

Batteries Performance Refurbisher Reporting Guide



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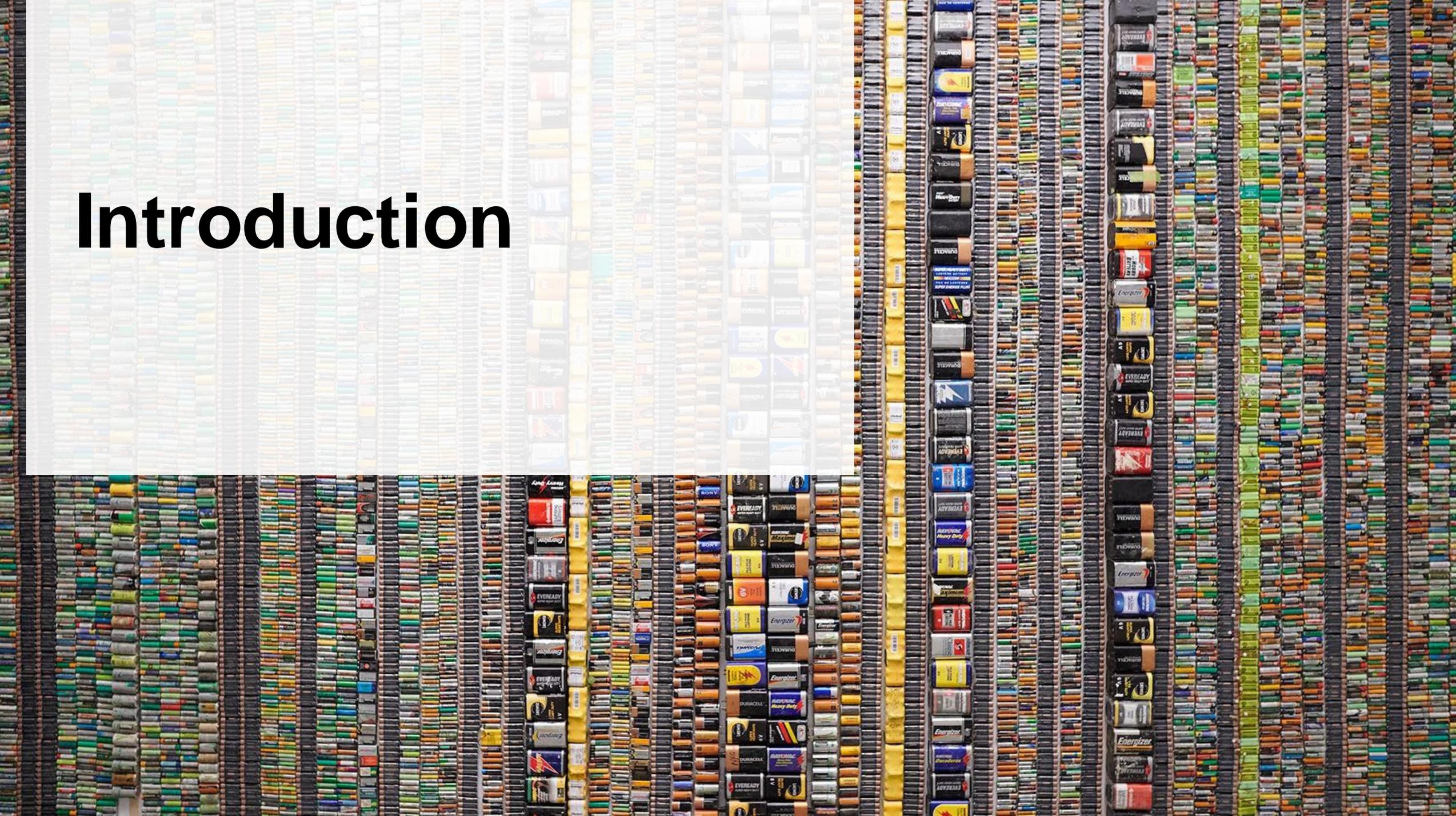
Introduction

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- How to log into the Registry
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Performance Reporting

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

Introduction



What is batteries performance reporting?

