Batteries Performance
Hauler Reporting Guide

RPRA Resource Productivity & Recovery Authority

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Introduction

What is batteries performance reporting?

Batteries performance reporting is an annual report that haulers with obligations under the Batteries Regulation complete to report on their recovery and management activities in the previous calendar year. Haulers must report single-use and rechargeable batteries separately.

This guide will assist battery haulers 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 the Authority's website: https://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 **647-496-0530** or toll-free at **1-833-600-0530**.

What data needs to be reported for the performance report?

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

1. **Total weight of batteries in kg picked up**
   - Single-use batteries picked up inside and outside of Ontario
   - Rechargeable batteries picked up inside and outside of Ontario
2. **Batteries in kg dropped off**
   - Sent for processing
   - Sent for refurbishing

How to log into the Registry as an account admin

The supply data 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, Primary Contacts under the program they wish to give them access to (e.g., permissions to view and complete Reports).
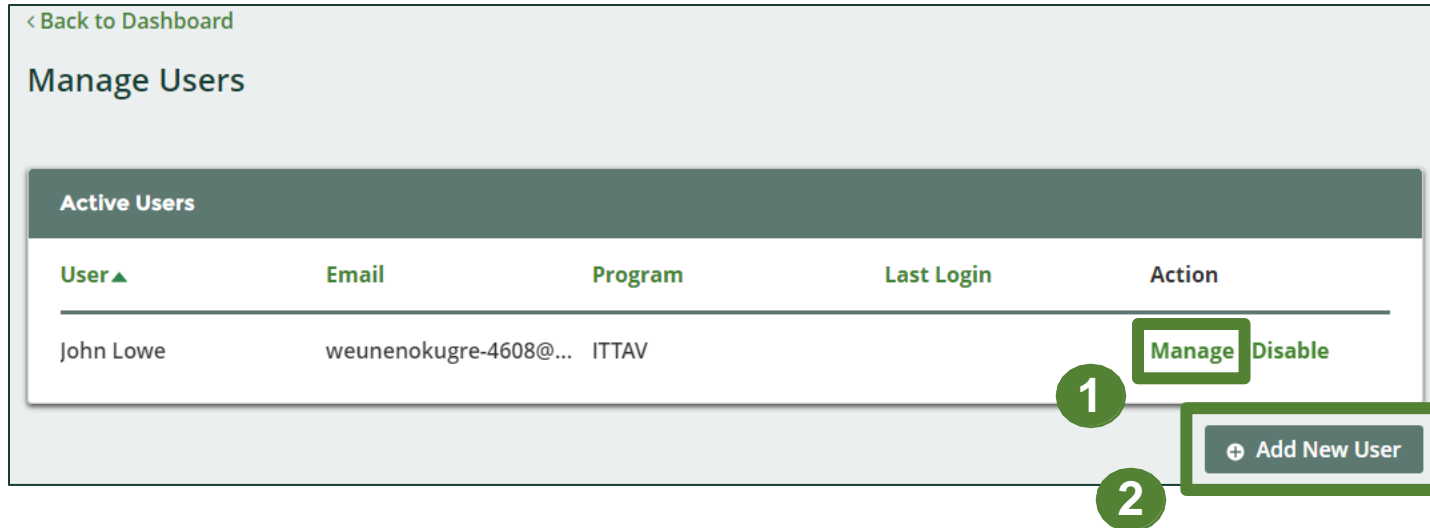
To manage contacts on your Registry account, please see the following steps:

