

# Batteries Performance Hauler Reporting Guide



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## Performance Reporting

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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](mailto: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](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, Primary Contacts under the program they wish to give them access to (e.g., permissions to view and complete Reports).

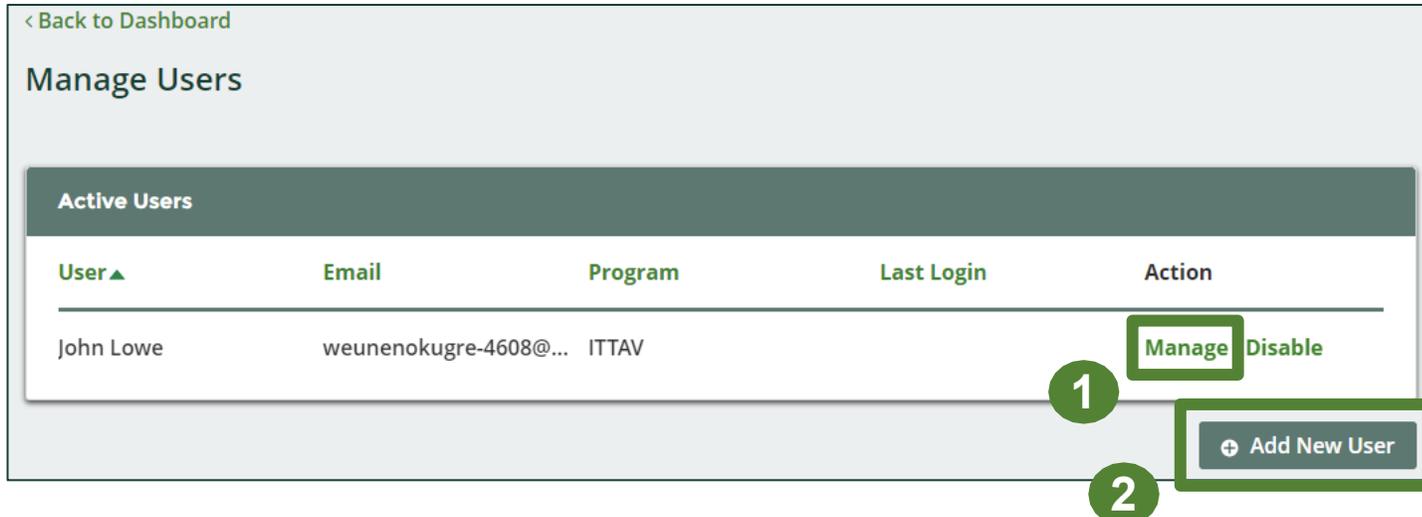
To manage contacts on your Registry account, please see the following steps:

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.



