

Batteries Performance PRO Reporting Guide

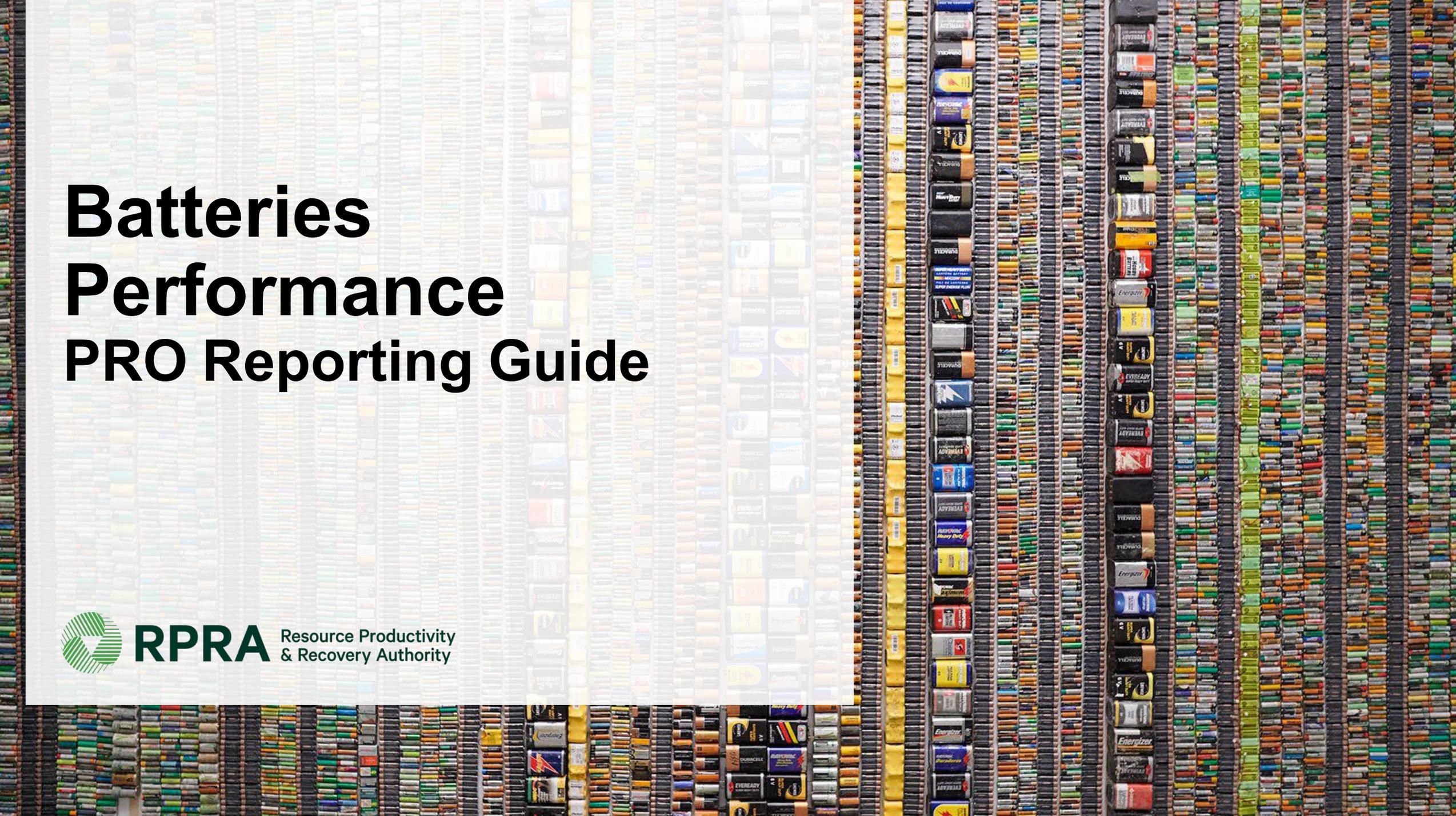


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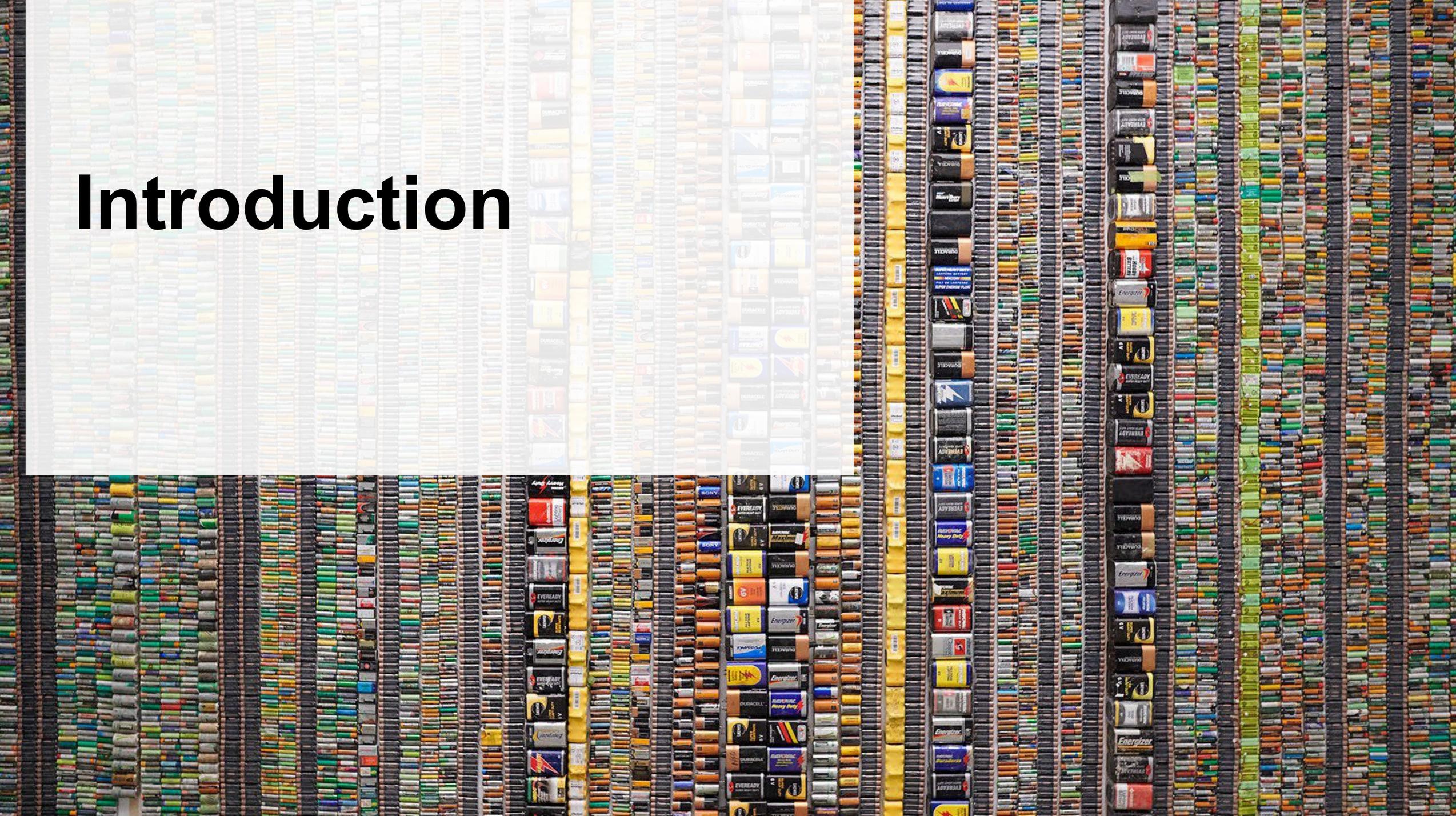
PRO Performance Reporting

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

Performance Reporting on behalf of producers

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Introduction



What is batteries performance reporting?

PROs reporting on their own performance

Batteries performance reporting is an annual report that PROs with obligations under the [Batteries Regulation](#) complete to report on recovery and management activities in the previous calendar year.

PROs reporting on behalf of producers

Producers are required to ensure that the batteries they supplied into Ontario are processed, refurbished or reused. As a PRO, you will have to report every year on the extent to which you were able to achieve the management requirement on behalf of your producer clients.

This guide will assist battery PROs 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?

Battery PROs are required to report the following information annually:

Reporting on their own performance

- Weight of single-use and rechargeable batteries collected.
- Weight of refurbished single-use and rechargeable batteries.
- Weight of recovered materials from processing the collected single-use and rechargeable batteries.

Reporting on behalf of producers

- Total weight of single-use and rechargeable batteries collected.
- Total weight of single-use and rechargeable batteries that were refurbished.
- Weight of materials recovered from processing the collected single-use and rechargeable batteries (e.g. metals, chemicals, etc.).

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:

- The Registry **will not work** with the Internet Explorer web browser. Google Chrome is the recommended web browser to use.
- If you have an existing Registry account, 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. Click **Add New User** to add an additional user to your account.
2. Under **Manage Users**, fill in user contact information.
3. Click “I hereby authorize this user to create/modify data.” to grant permission.
4. Click **Save**.

< Back to Dashboard

Manage Users

Active Users

User ▲	Email	Last Login	Action
No Results			

[+ Add New User](#)

1

Manage Users

Email
ITT.AVPRO@gmail.com

First Name Last Name

Job Title Preferred Language

Business Phone Number Phone Extension

Mobile Phone Number Same as Business Phone Number

I hereby authorize this user to create/modify data.