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.
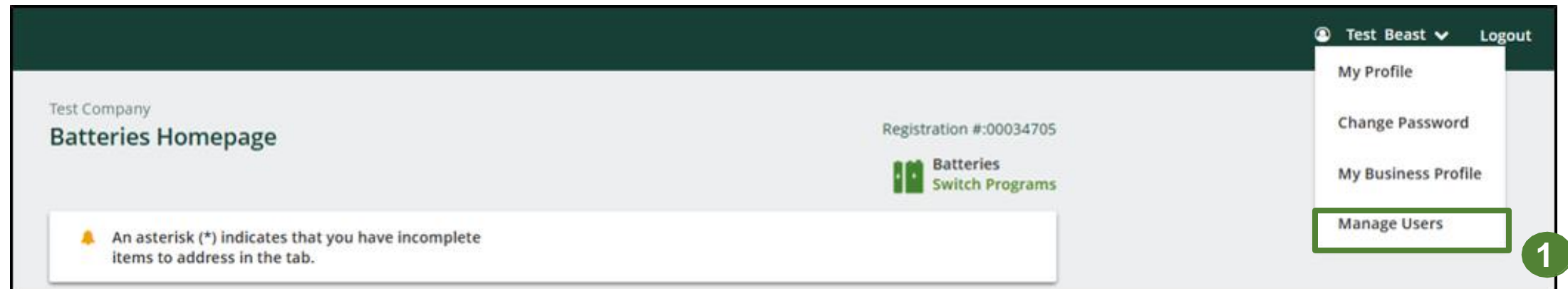
How to manage contacts on your Registry account cont.

1. Under Actions, click **Manage** to update the preferences of existing users.
2. Click **Add New User** to add an additional user to your account.
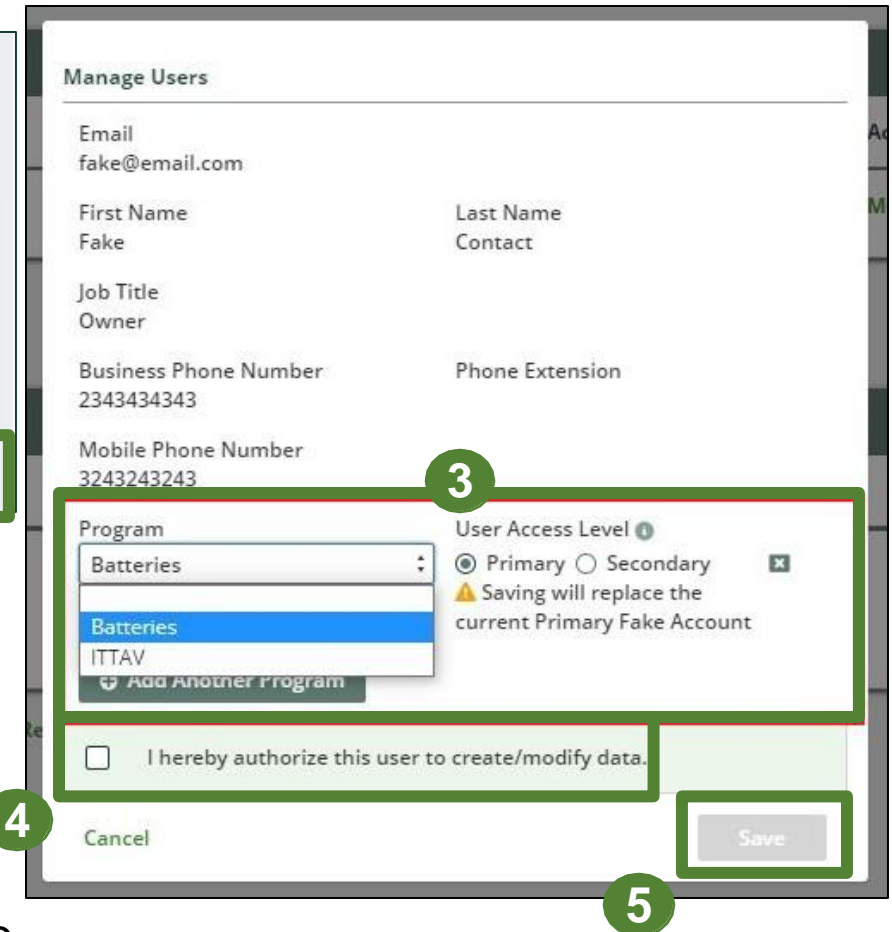
3. To give reporting abilities to a **Primary** or **Secondary** contact, select the program from the drop-down that you would like to grant the user access to.
4. Check the box to authorize the user.
5. Click **Save.**