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

This guide will assist Battery refurbishers 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 RPRA'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 **refurbisher of batteries**, you are required to report:

- Weight of single-use and rechargeable batteries received by each hauler
- Weight of single-use and rechargeable batteries that were refurbished
- Weight of single-use and rechargeable batteries sent for processing

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:

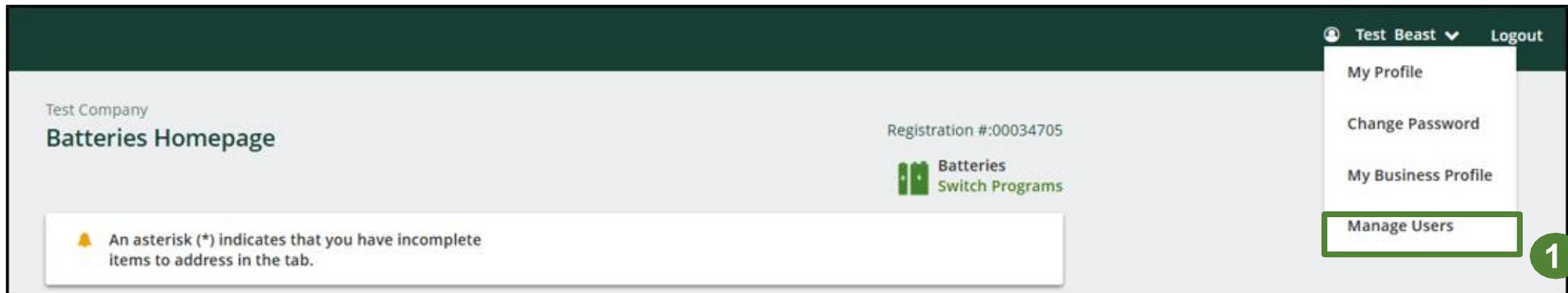
- If you already have an existing Tires account, you do not need to create a new one.
 - Simply log into your existing account, which will bring you to the homepage where you will see all programs you are enrolled in.
 - If you have forgotten your password, click "Forgot Password" on the login screen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

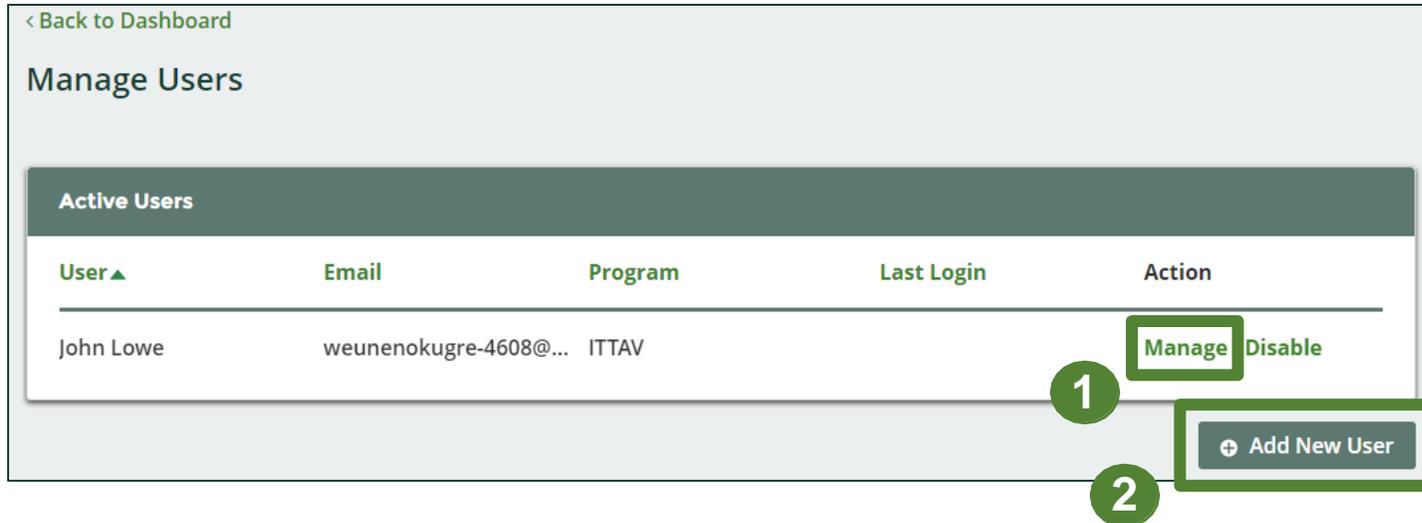
To manage contacts on your Registry account, please see the following steps:

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 the preferences of existing users.
2. Click **Add New User** to add an additional user to your account.



