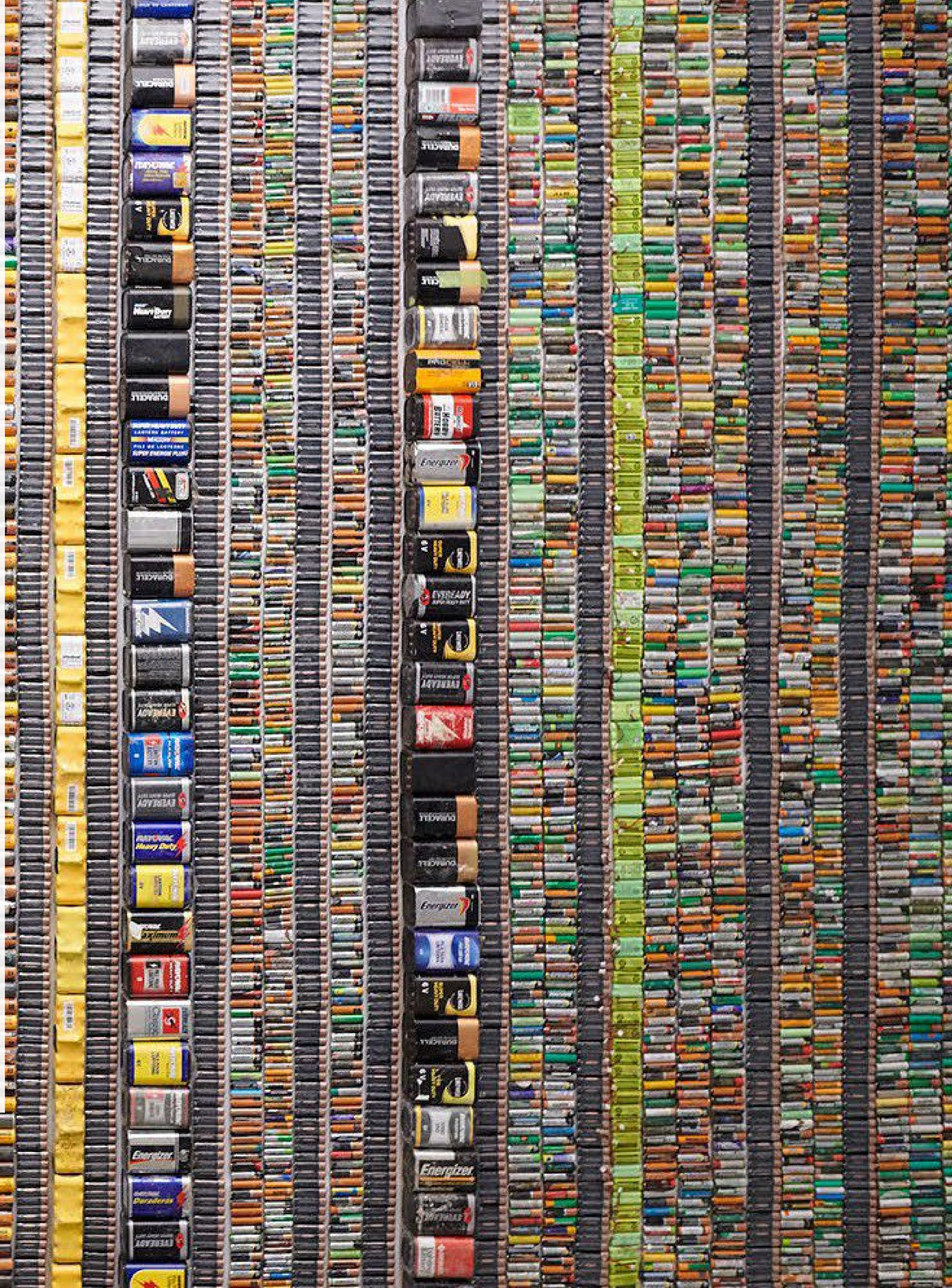
Battery Producer Supply Reporting Guide

RPRA Resource Productivity & Recovery Authority



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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:

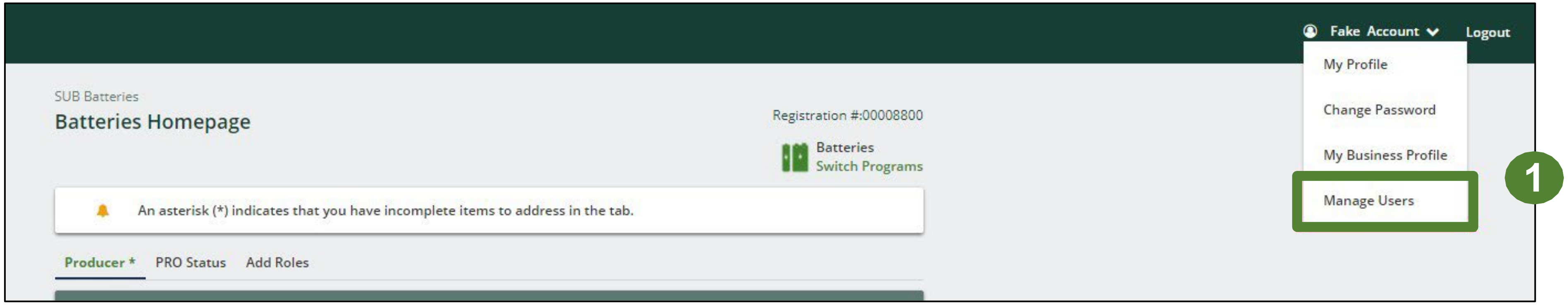
- If you already have an existing Tires account, you do not need to create a new one.
    - Simply log into your existing account, which will bring you to the homepage where you will see all programs you are enrolled in
    - If you have forgotten your password, click "Forgot Password" on the login screen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