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

How to submit your Performance Report
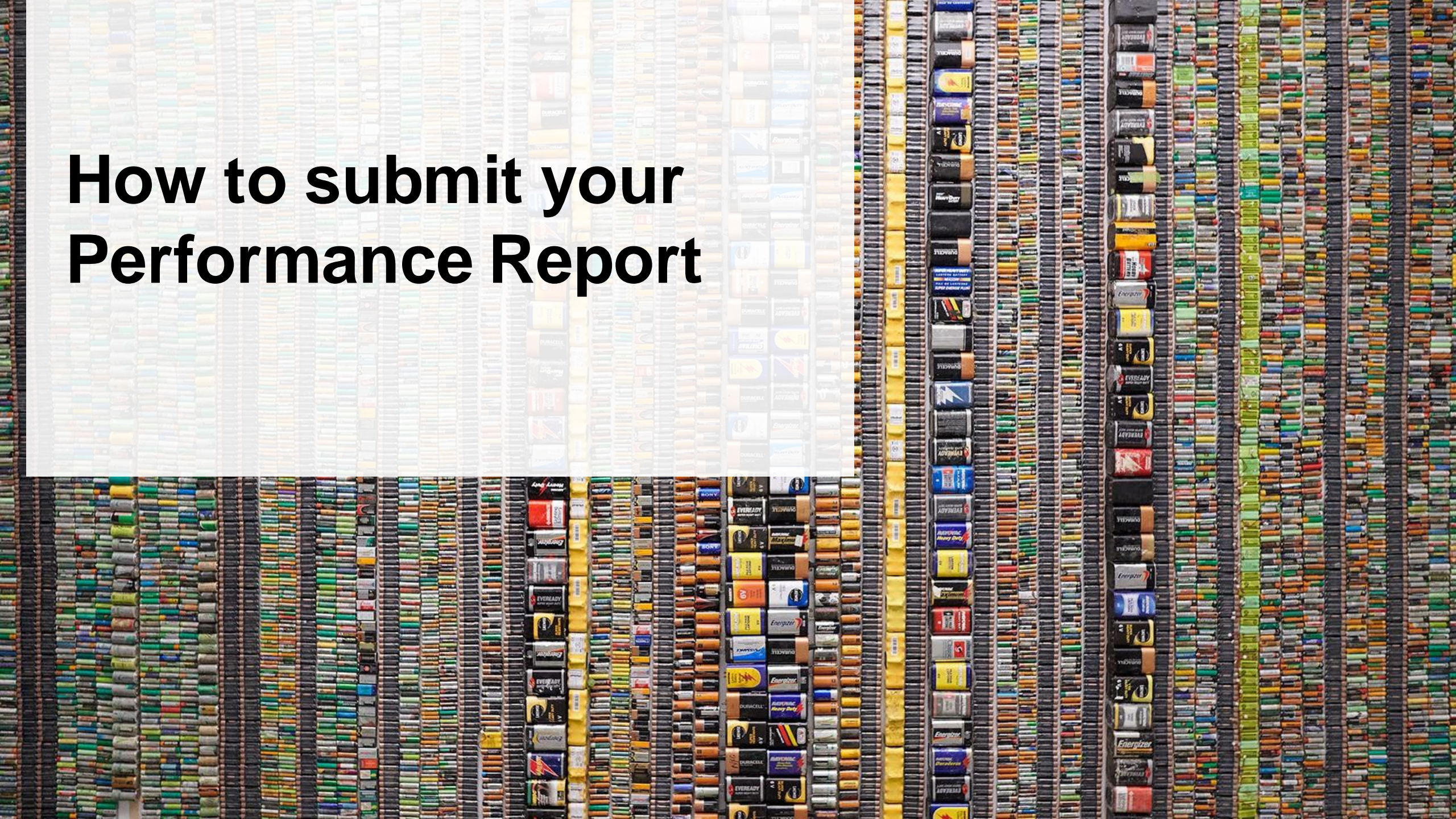
Performance report
Accessing your program