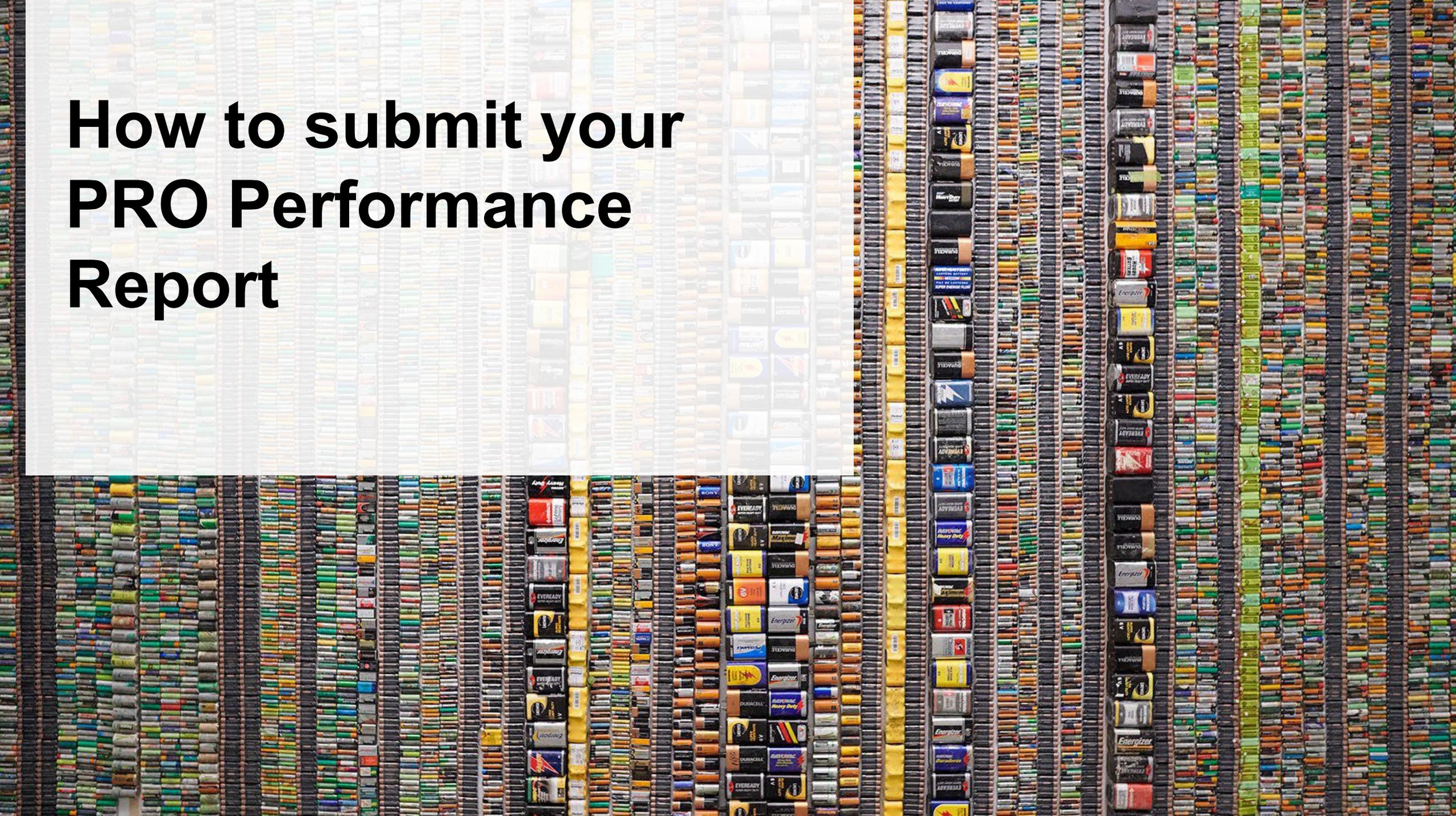
Cancel

3

2

4

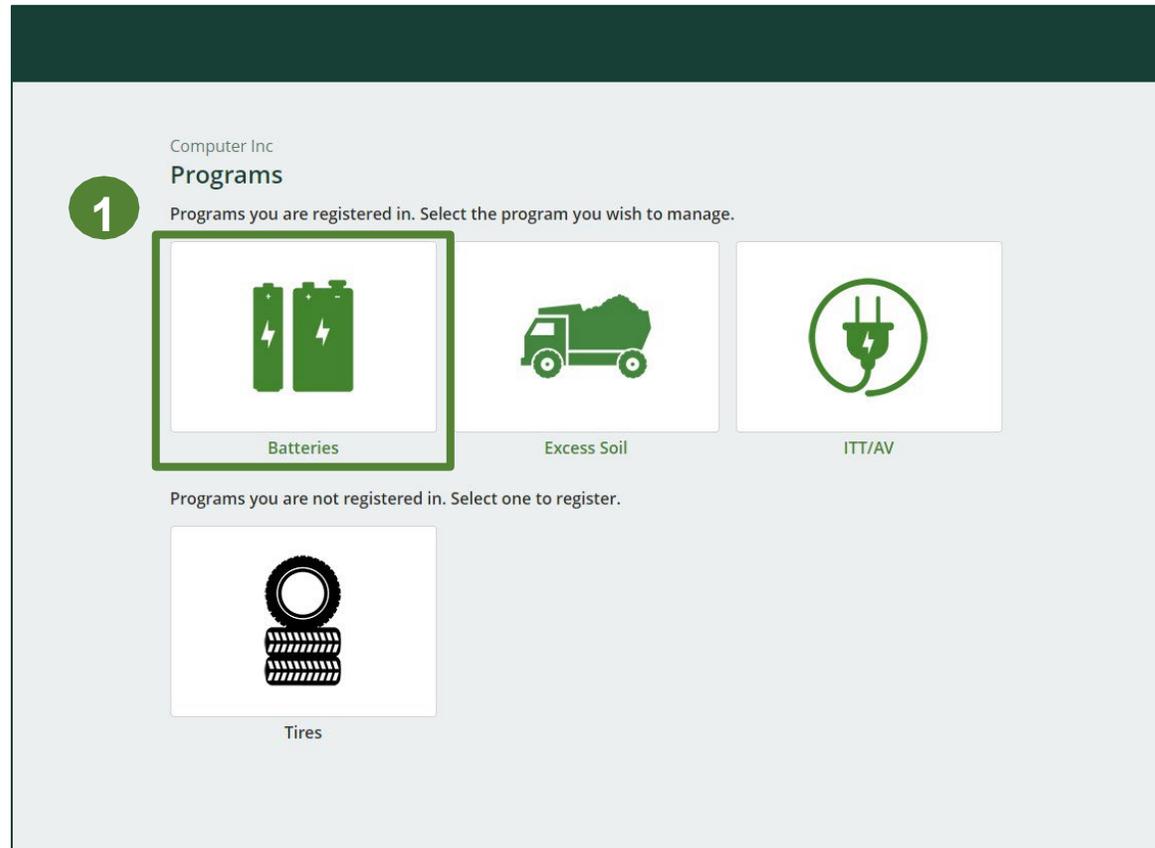
How to submit your PRO Performance Report