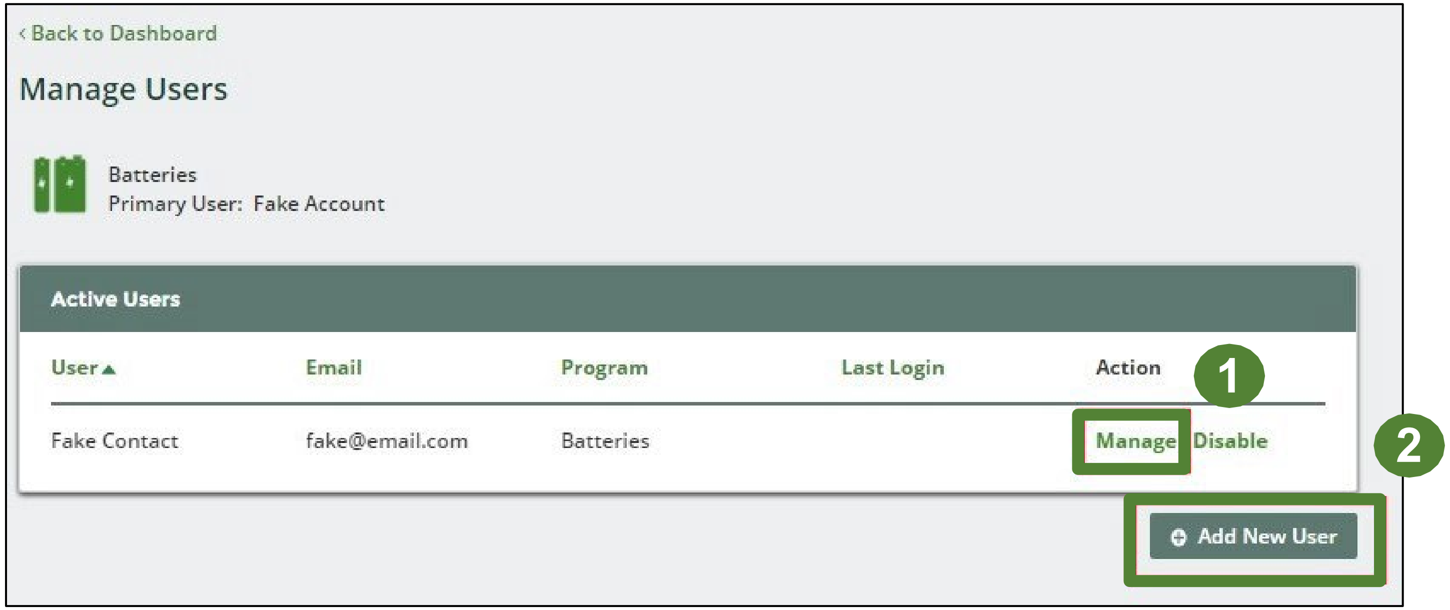
To Manage contacts on your Registry account, please see the following steps:

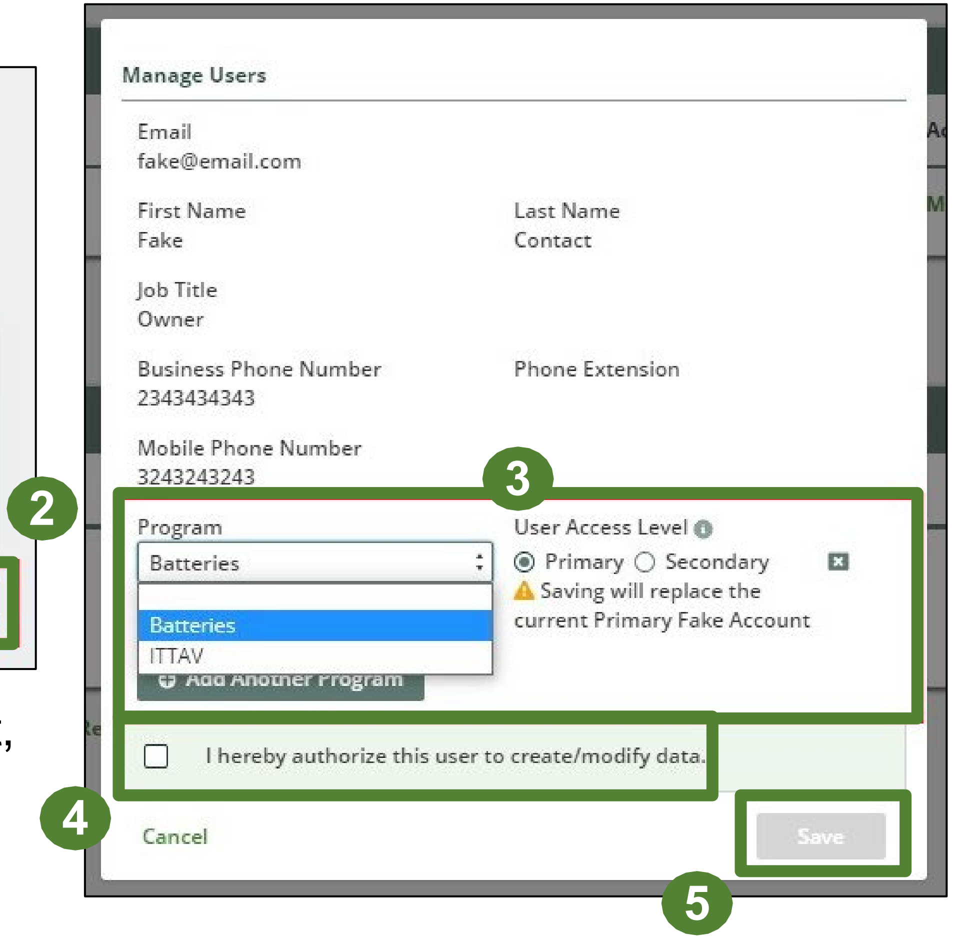
1. Once you are logged into your account, click on the drop-down arrow in the top right corner and select **Manage Users** as shown below.



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



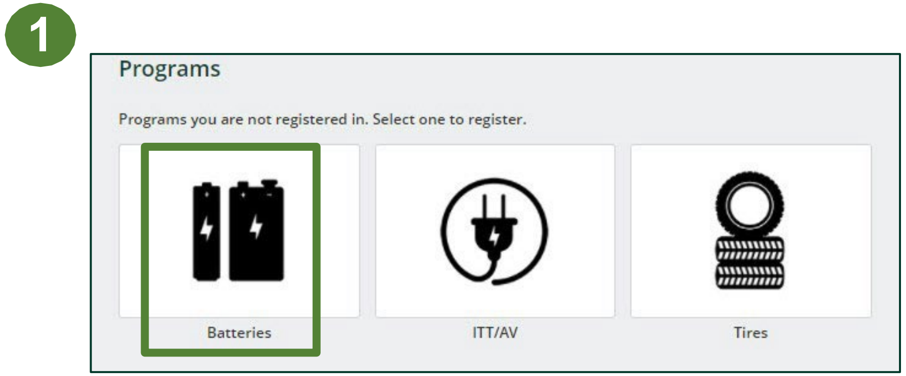


3. To give reporting abilities to a **Primary** or **Secondary** contact, select the program from the drop-down that you would like to grant the user access to
4. Check the box to authorize the user
5. Click **Save**

