

# Battery Producer Supply Reporting Guide



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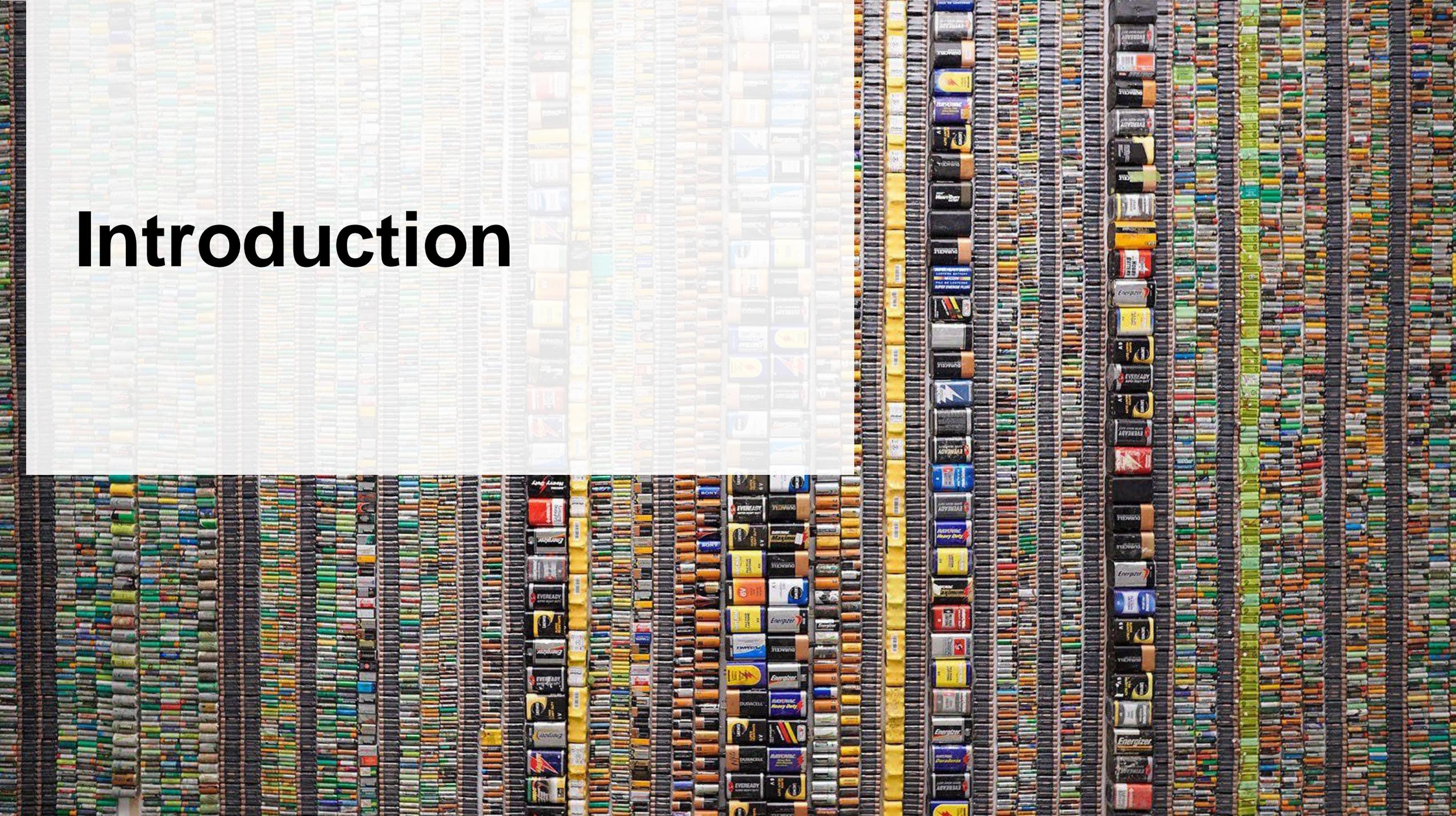
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# Introduction



# 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. Single-use battery producers submit data from the previous calendar year and producers of rechargeable batteries submit data from two years prior.