Performance report

Accessing your program

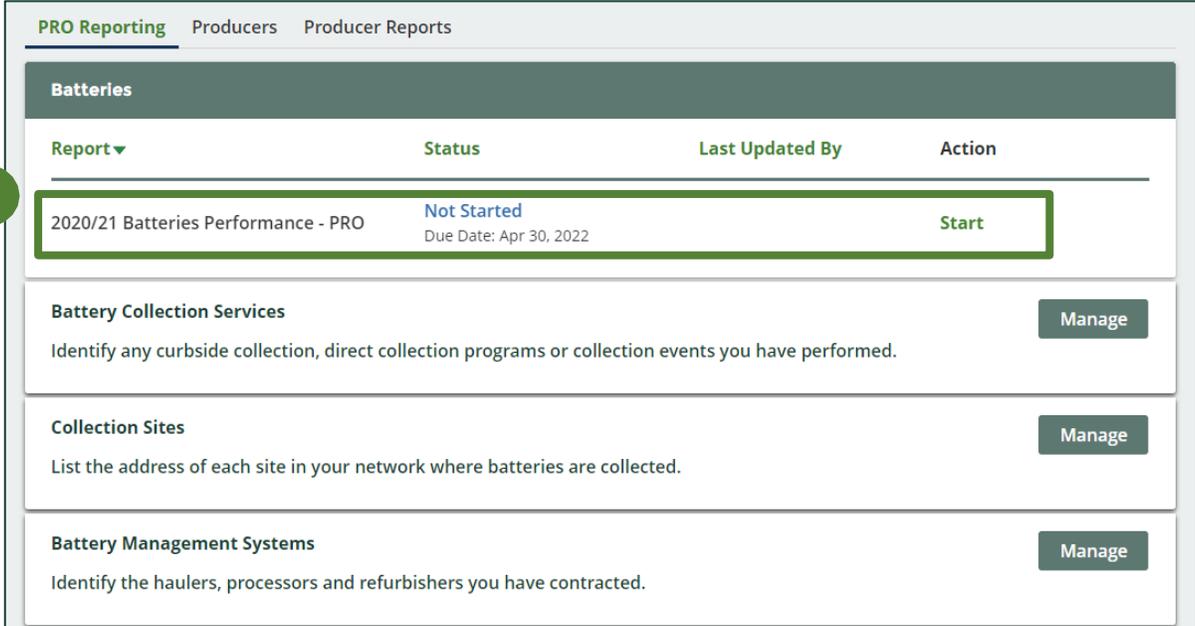
1. After logging in, click on the icon for the **Batteries** program on your dashboard.



Performance report

Starting your own report

1. Under **Action**, click on **Start** to begin completing the report for Batteries Performance – PRO.
2. After clicking **Start**, the notice below will appear. After reading the notice, click **Proceed**.



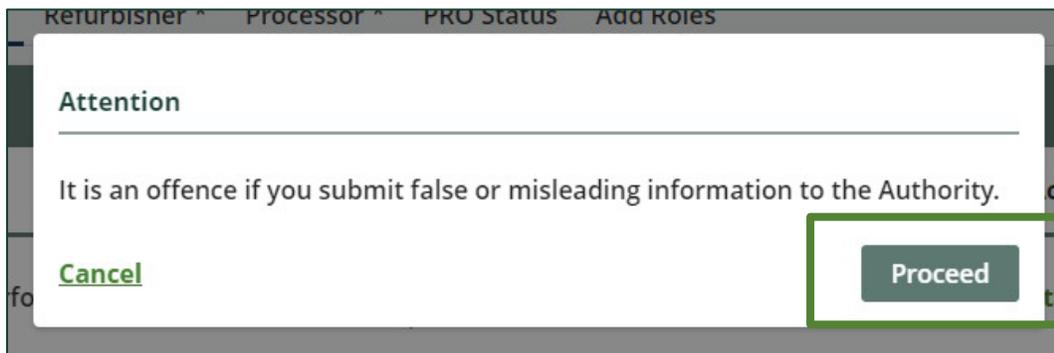
The screenshot shows the 'PRO Reporting' interface. At the top, there are tabs for 'Producers' and 'Producer Reports'. Below this is a header for 'Batteries'. A table lists reports with columns for 'Report', 'Status', 'Last Updated By', and 'Action'. The first row is '2020/21 Batteries Performance - PRO' with a status of 'Not Started' and a due date of 'Apr 30, 2022'. A green box highlights the 'Start' button in the 'Action' column. Below the table are three sections: 'Battery Collection Services', 'Collection Sites', and 'Battery Management Systems', each with a 'Manage' button.

Report	Status	Last Updated By	Action
2020/21 Batteries Performance - PRO	Not Started Due Date: Apr 30, 2022		Start

Battery Collection Services Manage
Identify any curbside collection, direct collection programs or collection events you have performed.

Collection Sites Manage
List the address of each site in your network where batteries are collected.

Battery Management Systems Manage
Identify the haulers, processors and refurbishers you have contracted.



The screenshot shows a dialog box with the title 'Attention'. The text inside reads: 'It is an offence if you submit false or misleading information to the Authority.' At the bottom, there are two buttons: 'Cancel' and 'Proceed'. A green box highlights the 'Proceed' button.