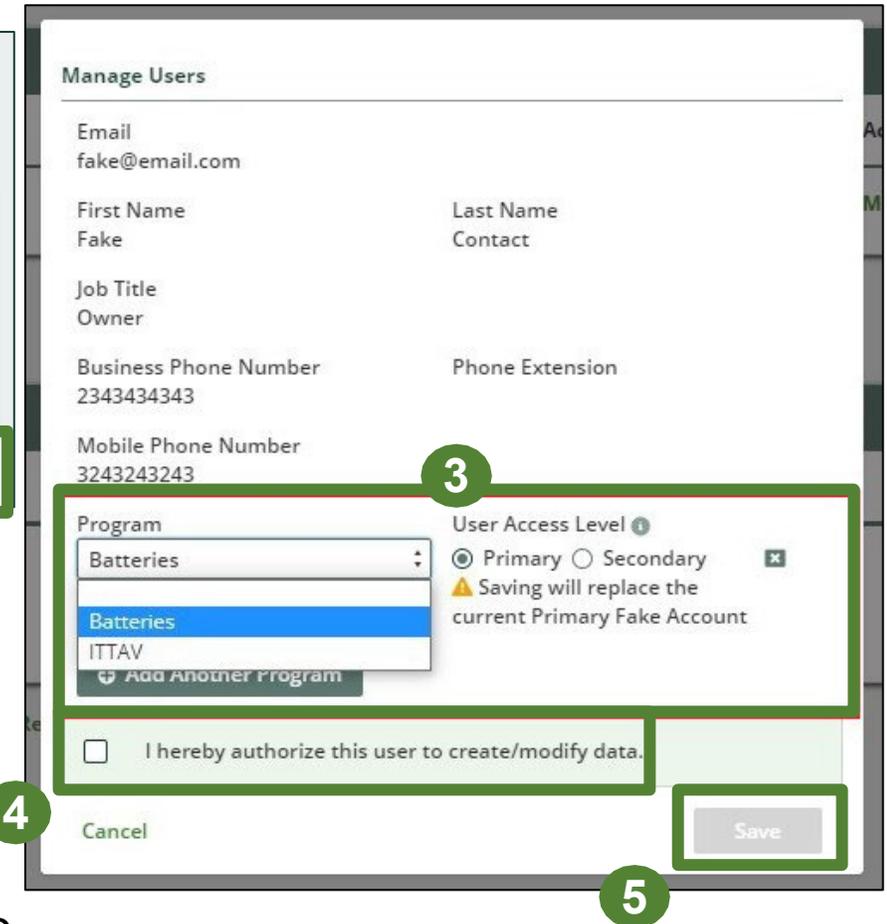
< Back to Dashboard

## Manage Users

Active Users				
User ▲	Email	Program	Last Login	Action
John Lowe	weunenokugre-4608@...	ITTAV		<a href="#">Manage</a> <a href="#">Disable</a>

[+ 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

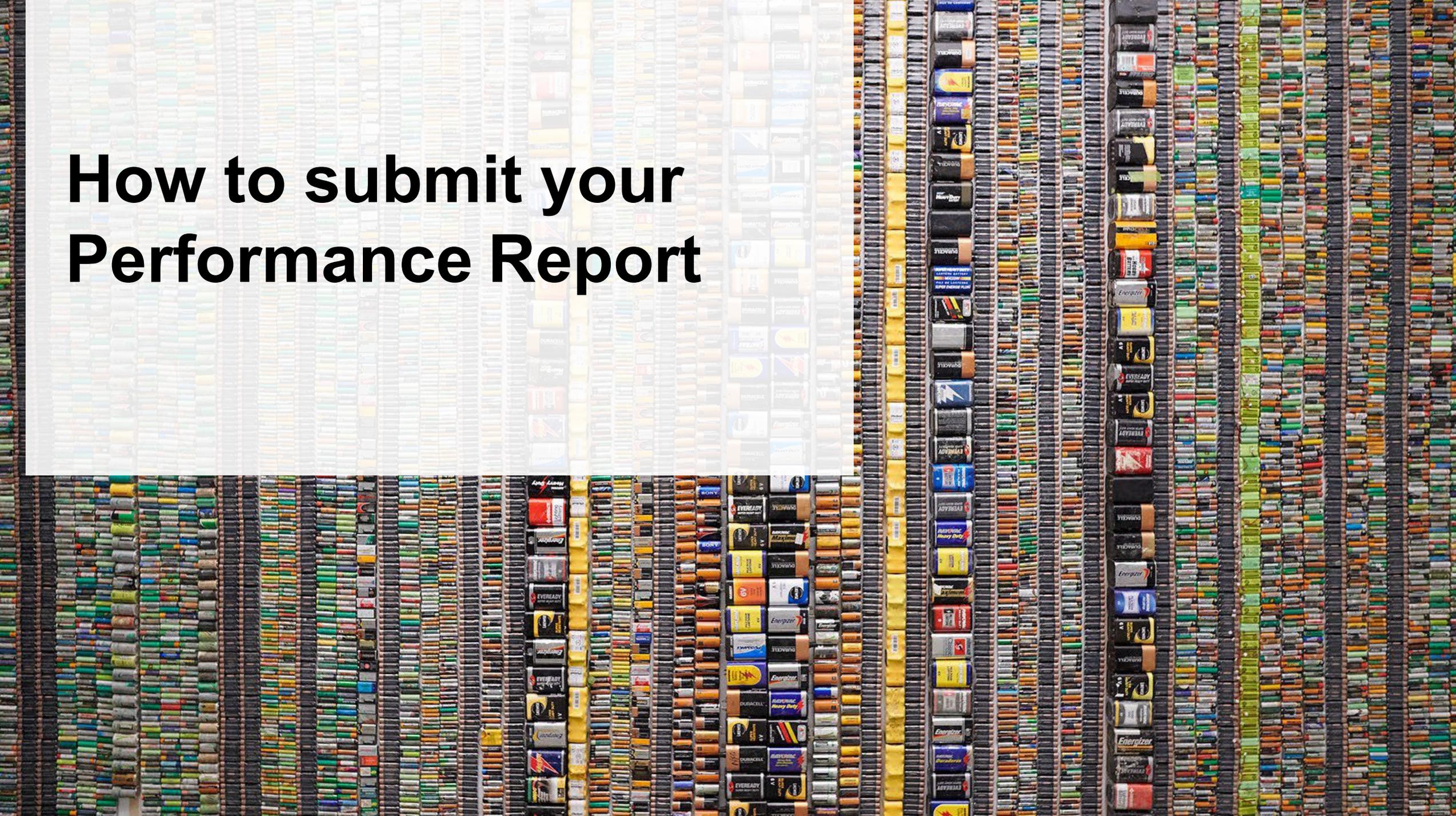
⚠ Saving will replace the current Primary Fake Account