Submitting supply data determines a producers management requirements for the following year.

Combining management requirements for single-use and rechargeable batteries is in effect for 2025 and subsequent years.

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/](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 **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 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 prior
- If applicable, the weight of post-consumer recycled content contained in the batteries supplied in Ontario from two years prior

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](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:

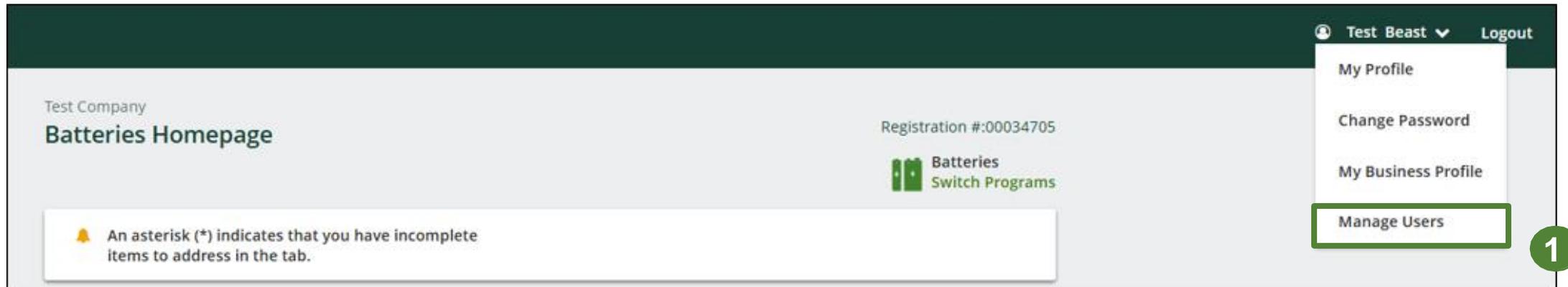
- If you already have an existing Registry account, you do not need to create a new one.
  - Simply log into your existing account, which will bring you to the homepage where you will see all programs you are enrolled in
  - If you have forgotten your password, click "Forgot Password" on the login screen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