Attention

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

[Cancel](#) Proceed

2

Performance report

Report summary page

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 **Weight of Batteries Collected**, click **Start** to begin entering the total weight of batteries collected.

< Back to Dashboard

PRO 20
2020/21 Batteries Performance - PRO

Report Summary

Weight of Batteries Collected

Collected

Total weight of batteries collected.

Total Weight Collected	Total Kilograms
Single-use Batteries	
Rechargeable Batteries	
Total	

Start

Report Status
Not Started

Submit Report

Submit Report

Make sure to provide all the required data before submitting.

1

Performance report

Enter your weight of batteries collected data

1. Under **Collected**, enter the total kilograms of single-use and rechargeable batteries collected under the **Total Kilograms**.
2. If you did not collect batteries, leave the kilograms field blank and check box for '**I did not collect any batteries**'.
3. Click **Save & Next** to proceed.

The screenshot shows a form titled "Weight of Batteries Collected" with a "Collected" tab selected. The form contains the following elements:

- A label "Total weight of batteries collected." followed by a "Total Weight Collected" label.
- Two input fields for "Single-use Batteries" and "Rechargeable Batteries", both containing the value "0".
- A "Total Kilograms" label above two input fields, also containing "0".
- A checkbox labeled "I did not collect any batteries." (highlighted with a green box and callout 2).
- "Clear Form" and "Save & Next" buttons (both highlighted with green boxes and callouts 1 and 3).

Performance report

Review your batteries collected 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 **Weight of Refurbished Batteries**, click **Start** to enter weights.

< Back to Dashboard

PRO 20
2020/21 Batteries Performance - PRO

Report Summary

Weight of Batteries Collected

✓ Collected

Total weight of batteries collected.

Total Weight Collected	Total Kilograms
Single-use Batteries	1,000
Rechargeable Batteries	2,000
Total	3,000

Collected data last updated by: David 20 Trudeau 20 on Feb 23, 2022 12:16 PM

Edit

Weight of Refurbished Batteries

Refurbished

Total weight of collected batteries that were refurbished.

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

Start

Report Status
In Progress

Submit Report

Submit Report

Make sure to provide all the required data before submitting.

Performance report

Enter your refurbished batteries data

1. Under **Refurbished**, enter the total kilograms of single-use and rechargeable batteries collected under the **Total Kilograms**.
2. If you did not refurbish batteries, leave the kilograms field blank and check box for '**None of my batteries were refurbished**'.
3. Click **Save & Next** to proceed.

Enter your data and click **Save & Next** to move to the next reporting screen.

Weight of Refurbished Batteries

Refurbished

Total weight of collected batteries that were refurbished.

Total Weight Refurbished

Single-use Batteries

Rechargeable Batteries

None of my batteries were refurbished.

Clear Form

Total Kilograms

0

0

Save & Next

Performance report

Enter your single-use batteries data for recovered materials

1. Under **Weight of Recovered Materials**, click **Start** to enter the weights of materials recovered from processing.
2. Under **Single-use Batteries**, enter the total weight of processed materials for each of the material(s) under **Total Kilograms**.
 - If applicable, specify the process included under “other”.
3. Click **Save & Next**.

Weight of Recovered Materials

Single-use Batteries Rechargeable Batteries

Input the weight of materials recovered from processing the collected single-use batteries.

Processed Materials	Total Kilograms
Paper	
Plastic	
Metal	
Chemicals	
Other	
Total	

List any materials included in the "Other" category (250 characters max.)

Start

Enter your data and click **Save & Next** to move to the next reporting screen.

Weight of Recovered Materials

Single-use Batteries Rechargeable Batteries

Input the weight of materials recovered from processing the collected single-use batteries.

Processed Materials	Total Kilograms
Paper	<input type="text" value="0"/>
Plastic	<input type="text" value="0"/>
Metal	<input type="text" value="0"/>
Chemicals	<input type="text" value="0"/>
Other	<input type="text" value="0"/>

List any materials included in the "Other" category (250 characters max.)

Clear Form Save & Next

Performance report

Enter your rechargeable batteries data for recovered materials

1. Under **Rechargeable Batteries**, enter the total weight of processed materials for each of the material(s) under **Total Kilograms**.
 - If applicable, specify the process included under “other”.
2. Click **Save & Next**.

Weight of Recovered Materials

✓ Single-use Batteries **Rechargeable Batteries**

Input the weight of materials recovered from processing the collected rechargeable batteries.

Processed Materials	Total Kilograms
Paper	<input type="text" value="0"/>
Plastic	<input type="text" value="0"/>
Metal	<input type="text" value="0"/>
Chemicals	<input type="text" value="0"/>
Other	<input type="text" value="0"/>

List any materials included in the “Other” category (250 characters max.)

[Clear Form](#) [Previous](#) **[Save & Next](#)**

Performance report

Submit your report

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

1. Click on **Edit**, if you need to make a change to the data.
2. Click on **Submit Report** once you are finished reviewing and ready to submit.

< Back to Dashboard

PRO 20
2020/21 Batteries Performance - PRO

Report Summary

Weight of Batteries Collected

✓ Collected

Total weight of batteries collected.

Total Weight Collected	Total Kilograms
Single-use Batteries	1,000
Rechargeable Batteries	2,000
Total	3,000

Collected data last updated by: David 20 Trudeau 20 on Feb 23, 2022 12:16 PM

Edit

Report Status
In Progress

Submit Report

Submit Report

Make sure to provide all the required data before submitting.