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.

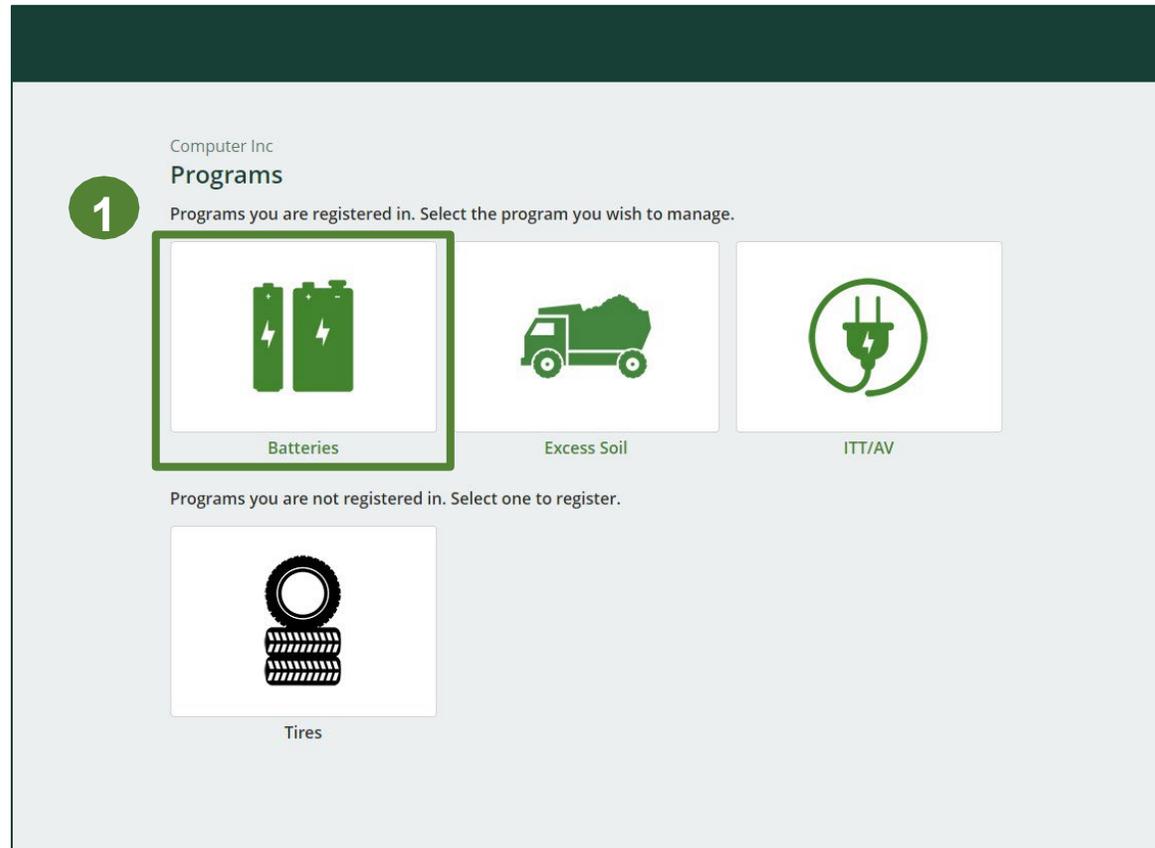
# How to submit your Performance Report



# 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 **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.).

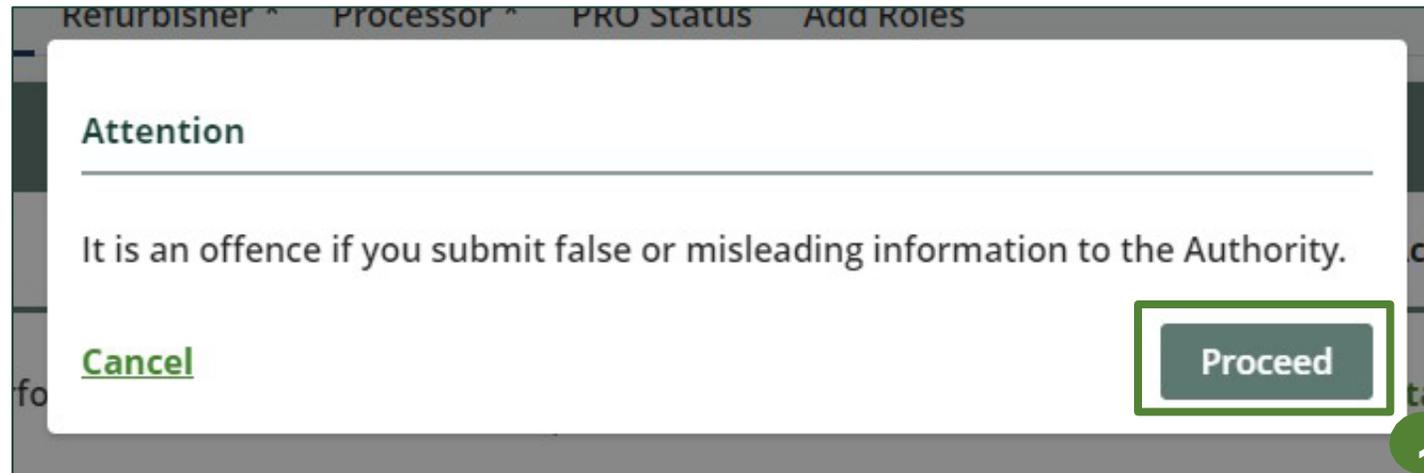
2. Under **Action**, click on **Start** to begin completing the report for Batteries Performance – Hauler.

The screenshot shows the 'Batteries Homepage' for 'Computer Inc' with a registration number of 000. A notification banner states: 'An asterisk (\*) indicates that you have incomplete items to address in the tab.' Below this, a navigation bar includes tabs for 'Producer \*', 'Hauler \*', 'Refurbisher \*', 'Processor \*', 'PRO Status', and 'Add Roles'. The 'Hauler \*' tab is highlighted with a green box and a '1' in a green circle. Underneath, a 'Batteries' section contains a table with columns: 'Report', 'Status', 'Last Updated By', and 'Action'. A '2' in a green circle is placed over the 'Action' column. The table has one row: '2020/21 Batteries Performance - Hauler' with a status of 'Not Started' and a due date of 'Apr 30, 2022'. A 'Start' button is highlighted with a green box in the 'Action' column. At the bottom, there is a 'Battery Categories' section with a 'Manage' button and the text: 'Identify the categories of batteries you work with - single-use, rechargeable or both.'

# 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.

< Back to Dashboard

Computer Inc  
2020/21 Batteries Performance - Hauler

Report Status  
**Not Started**

Submit Report

Your report cannot be submitted until all fields have been entered.

Report Summary

Batteries Picked up

Total Picked Up Outside Ontario

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

Total Picked Up Total Kilograms

Single-use Batteries

Rechargeable Batteries

Total

Start

Computer Inc  
2020/21 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 both inside and outside Ontario.

Total Picked Up Total Kilograms

Single-use Batteries 0

Rechargeable Batteries 0

Clear Form Save & Next

# 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.

Computer Inc  
2020/21 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

Single-use Batteries

Rechargeable Batteries

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.