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

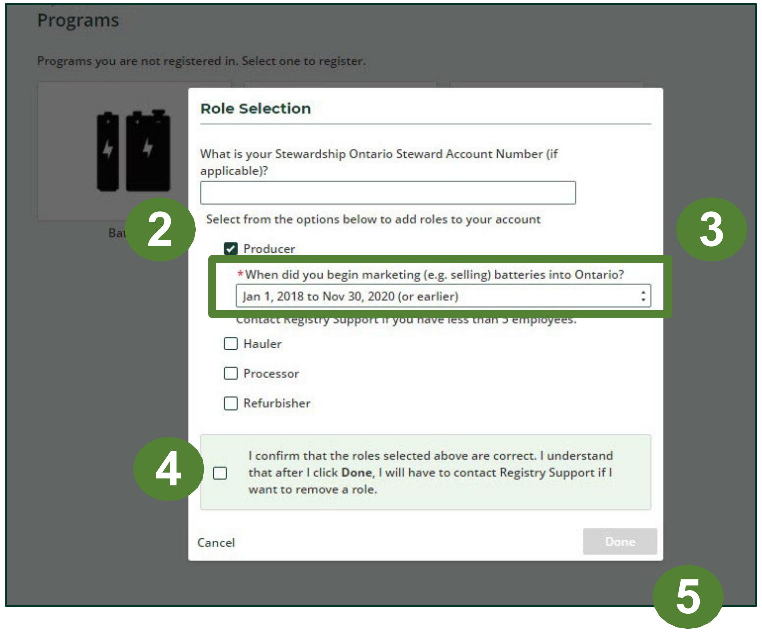


2. Click **Batteries**

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**



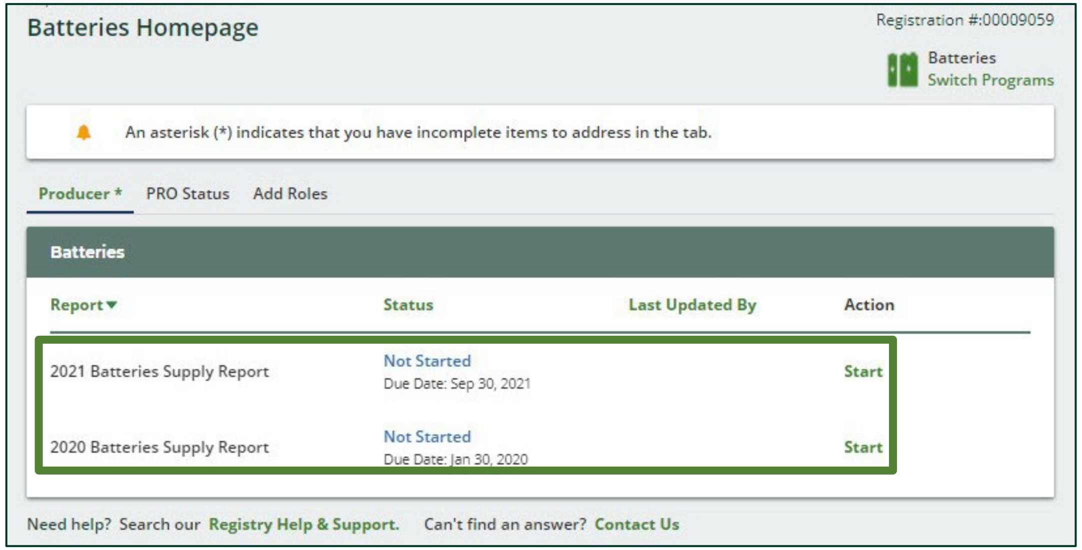
Supply Reporting

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



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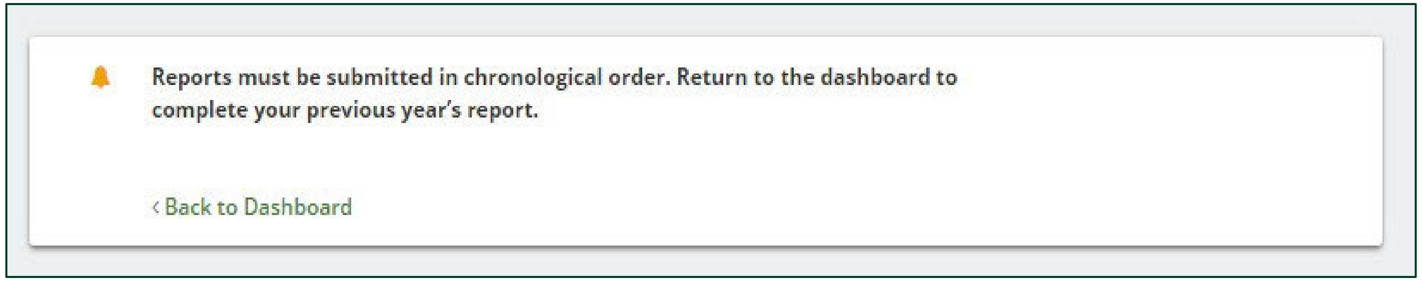