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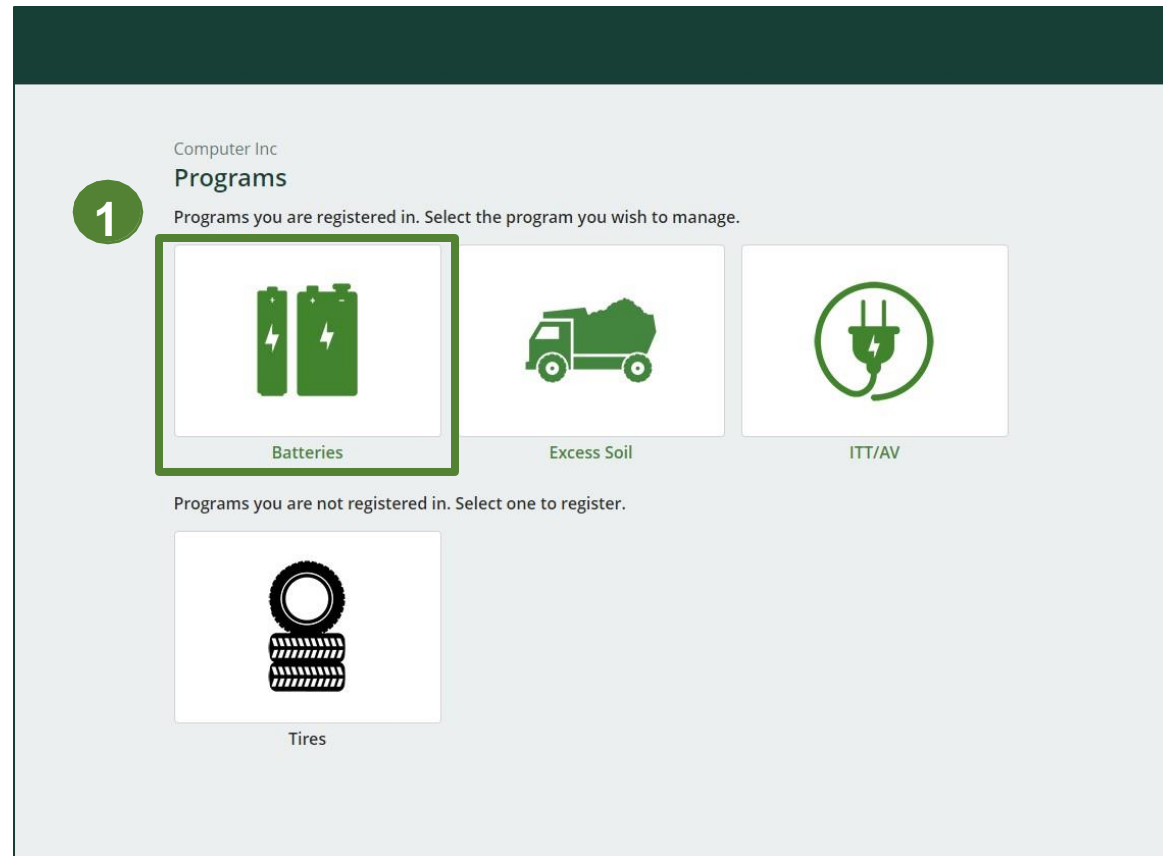
Performance report
Starting your report

1. On the Batteries Homepage, click on the **Hauler** tab to navigate to the hauler reports.

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

2. Under **Action**, click on **Start** to begin completing the report for Batteries Performance – Hauler.

Test Company
Batteries Homepage   Registration #:00034705

🔋🔋 Batteries Switch Programs

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

①

Producer   **Hauler ***   Refurbisher   Processor   PRO Status   Invoices   Add Roles
1