< Back to Dashboard

Computer Inc  
2020/21 Batteries Performance - Hauler

### Report Summary

**Batteries Picked up**

✓ Total Picked Up ✓ Outside Ontario

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

	Total Kilograms
Single-use Batteries	5,000
Rechargeable Batteries	6,000
<b>Total</b>	<b>11,000</b>

Total Picked Up data last updated by: Mary Jane on Feb 01, 2022 12:43 PM

Edit

### Batteries Dropped Off

Sent for Processing Sent for Refurbishing

Total weight of batteries sent for processing.

	Total Kilograms
Single-use Batteries	
Rechargeable Batteries	
<b>Total</b>	

Start

**Report Status**  
In Progress

Submit Report

Your report cannot be submitted until all fields have been entered.

# 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.

Computer Inc  
2020/21 Batteries Performance - Hauler  
Enter your data and click **Save & Next** to move to the next reporting screen.

**Batteries Dropped Off**

**Sent for Processing** Sent for Refurbishing

Total weight of batteries sent for processing.

Sent for Processing

Single-use Batteries

Rechargeable Batteries

I did not send any batteries for processing.

**Total Kilograms**

0

0

Clear Form

Save & Next

# 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.

Computer Inc  
2020/21 Batteries Performance - Hauler  
Enter your data and click **Save & Next** to move to the next reporting screen.

**Batteries Dropped Off**

✓ Sent for Processing **Sent for Refurbishing**

Total weight of batteries sent for refurbishing.

**Sent for Refurbishing**

Single-use Batteries

Rechargeable Batteries

I did not send any batteries to refurbishers.

**Total Kilograms**

0

0

Clear Form Previous **Save & Next**

# 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.

The screenshot shows a web interface for reviewing a performance report. At the top left, there is a link '< Back to Dashboard'. Below it, the user information 'Computer Inc' and the report title '2020/21 Batteries Performance - Hauler' are displayed. On the right side, a 'Report Status' box shows 'In Progress'. A 'Submit Report' button is located below the status box. A message states: 'Your report cannot be submitted until all fields have been entered.' The main content area is divided into two sections: 'Batteries Picked up' and 'Batteries Dropped Off'. The 'Batteries Picked up' section has a green checkmark next to 'Total Picked Up' and 'Outside Ontario'. It includes a table with the following data:

Total weight of batteries picked up both inside and outside Ontario.	
Total Picked Up	Total Kilograms
Single-use Batteries	5,000
Rechargeable Batteries	6,000
<b>Total</b>	<b>11,000</b>

Below the table, it says 'Total Picked Up data last updated by: Mary Jane on Feb 01, 2022 12:43 PM' and an 'Edit' button. The 'Batteries Dropped Off' section has a green checkmark next to 'Sent for Processing' and 'Sent for Refurbishing'. It includes a table with the following data:

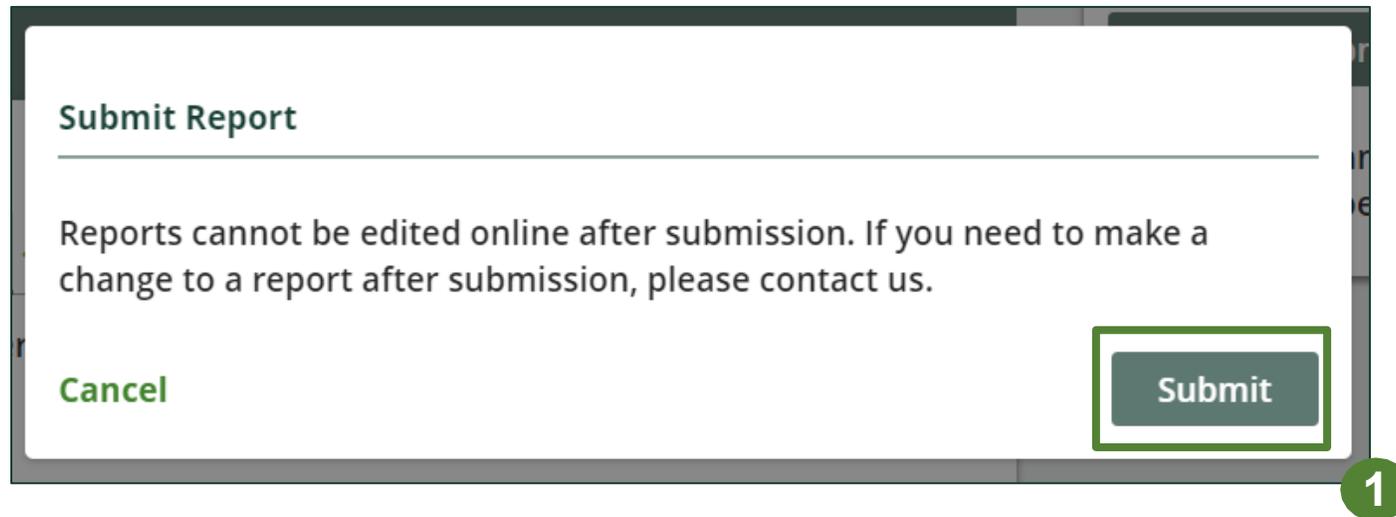
Total weight of batteries sent for processing.	
Sent for Processing	Total Kilograms
Single-use Batteries	0
Rechargeable Batteries	0
<b>Total</b>	<b>0</b>