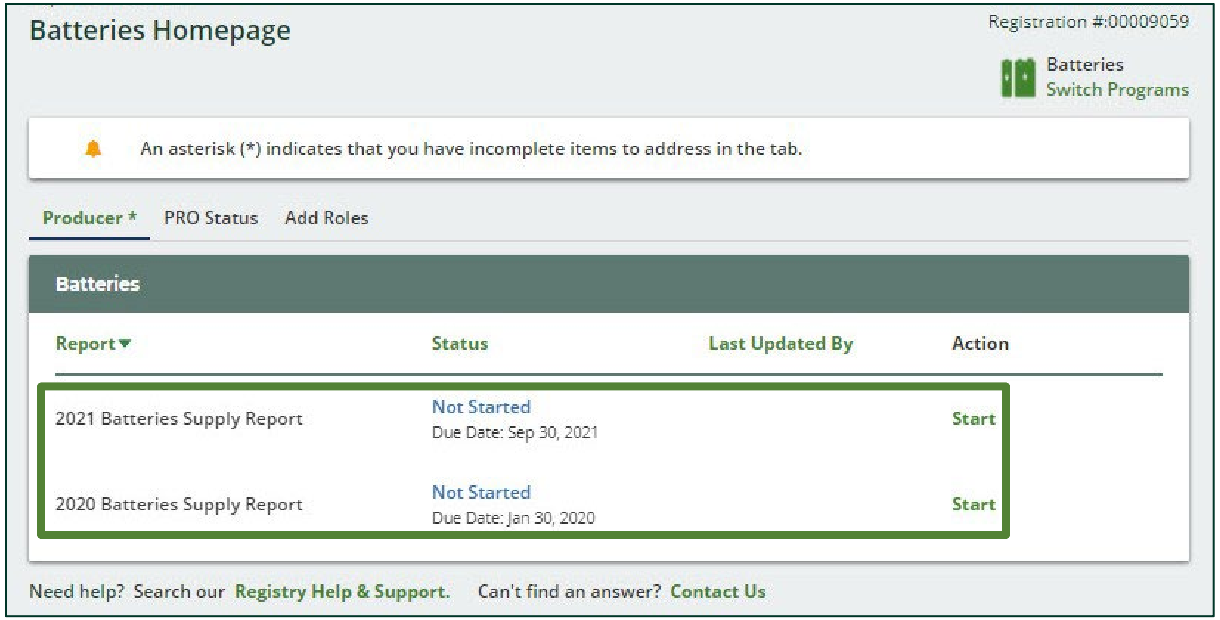
Supply report

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**

1



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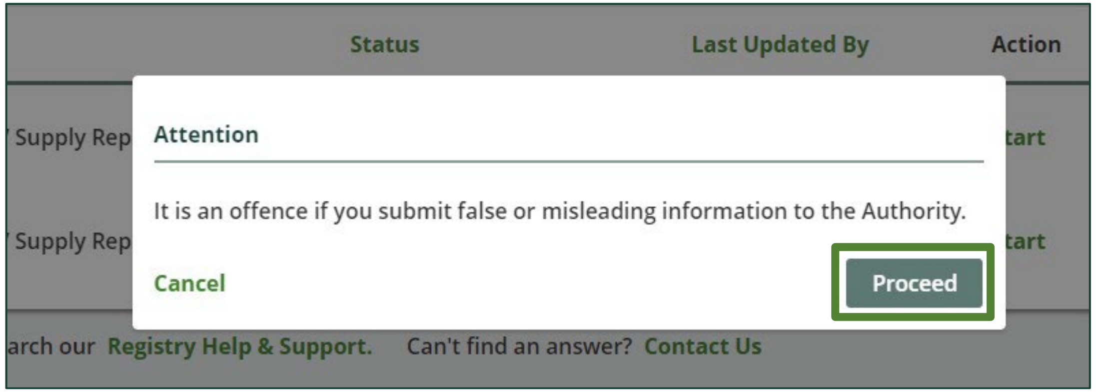