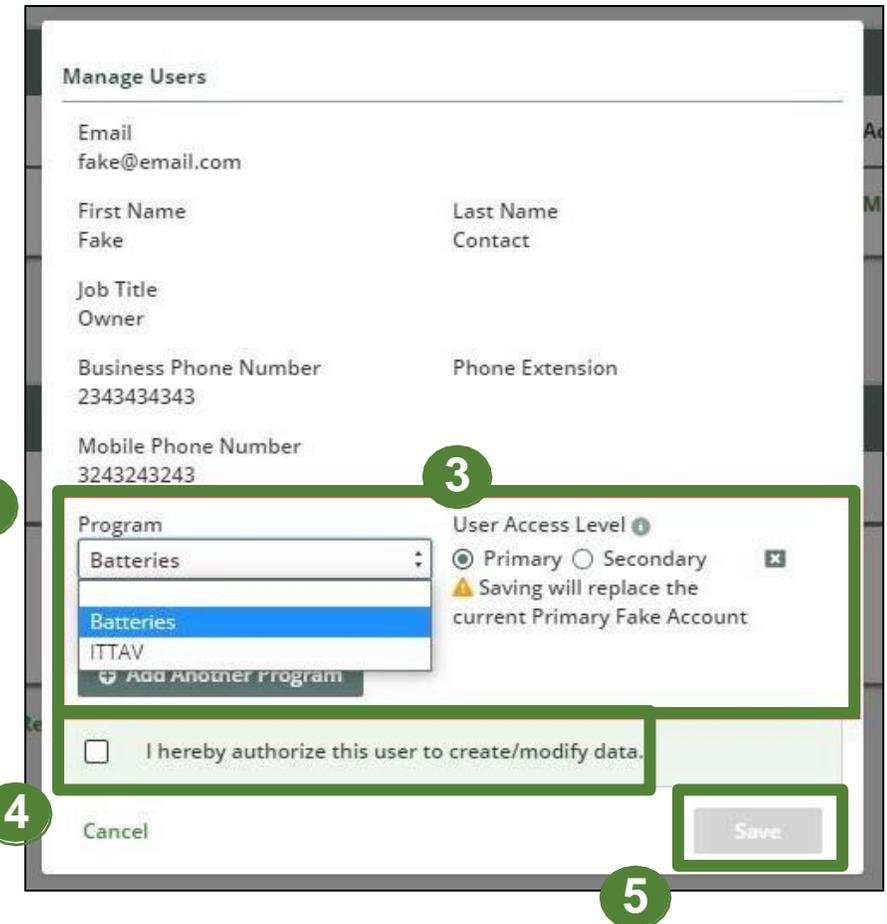
< Back to Dashboard

## Manage Users

Batteries  
Primary User: Fake Account

Active Users				
User ▲	Email	Program	Last Login	Action
Fake Contact	fake@email.com	Batteries		<b>Manage</b> Disable

**Add New User**



## 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
- Batteries
- ITTAV
- Add Another Program**

**User Access Level**

Primary  Secondary

⚠ Saving will replace the current Primary Fake Account

I hereby authorize this user to create/modify data.

Cancel **Save**

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**

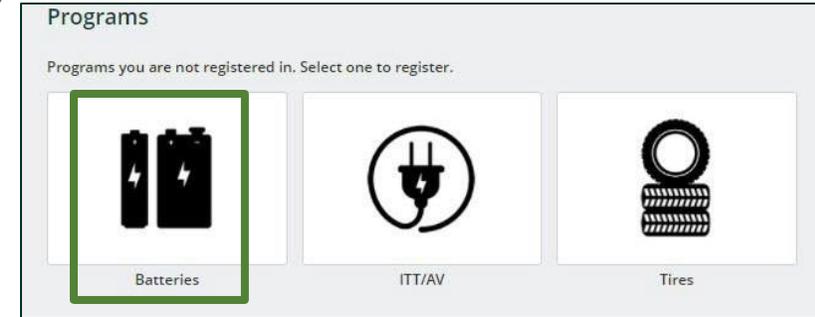
# Registry Program Enrollment for New Registrants



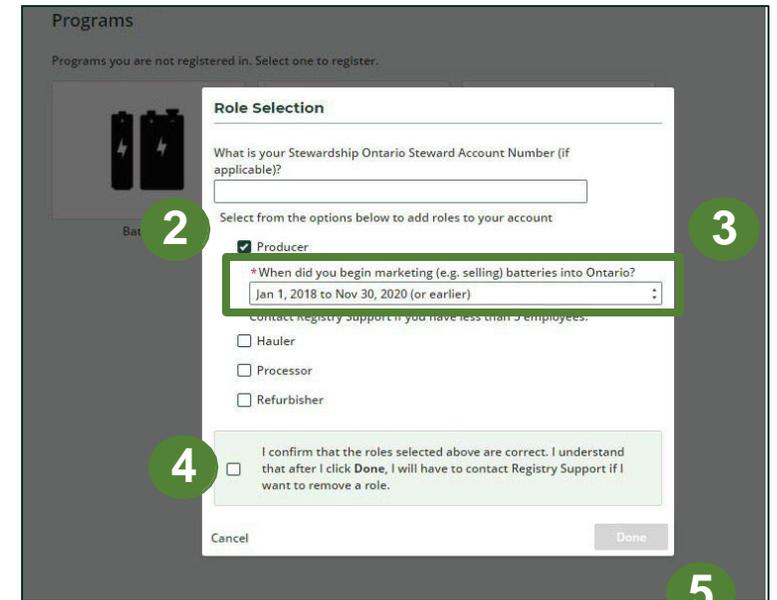
# How to enroll in the batteries program as a new registrant

1. After you log into the **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**

1



2



The screenshot shows the 'Role Selection' form for the 'Batteries' program. It includes a text input field for the 'Stewardship Ontario Steward Account Number', a dropdown menu for role selection (with 'Producer' selected), and a date picker for '\*When did you begin marketing (e.g. selling) batteries into Ontario?'. The 'Producer' role and the date picker are highlighted with green boxes. Below the date picker, there is a note: 'Contact Registry Support if you have less than 5 employees.' At the bottom, there is a confirmation checkbox and a 'Done' button.