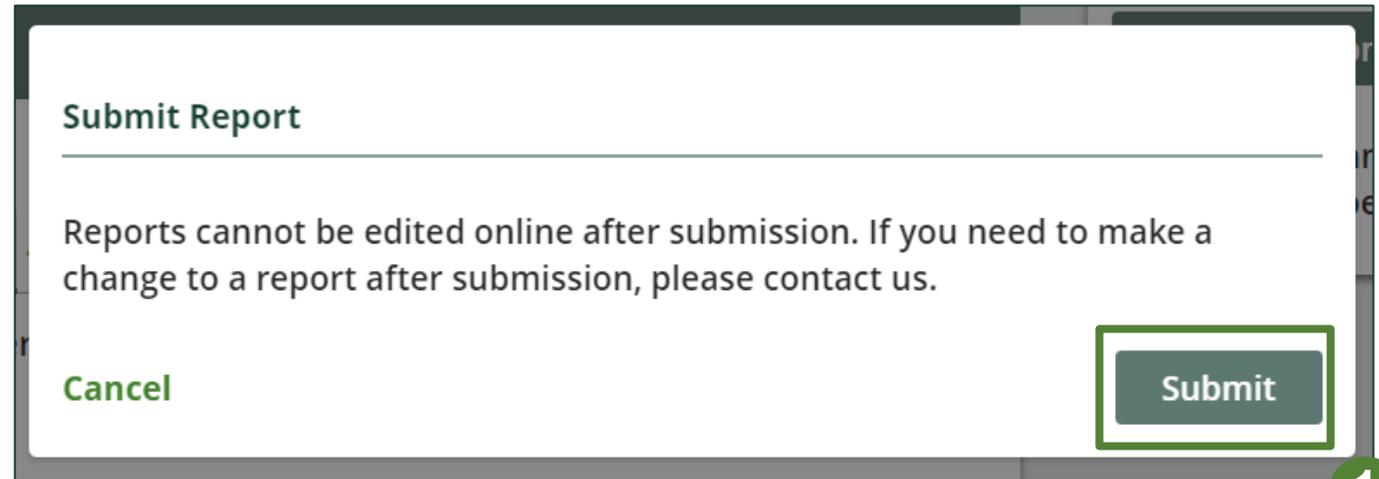
1

2

Performance report

Submit your report

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



Performance report

View submitted report

1. On the **Batteries Homepage**, your Batteries Performance - PRO 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 'PRO 20 Batteries Homepage'. At the top right, it shows 'Registration #:000' and a 'Batteries Switch Programs' button. Below the header, there are navigation links for 'PRO Reporting', 'Producers', and 'Producer Reports'. The main content area is titled 'Batteries' and contains a table with the following data:

Report	Status	Last Updated By	Action
2020/21 Batteries Performance - PRO	Submitted Feb 23, 2022 12:19 PM	David 20 Trudeau 20	View Download

Below the table, there are three sections, each with a 'Manage' button:

- Battery Collection Services**: Identify any curbside collection, direct collection programs or collection events you have performed.
- Collection Sites**: List the address of each site in your network where batteries are collected.
- Battery Management Systems**: Identify the haulers, processors and refurbishers you have contracted.

Red callout boxes with numbers 1 and 2 highlight the table and the 'View'/'Download' buttons respectively.

How to submit Performance Reports on behalf of producers



Performance report on behalf of producers

Starting a producer report

1. Click on the **Producers** tab to see all producers you have retained.
2. Click **Producer Reports** tab.
3. Under the **Producer Reports** tab, select the year for which you would like to submit a report for.
4. Click **Start** next to the producer you would like to begin reporting on behalf of.

Note: You must complete the steps above for every producer client.

PRO 20
Batteries Homepage
Registration #:000
Batteries Switch Programs

PRO Reporting **Producers** Producer Reports

Producers		
Producer ▲	Registration #	Action
Computer Inc	0000	View

A green circle with the number 1 is positioned above the 'Producers' tab in the navigation menu.

PRO 20
Batteries Homepage
Registration #:000
Batteries Switch Programs

PRO Reporting Producers **Producer Reports**

Performance reports from your Producer Responsibility Organizations (PROs).
Select a performance year:

2021

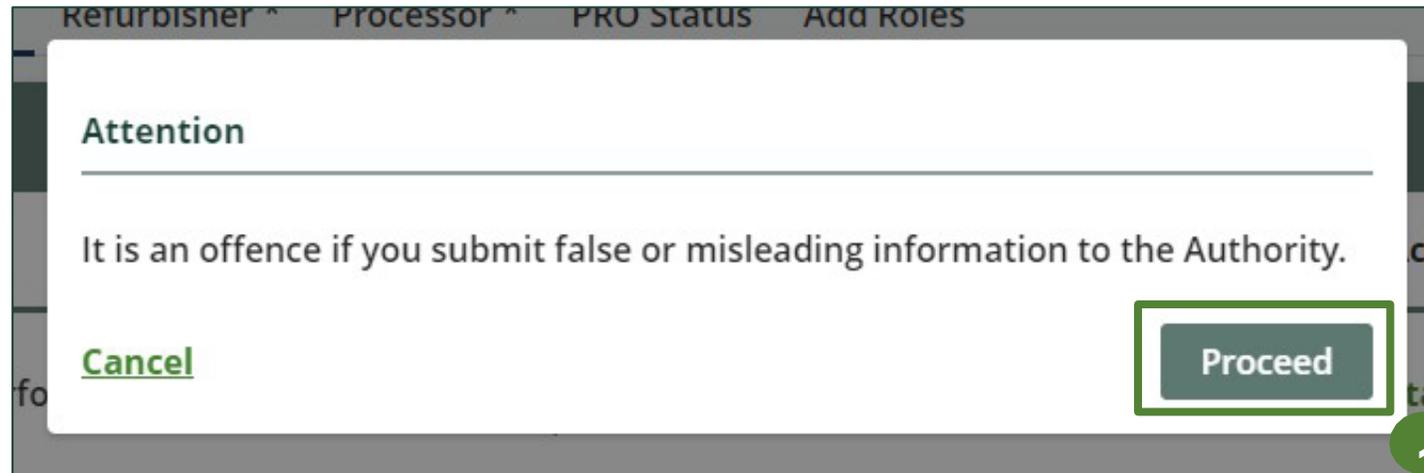
Producers	Status	Last Updated By	Action
Computer Inc	Not Started Due Date: Apr 30, 2022		Start