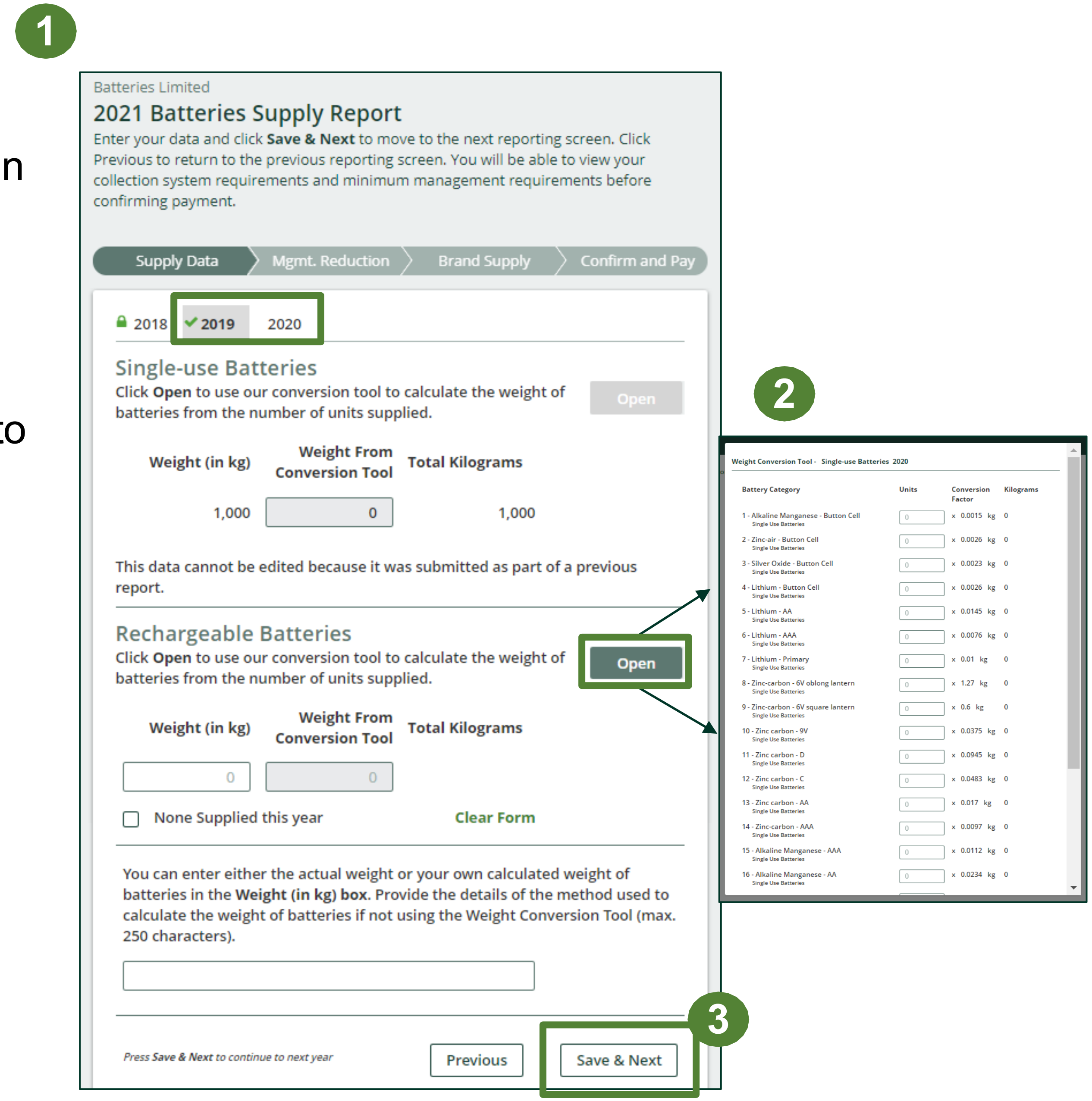
Supply report

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**



Supply report
Management reduction

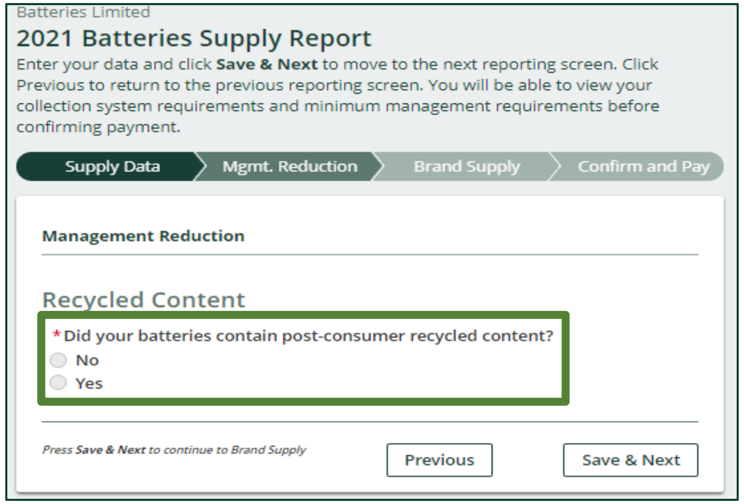
After saving the **Supply Data**, the report will navigate to the **Mgmt. Reduction** tab.

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**

1



2

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