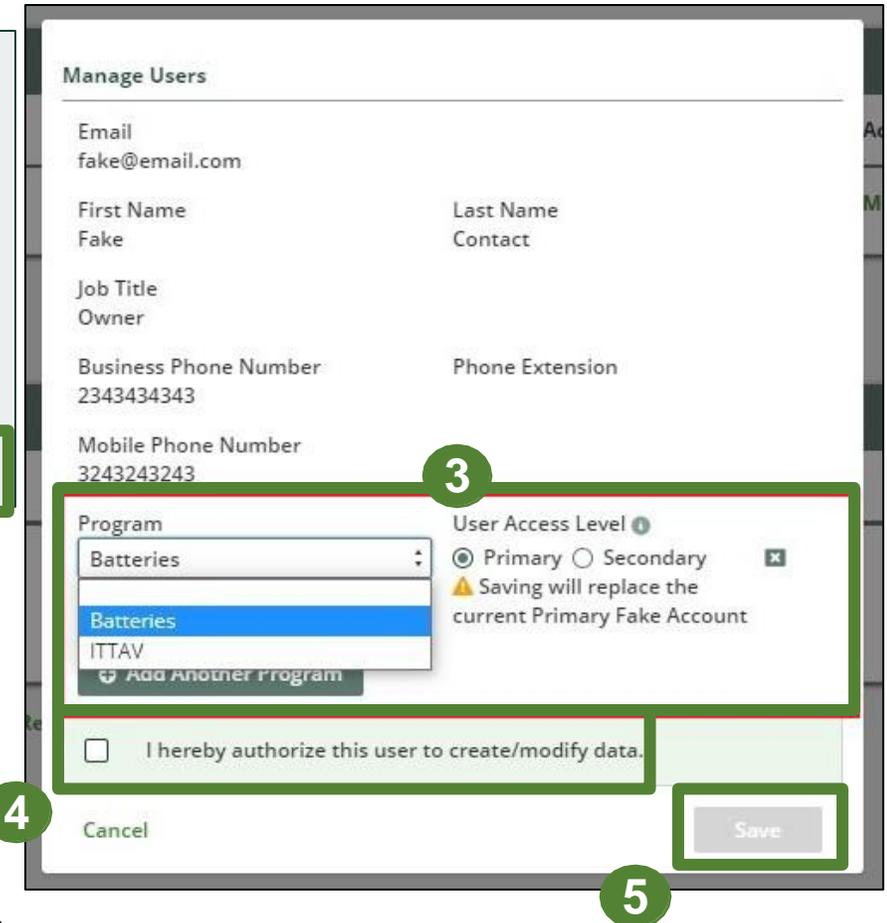
< Back to Dashboard

Manage Users

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

[+ 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**.