Below the table, it says 'Sent for Processing data last updated by: Mary Jane on Feb 01, 2022 01:07 PM' and an 'Edit' button. Three green callout boxes with numbers 1, 2, and 3 are overlaid on the interface. Callout 1 points to the 'Report Summary' header. Callout 2 points to the 'Edit' buttons in both sections. Callout 3 points to the 'Submit Report' button.

# 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.

The screenshot shows a web interface for a performance report. At the top left, there is a button labeled '< Back to Dashboard' (highlighted with a green box and a '2' in a circle). The page title is 'Computer Inc 2020/21 Batteries Performance - Hauler'. At the top right, a 'Report Status' box (highlighted with a green box and a '1' in a circle) displays 'Submitted' and the timestamp 'Feb 01, 2022 01:09 PM'. The main content area is divided into two sections: 'Report Summary' and 'Batteries Dropped Off'. The 'Report Summary' section includes a table for 'Total Picked Up' with columns for 'Single-use Batteries' (5,000 kg) and 'Rechargeable Batteries' (6,000 kg), totaling 11,000 kg. The 'Batteries Dropped Off' section includes a table for 'Sent for Processing' with columns for 'Single-use Batteries' (0 kg) and 'Rechargeable Batteries' (0 kg), totaling 0 kg. Both tables have a 'Total Kilograms' column. The data was last updated by Mary Jane on Feb 01, 2022 at 01:09 PM.

< Back to Dashboard

Computer Inc  
2020/21 Batteries Performance - Hauler

Report Status  
Submitted  
Feb 01, 2022 01:09 PM

**Report Summary**

**Batteries Picked up**

Total Picked Up Outside Ontario

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

Total Picked Up	Total Kilograms
Single-use Batteries	5,000
Rechargeable Batteries	6,000
<b>Total</b>	<b>11,000</b>

Total Picked Up data last updated by: Mary Jane on Feb 01, 2022 01:09 PM

**Batteries Dropped Off**

Sent for Processing Sent for Refurbishing

Total weight of batteries sent for processing.

Sent for Processing	Total Kilograms
Single-use Batteries	0
Rechargeable Batteries	0
<b>Total</b>	<b>0</b>

Sent for Processing data last updated by: Mary Jane on Feb 01, 2022 01:09 PM

# 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.

The screenshot displays the 'Batteries Homepage' for 'Computer Inc'. The page includes a navigation bar with 'Producer \* **Hauler** Refurbisher \* Processor \* PRO Status Add Roles'. A notification banner states: 'An asterisk (\*) indicates that you have incomplete items to address in the tab.' Below this is a table with columns: 'Report', 'Status', 'Last Updated By', and 'Action'. A row shows a report titled '2020/21 Batteries Performance - Hauler' with a status of 'Submitted' (dated Feb 01, 2022 01:09 PM) and updated by 'Mary Jane'. The 'Action' column for this row contains 'View' and 'Download' links. A 'Battery Categories' section at the bottom provides instructions and a 'Manage' button. A footer contains help links: 'Need help? Search our Registry Help & Support. Can't find an answer? Contact Us'.

Report	Status	Last Updated By	Action
2020/21 Batteries Performance - Hauler	Submitted Feb 01, 2022 01:09 PM	Mary Jane	View Download