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 in 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

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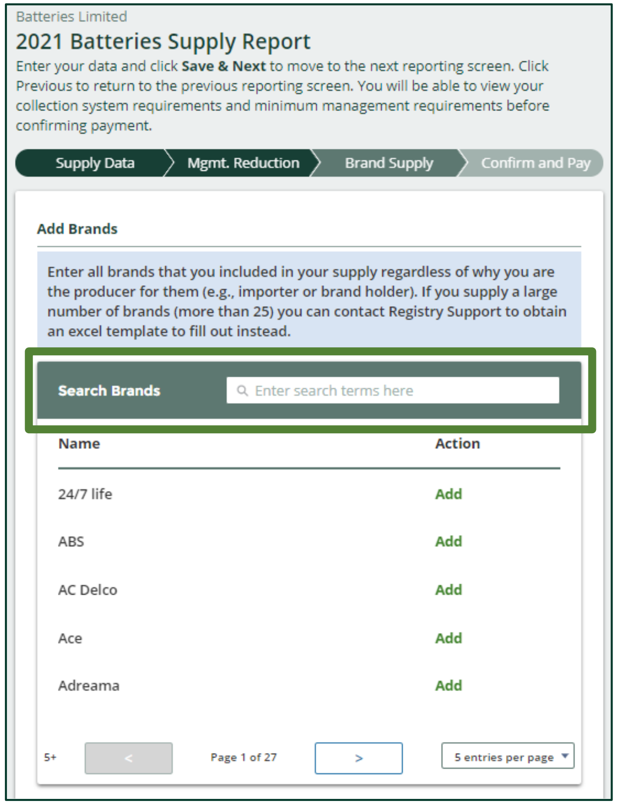

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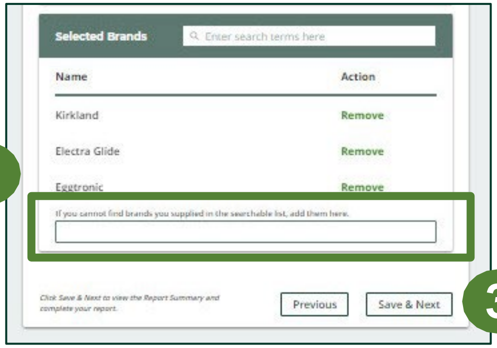

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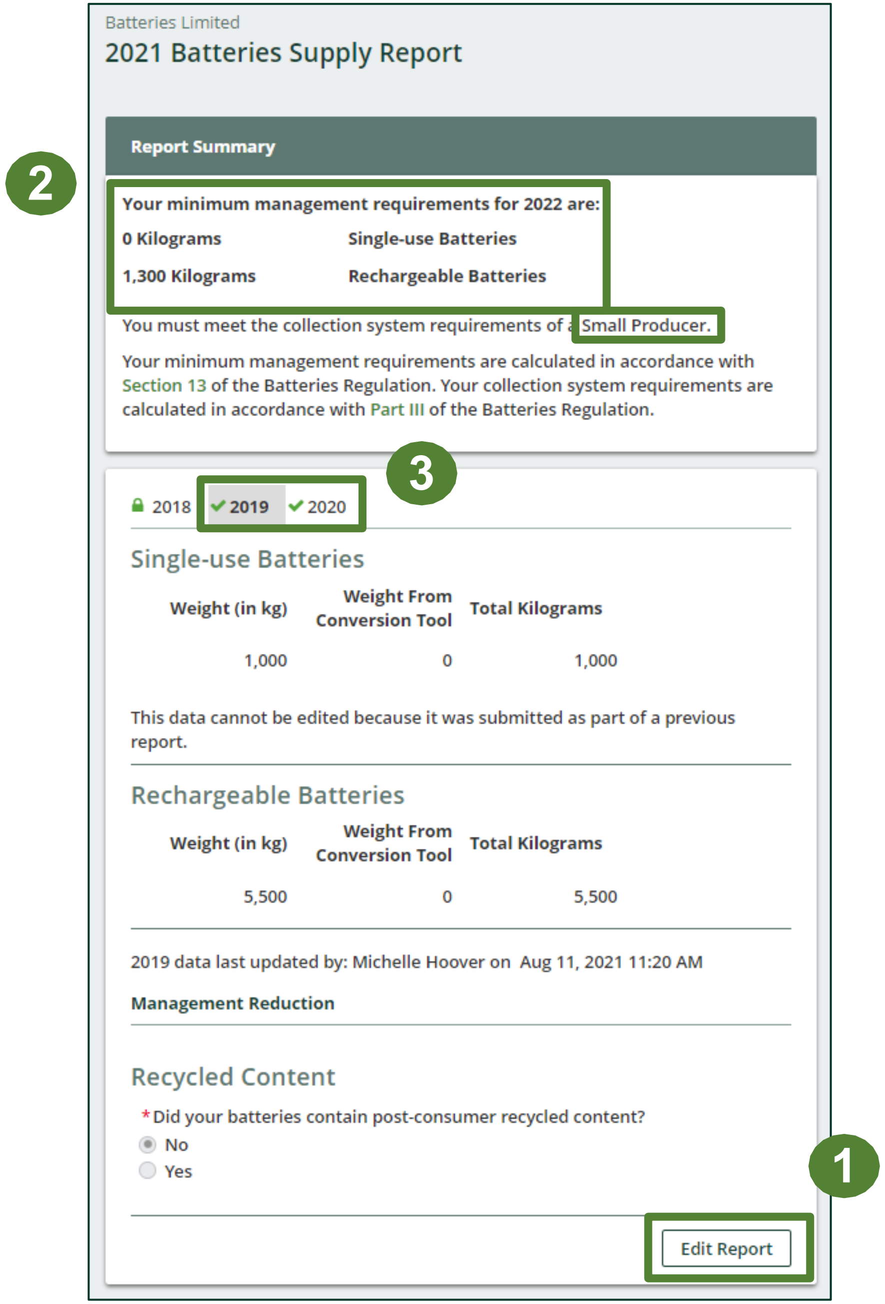
Supply report
Summary review