Batteries

| Report ▾	Status	Last Updated By	Action
2024 Batteries Performance - Hauler	Not Started Due Date: Apr 30, 2025		Start **②**
2023 Batteries Performance - Hauler	Submitted Mar 07, 2025 04:23 p.m.	Test Beast	View Download

Battery Categories   Manage

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

Need help? Explore our **Registry Resources**   Can't find an answer? **Contact Us**

Performance report
Starting your report

1. After clicking **Start**, the notice below will appear. After reading the notice, click **Proceed**.
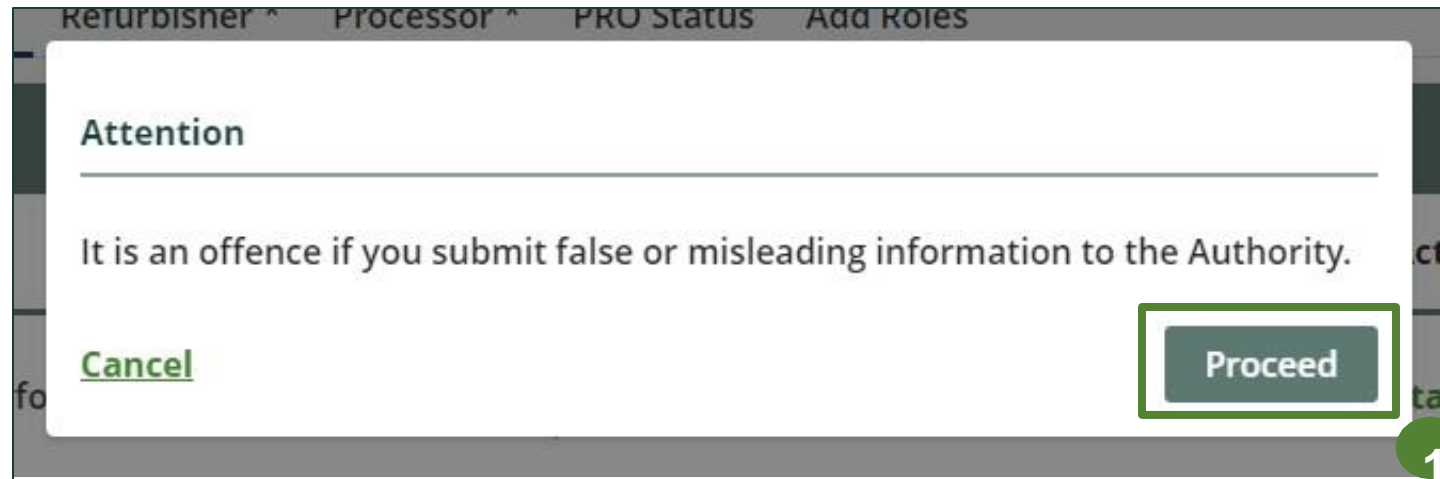
Performance report
Enter your batteries data picked up inside and outside of Ontario

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 **Batteries Picked up**, click **Start** to begin entering the battery weights.

2. Under **Total Picked Up**, enter the total kilograms of Single-use and Rechargeable batteries picked up inside and outside of Ontario.

3. Click **Save & Next** to proceed.

Performance report
Enter your batteries data picked up outside of Ontario

1. Under the **Outside Ontario** tab, enter the total kilograms of single-use and rechargeable batteries under the **Total Kilograms** fields if you picked up batteries outside of Ontario.

2. If you did not pick up any batteries outside of Ontario, leave the kilograms field blank and select the check box for **'I did not pick up any batteries outside Ontario'**.

3. Click **Save & Next** to proceed.

Test Company
2024 Batteries Performance - Hauler
Enter your data and click **Save & Next** to move to the next reporting screen.

Batteries Picked up

✔ Total Picked Up   **Outside Ontario**

Total weight of batteries picked up outside Ontario.