A green circle with the number 2 is positioned above the 'Producer Reports' tab in the navigation menu. A green circle with the number 3 is positioned to the left of the year selection dropdown. A green circle with the number 4 is positioned below the 'Start' button.

Performance report on behalf of producers

Starting a producer report

1. After clicking **Start**, the notice below will appear. After reading the notice, click **Proceed**.



Performance report

Report summary page

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 **Weight of Batteries Collected**, click **Start** to begin entering the total weight of batteries collected.

The Fake Tires
2020/21 Batteries Performance - Producer

Report Summary

Weight of Batteries Collected

Collected

Total weight of batteries collected.

Total Weight Collected	Total Kilograms
Single-use Batteries	
Rechargeable Batteries	
Total	

Start

Report Status
Not Started

Submit Report

Submit Report

Make sure to provide all the required data before submitting.

1

Performance report

Enter your weight of batteries collected data

1. Under **Collected**, enter the total kilograms of single-use and rechargeable batteries collected under the **Total Kilograms**.
2. If you did not collect batteries, leave the kilograms field blank and check box for 'I did not collect any batteries'.
3. Click **Save & Next** to proceed.

The Fake Tires
2020/21 Batteries Performance - Producer
Enter your data and click **Save & Next** to move to the next reporting screen.

Weight of Batteries Collected

Collected

Total weight of batteries collected.

Total Weight Collected

Single-use Batteries

Rechargeable Batteries

I did not collect any batteries.

Total Kilograms

0

0

Clear Form

Save & Next

1

2

3

Detailed description: The image shows a web form titled '2020/21 Batteries Performance - Producer' from 'The Fake Tires'. The form is for entering data on battery collection. It has a tab labeled 'Collected'. Below the tab, there is a heading 'Weight of Batteries Collected' and a sub-heading 'Total weight of batteries collected.'. Underneath, there are two sections for 'Total Weight Collected': 'Single-use Batteries' and 'Rechargeable Batteries'. To the right of these is a box labeled 'Total Kilograms' containing two input fields, both showing '0'. At the bottom left, there is a checkbox labeled 'I did not collect any batteries.'. At the bottom right, there are two buttons: 'Clear Form' and 'Save & Next'. Three green circles with numbers 1, 2, and 3 are overlaid on the form. Circle 1 is next to the 'Total Kilograms' input fields. Circle 2 is next to the 'I did not collect any batteries.' checkbox. Circle 3 is next to the 'Save & Next' button.

Performance report

Review your batteries collected 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 **Weight of Refurbished Batteries**, click **Start** to enter weights.

< Back to Dashboard

The Fake Tires
2020/21 Batteries Performance - Producer

Report Summary

Weight of Batteries Collected

Collected

Total weight of batteries collected.

Total Weight Collected	Total Kilograms
Single-use Batteries	500
Rechargeable Batteries	250
Total	750

Collected data last updated by: Sean Leon on Feb 17, 2022 02:24 PM

Edit

Weight of Refurbished Batteries

Refurbished

Total weight of collected batteries that were refurbished.

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

Start

Report Status
In Progress

Submit Report

Submit Report

Make sure to provide all the required data before submitting.

1

2

3

Performance report

Enter your refurbished batteries data

1. Under **Refurbished**, enter the total kilograms of single-use and rechargeable batteries collected under the **Total Kilograms**.
2. If you did not refurbish batteries, leave the kilograms field blank and check box for '**None of my batteries were refurbished**'.
3. Click **Save & Next** to proceed.

The Fake Tires
2020/21 Batteries Performance - Producer
Enter your data and click **Save & Next** to move to the next reporting screen.

Weight of Refurbished Batteries

Refurbished

Total weight of collected batteries that were refurbished.

Total Weight Refurbished

Single-use Batteries

Rechargeable Batteries

None of my batteries were refurbished.

Clear Form

Save & Next

Total Kilograms

0

0

1

2

3

Performance report

Enter your single-use batteries data for recovered materials

1. Under **Weight of Recovered Materials**, click **Start** to enter the weights of materials recovered from processing.
2. Under **Single-use Batteries**, enter the total weight of processed materials for each of the material(s) under **Total Kilograms**.
 - If applicable, specify the process included under “other”.
3. Click **Save & Next**.

Weight of Recovered Materials

Single-use Batteries Rechargeable Batteries

Input the weight of materials recovered from processing the collected single-use batteries.

Processed Materials	Total Kilograms
Paper	
Plastic	
Metal	
Chemicals	
Other	
Total	

List any materials included in the "Other" category (250 characters max.)