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

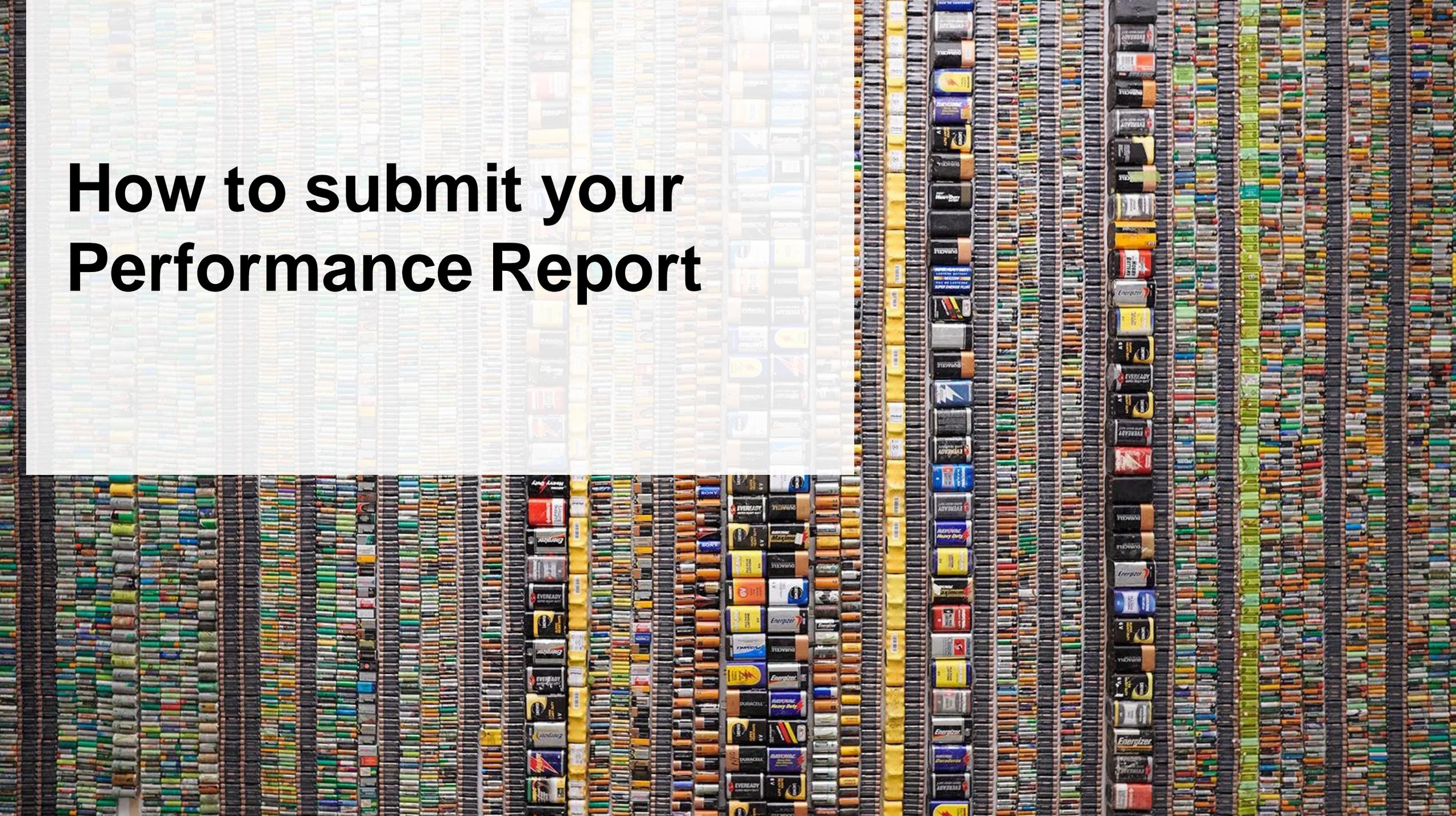
User Access Level
 Primary Secondary

I hereby authorize this user to create/modify data.

Cancel [Save](#)