Outside Ontario

Total Kilograms

Single-use Batteries | 0

Rechargeable Batteries | 0

☐ I did not pick up any batteries outside Ontario.

Clear Form   Previous   Save & Next

Performance report
Review your batteries picked up 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 **Batteries Dropped Off**, click **Start** to enter the battery weights dropped off for processing or refurbishing.

Performance report
Enter your batteries data sent for processing

1. Under **Sent for Processing**, enter the total kilograms for single-use and rechargeable batteries in the fields in the **Total Kilograms** fields.

2. If you did not send any batteries for processing, click on the check box marked '**I did not send any batteries for processing'**.

3. Click **Save & Next** to proceed.

Performance report
Enter your batteries data sent for refurbishing

1. Under **Sent for Refurbishing**, enter the total kilograms of single-use and rechargeable batteries in the fields under **Total Kilograms**.

2. If you did not send any batteries for refurbishing, click on check box marked '**I did not send any batteries to refurbishers'**.

3. Click **Save & Next** to proceed.

Performance report
Review and submit your report

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

2. Click on **Edit**, if you need to make a change to the battery weights.

3. Click on **Submit Report** once you are finished reviewing and ready to submit.

Performance report
Submit your report

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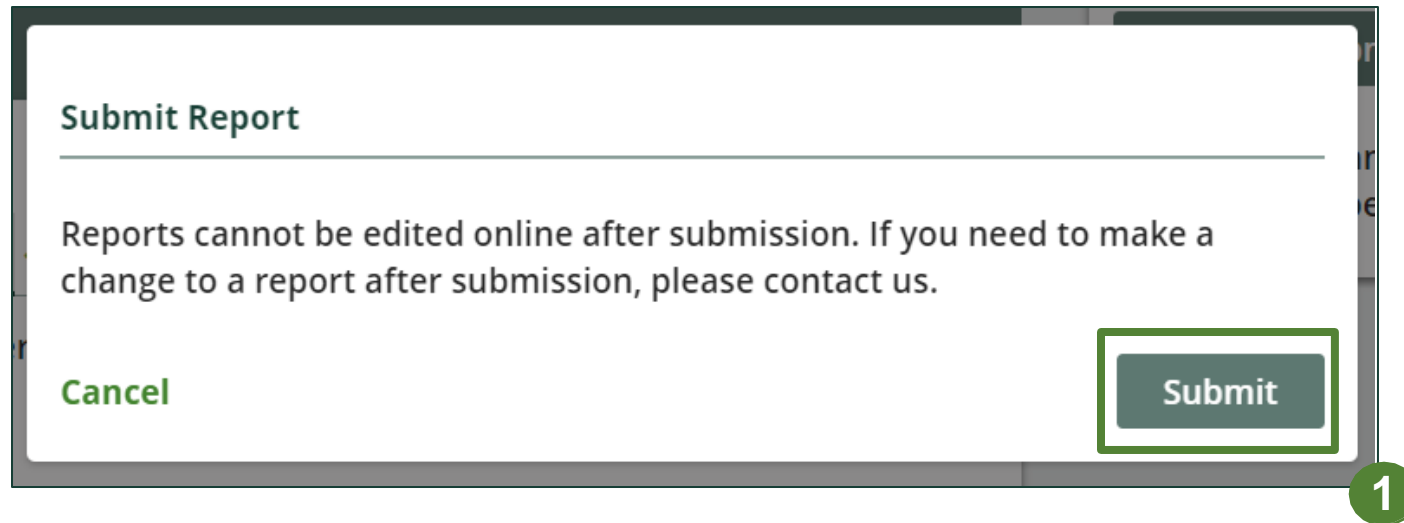
Performance report
Submitted report

1. Your report status should now be changed to **Submitted**.

2. Click on **Back to Dashboard** to return to the Batteries Homepage to view all reports.

Performance report
View submitted report(s)

1. On the **Batteries Homepage** under the **Hauler** tab, your 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** to review and save your report submission.