Start

Enter your data and click **Save & Next** to move to the next reporting screen.

Weight of Recovered Materials

Single-use Batteries Rechargeable Batteries

Input the weight of materials recovered from processing the collected single-use batteries.

Processed Materials	Total Kilograms
Paper	<input type="text" value="0"/>
Plastic	<input type="text" value="0"/>
Metal	<input type="text" value="0"/>
Chemicals	<input type="text" value="0"/>
Other	<input type="text" value="0"/>

List any materials included in the "Other" category (250 characters max.)

Clear Form Save & Next

Performance report

Enter your rechargeable batteries data for recovered materials

1. Under **Rechargeable Batteries**, enter the total weight of processed materials for each of the material(s) under **Total Kilograms**.
 - If applicable, specify the process included under “other”.
2. Click **Save & Next**.

Weight of Recovered Materials

✓ Single-use Batteries Rechargeable Batteries

Input the weight of materials recovered from processing the collected rechargeable batteries.

Processed Materials	Total Kilograms
Paper	<input type="text" value="0"/>
Plastic	<input type="text" value="0"/>
Metal	<input type="text" value="0"/>
Chemicals	<input type="text" value="0"/>
Other	<input type="text" value="0"/>

List any materials included in the “Other” category (250 characters max.)

Clear Form Previous Save & Next

Performance report

Submit your report

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

1. Click on **Edit**, if you need to make a change to the data.
2. Click on **Submit Report** once you are finished reviewing and ready to submit.

< Back to Dashboard

The Fake Tires
2020/21 Batteries Performance - Producer

Report Status
In Progress

Submit Report

Submit Report

Make sure to provide all the required data before submitting.

Report Summary

Weight of Batteries Collected

✓ Collected

Total weight of batteries collected.

Total Weight Collected	Total Kilograms
Single-use Batteries	500
Rechargeable Batteries	250
Total	750

Collected data last updated by: Sean Leon on Feb 17, 2022 02:24 PM

Edit

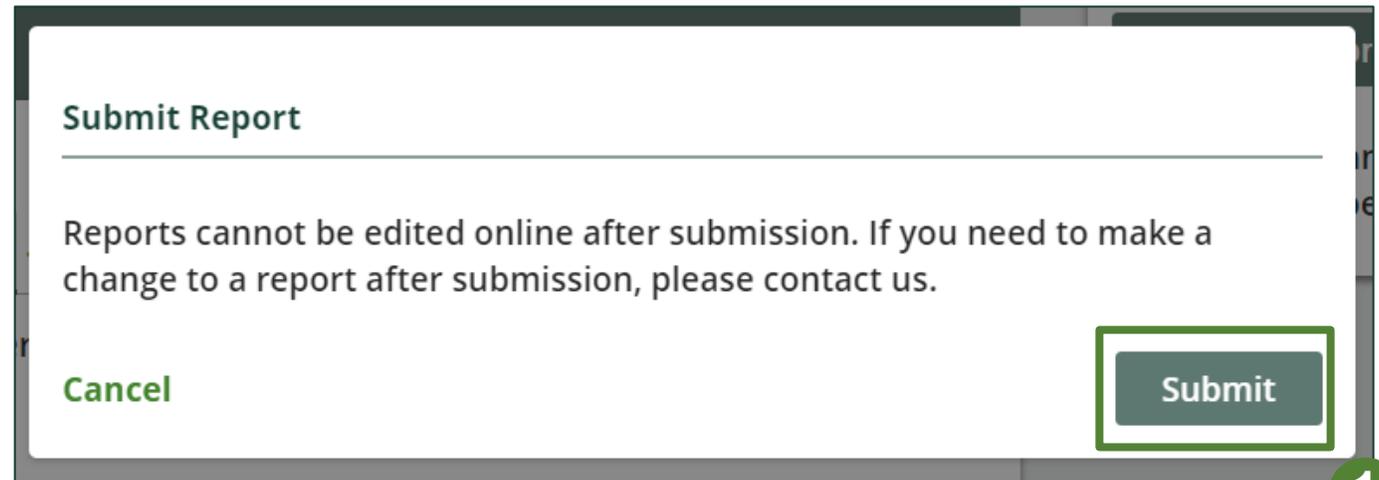
1

2

Performance report

Submit your report

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



Performance report

View submitted report(s)

1. On the **Batteries Homepage** under the **Producer Reports** tab, reports submitted on behalf of producers will have a report status of **Submitted**, and who it was last updated by.
2. Under Action, you can click **View** to review the report submission.

The screenshot shows the 'Batteries Homepage' for 'PRO 20'. The page includes a navigation menu with 'PRO Reporting', 'Producers', and 'Producer Reports' (the active tab). Below the navigation, there is a section for 'Performance reports from your Producer Responsibility Organizations (PROs)' with a dropdown menu set to '2021'. A table titled 'Batteries' displays a report for 'Computer Inc' with a status of 'Submitted' (last updated on Mar 03, 2022 at 10:33 AM by 'PRO 20') and a 'View' button. Red callout boxes with numbers 1 and 2 highlight the status and the view button, respectively.

PRO 20

Batteries Homepage

Registration #:000

Batteries
Switch Programs

PRO Reporting Producers **Producer Reports**

Performance reports from your Producer Responsibility Organizations (PROs).
Select a performance year:

2021

Producer ▲	Status	Last Updated By	Action
Computer Inc	Submitted Mar 03, 2022 10:33 AM	PRO 20	View

1 2