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

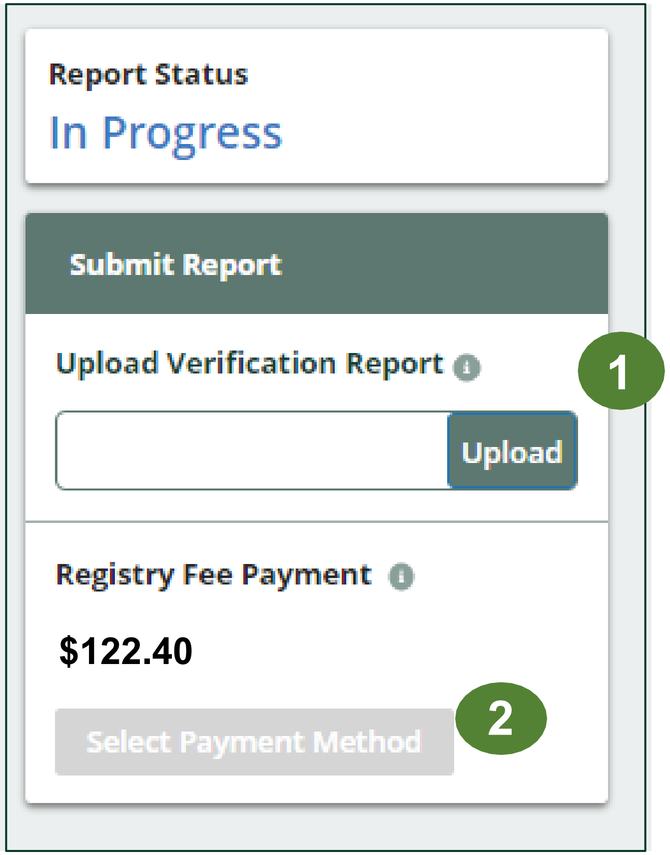


Supply report
Upload Verification Report

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



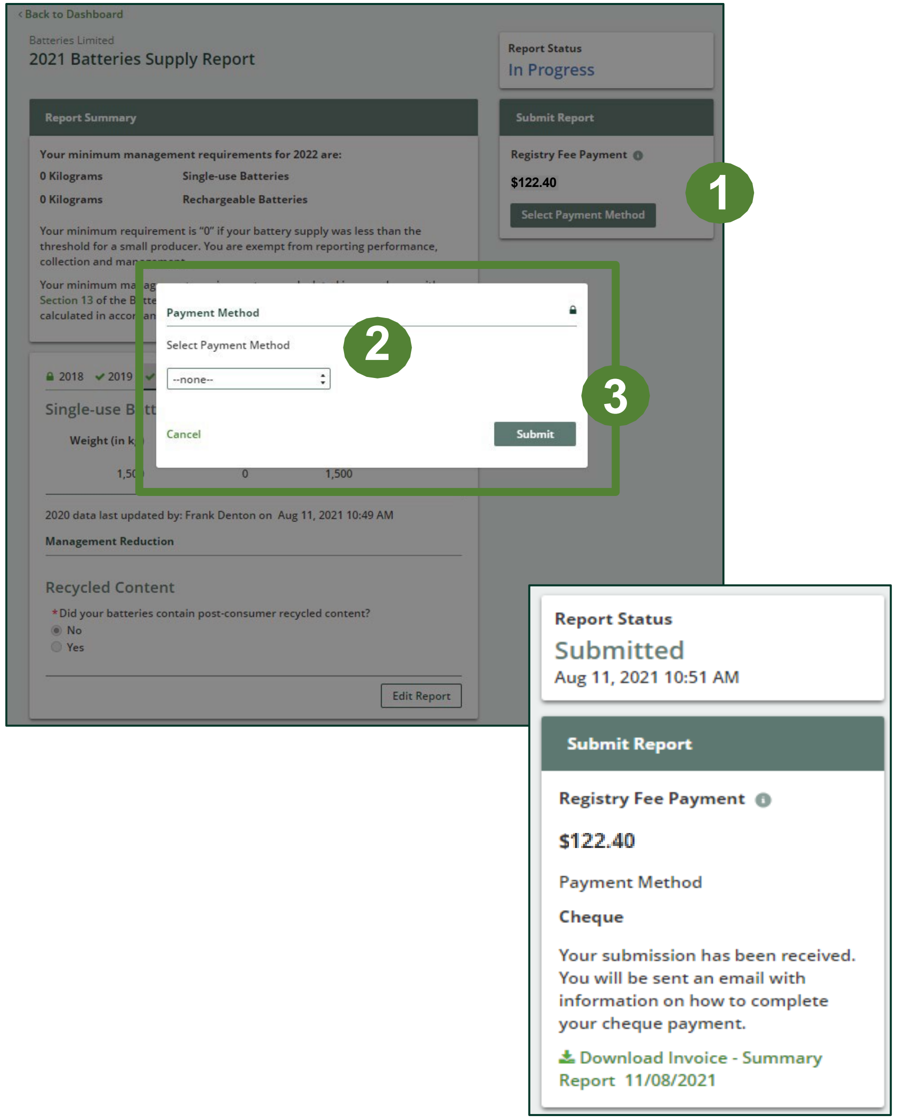
Supply report
Payment submission

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**

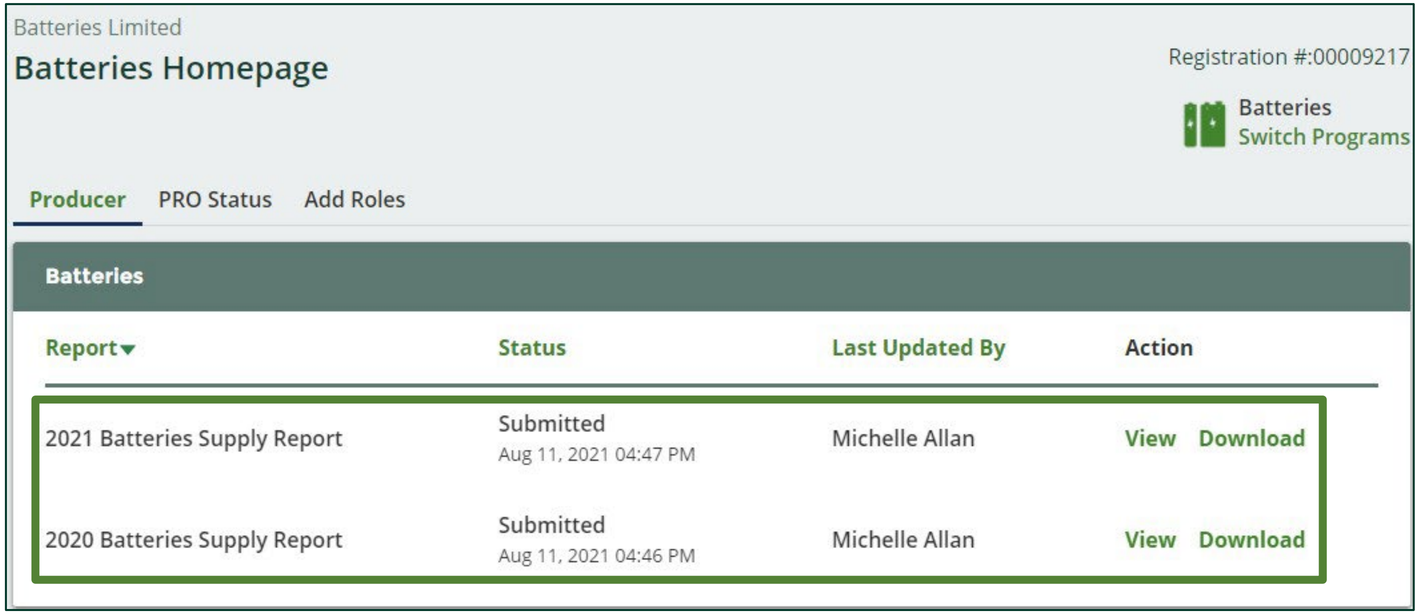
2. Click from the drop-down menu for your preferred method
   - If you choose any payment option other than credit card and bank withdrawal, you will receive an email with instructions on how to submit payment

3. Click **Submit**
   - Once the payment is submitted, the **Report Status** will change to **Submitted** and will provide a summary