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

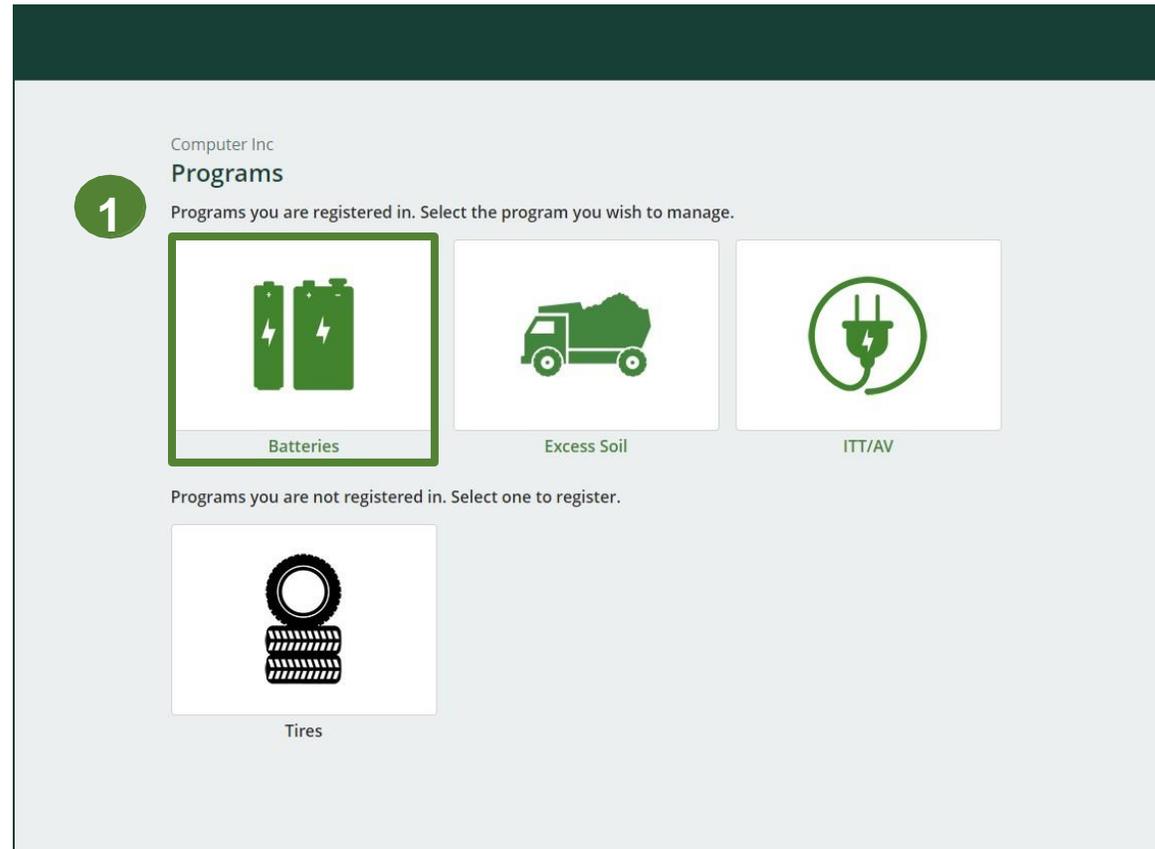
How to submit your Performance Report



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 **Refurbisher** tab to navigate to the refurbisher reports.

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

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

The screenshot shows the 'Batteries' homepage with a navigation bar containing 'Producer', 'Hauler *', 'Refurbisher *', 'Processor', 'PRO Status', 'Collection Activities', 'Invoices', and 'Add Roles'. The 'Refurbisher *' tab is highlighted with a green box and a circled '1'. Below the navigation bar is a table with the following data:

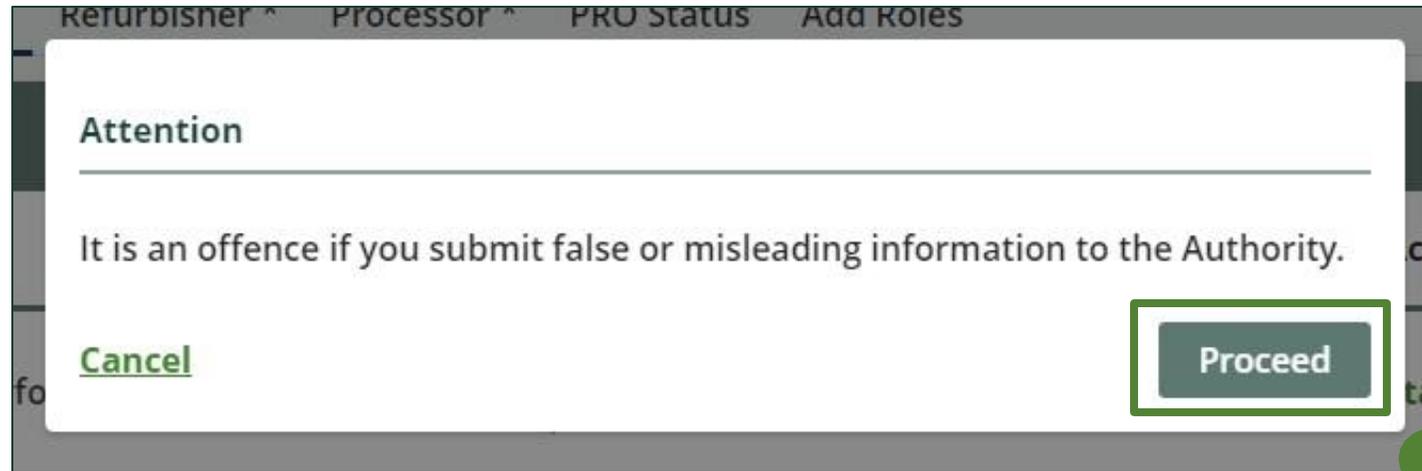
Report ▼	Status	Last Updated By	Action
2024 Batteries Performance - Refurbisher	Not Started Due Date: Apr 30, 2025		Start
2023 Batteries Performance - Refurbisher	Not Started Due Date: Apr 30, 2024		Start

Below the table are two sections: 'Refurbishing sites' with a 'Manage' button and the text 'List the address of each site where batteries are refurbished.', and 'Battery Categories' with a 'Manage' button and the text 'Identify the categories of batteries you work with - single-use, rechargeable or both.' At the bottom, there is a footer with the text 'Need help? Explore our Registry Resources Can't find an answer? Contact Us'. The 'Start' button in the table is highlighted with a green box and a circled '2'.

Performance report

Starting your report

1. After clicking **Start**, the notice below 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.

The screenshot displays a web interface for a performance report. At the top left, it says 'Test Company' and '2024 Batteries Performance - Refurbisher'. On the right side, there is a 'Report Status' box showing 'Not Started' in blue text. Below this is a 'Submit Report' button, which is disabled (greyed out). A message below the button reads: 'Make sure to provide all the required data before submitting.' The main content area is titled 'Received from Hauler' and contains the instruction: 'Total weight of batteries picked up both inside and outside Ontario.' Below this is a table with two columns: 'Received from Hauler' and 'Total Kilograms'. The table has three rows: 'Single-use Batteries', 'Rechargeable Batteries', and 'Total'. At the bottom right of the table area, there is a 'Start' button, which is highlighted with a green box. A green circle with the number '1' is positioned below the 'Start' button, indicating the first step in the process.

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

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.

Test Company
2024 Batteries Performance - Refurbisher
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
00000037	ProdTest Alpha1	Amy Alpha	123, Test City	Add
				Add

15 entries << Page 1 of 3 > >> 5 entries per page

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				

3

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
000	RPR A Batteries Inc.	0	0	<input type="button" value="Enter"/> <input type="button" value="Remove"/>

1

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

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**.

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

Received from Hauler

Total weight of batteries picked up both inside and outside Ontario.

Received from Hauler	Total Kilograms
Single-use Batteries	<input type="text" value="0"/>
Rechargeable Batteries	<input type="text" value="0"/>

[Clear Form](#)

Performance report

Review your batteries 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 view and 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 **Materials Tracking**, click **Start** to enter the weights for refurbished batteries and batteries sent for processing.

Test Company
2024 Batteries Performance - Refurbisher

Report Status
In Progress

Submit Report

Make sure to provide all the required data before submitting.

✓ Received from Hauler

Total weight of batteries picked up both inside and outside Ontario.

Received from Hauler	Total Kilograms
Single-use Batteries	0
Rechargeable Batteries	0
Total	0

Received from Hauler data last updated by: Test Beast on Mar 07, 2025 03:35 P.M.

Edit

Materials Tracking

Weight Refurbished Sent for Processing

Total weight of batteries refurbished.

Weight Refurbished	Total Kilograms
Single-use Batteries	
Rechargeable Batteries	
Total	

Start

Performance report

Enter your batteries data for weight refurbished

1. Under **Weight Refurbished**, enter the total kilograms for refurbished single-use and rechargeable batteries in the **Total Kilograms** fields.
2. Click **Save & Next** to proceed.

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

Materials Tracking

Weight Refurbished Sent for Processing

Total weight of batteries refurbished. 1

Weight Refurbished

Single-use Batteries

Rechargeable Batteries

Total Kilograms

[Clear Form](#) Save & Next

2

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.

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

Materials Tracking

✓ Weight Refurbished **Sent for Processing**

Total weight of batteries sent for processing. 1

Sent for Processing

Single-use Batteries

Rechargeable Batteries

I did not send any batteries for processing. 2

Total Kilograms

0

0

Clear Form **Previous** **Save & Next** 3

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.

Test Company
2024 Batteries Performance - Refurbisher

Report Status
In Progress

Submit Report

Make sure to provide all the required data before submitting.

Received from Hauler

Total weight of batteries picked up both inside and outside Ontario.

Received from Hauler	Total Kilograms
Single-use Batteries	0
Rechargeable Batteries	0
Total	0

Received from Hauler data last updated by: Test Beast on Mar 07, 2025 03:35 p.m.

Edit

Materials Tracking

Weight Refurbished **Sent for Processing**

Total weight of batteries refurbished.