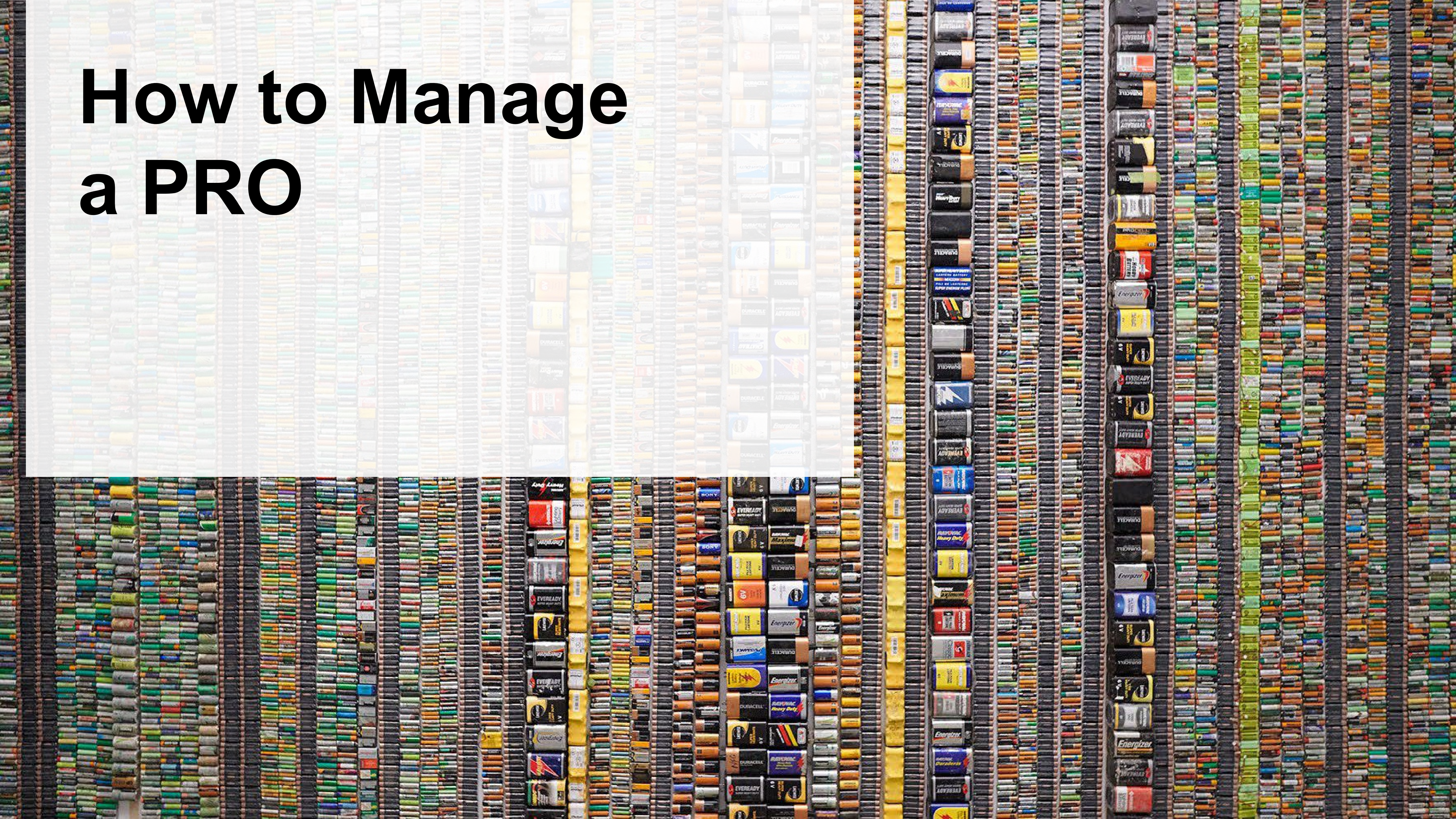


Supply report
Submitted

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



How to Manage a PRO



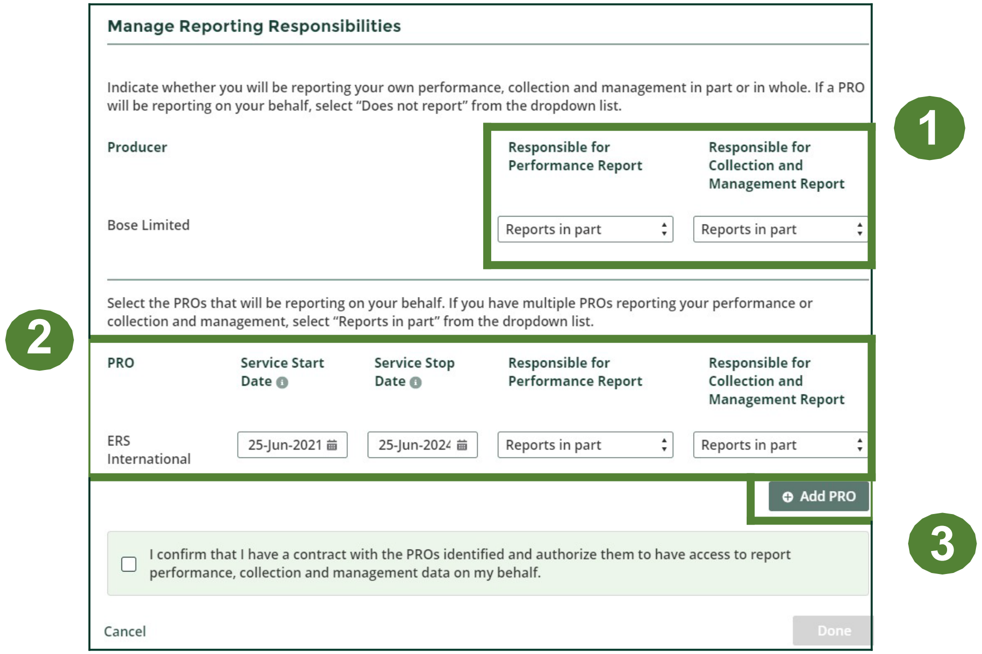
Managing a PRO

Reporting responsibility selection

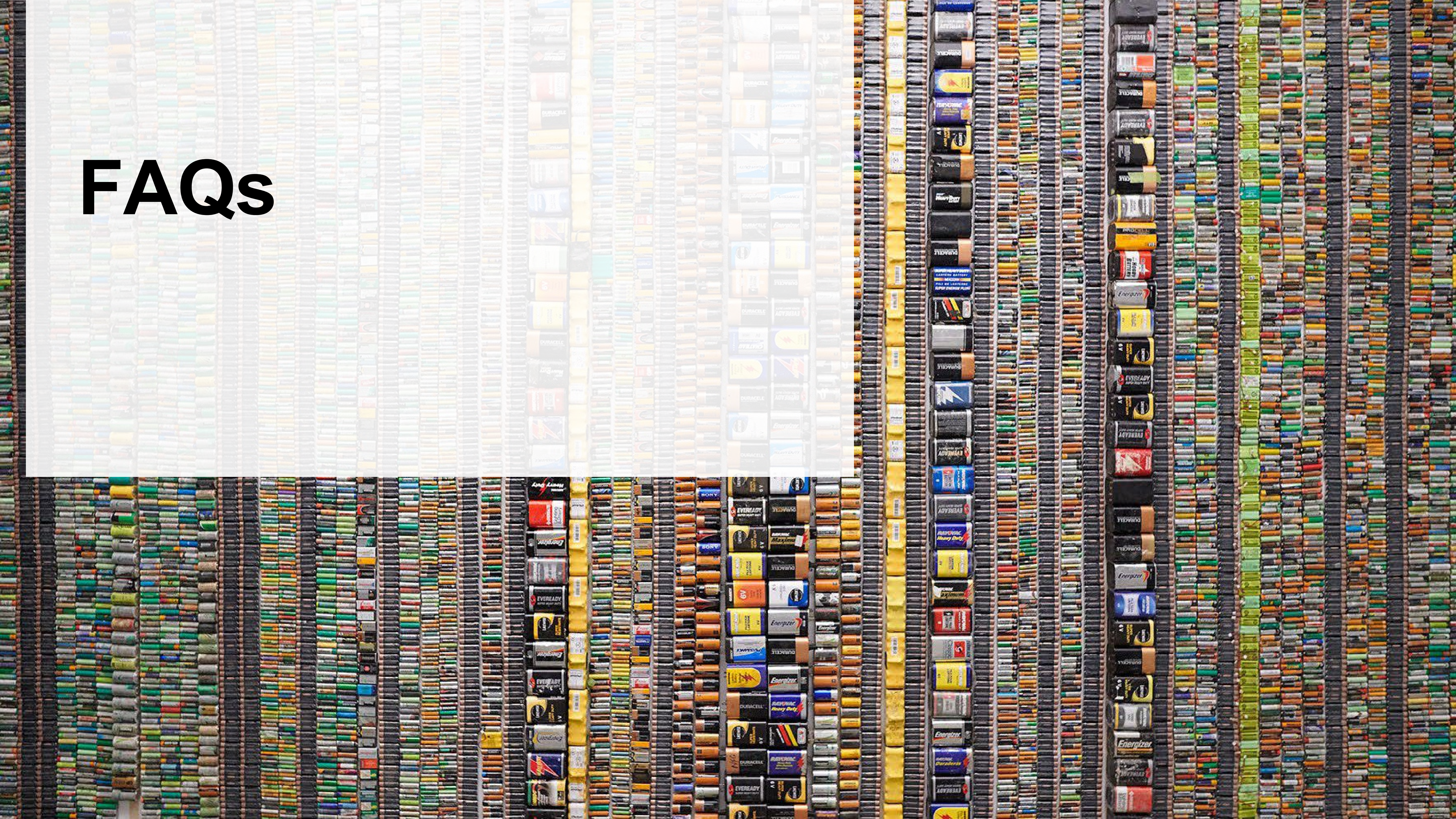
As a Producer, you can **add a PRO** to report on your behalf.

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



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