Weight Refurbished	Total Kilograms
Single-use Batteries	0
Rechargeable Batteries	0
Total	0

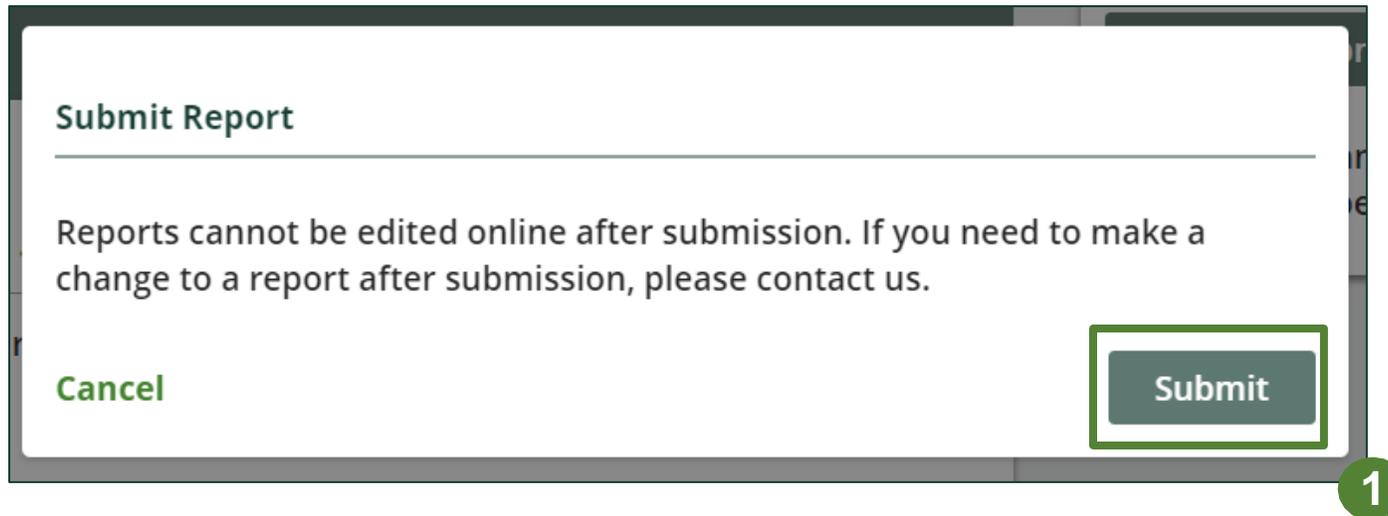
Weight Refurbished data last updated by: Test Beast on Mar 07, 2025 03:41 p.m.

Edit

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.

[< Back to Dashboard](#)

Test Company

2024 Batteries Performance - Refurbisher

Report Status
Submitted
Mar 07, 2025 03:55 p.m.

Received from Hauler

Total weight of batteries picked up both inside and outside Ontario.

Received from Hauler	Total Kilograms
Single-use Batteries	0
Rechargeable Batteries	0
Total	0

Received from Hauler data last updated by: Test Beast on Mar 07, 2025 03:55 p.m.

[View](#)

Materials Tracking

Weight Refurbished

Total weight of batteries refurbished.

Weight Refurbished	Total Kilograms
Single-use Batteries	0
Rechargeable Batteries	0
Total	0

Weight Refurbished data last updated by: Test Beast on Mar 07, 2025 03:55 p.m.

Performance report

View submitted report

1. On the **Batteries Homepage** under the **Refurbisher** tab, your Batteries Performance - Refurbisher 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.

The screenshot displays the 'Batteries Homepage' for 'Test Company' with registration #00034705. A navigation menu includes 'Producer', 'Hauler *', 'Refurbisher', 'Processor', 'PRO Status', 'Collection Activities', 'Invoices', and 'Add Roles'. The 'Refurbisher' tab is highlighted. A notification states: 'An asterisk (*) indicates that you have incomplete items to address in the tab.' Below the navigation is a 'Batteries' section with a 'Report' dropdown and a table. The table has columns for 'Report', 'Status', 'Last Updated By', and 'Action'. Two rows are shown: '2024 Batteries Performance - Refurbisher' and '2023 Batteries Performance - Refurbisher'. Both show a status of 'Submitted' and are updated by 'Test Beast'. The 'Action' column for each row contains 'View' and 'Download' links. Below the table are sections for 'Refurbishing sites' and 'Battery Categories', each with a 'Manage' button. A footer contains links for 'Registry Resources' and 'Contact Us'.

Report	Status	Last Updated By	Action
2024 Batteries Performance - Refurbisher	Submitted Mar 07, 2025 03:55 p.m.	Test Beast	View Download
2023 Batteries Performance - Refurbisher	Submitted Mar 07, 2025 03:20 p.m.	Test Beast	View Download