3

4

5

# Supply Reporting

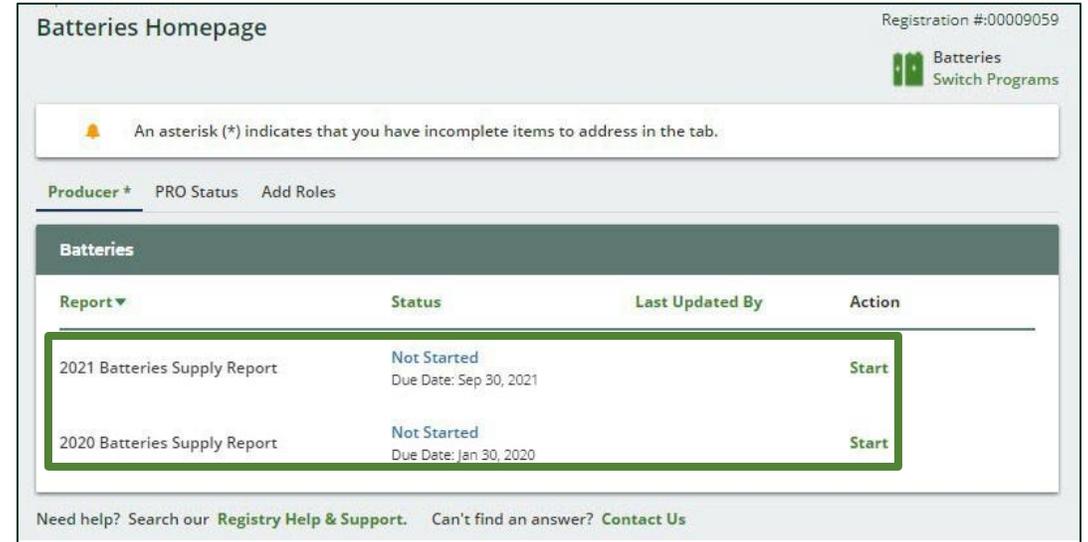


# Supply report

## 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



Batteries Homepage Registration #:00009059

 Batteries  
Switch Programs

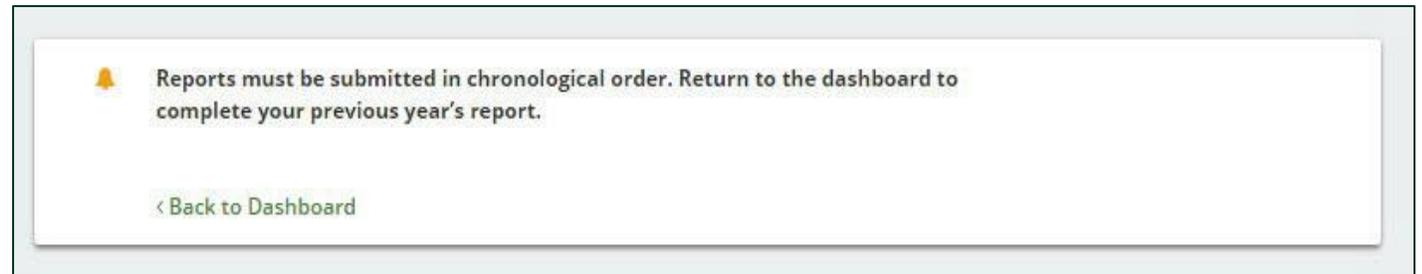
 An asterisk (\*) indicates that you have incomplete items to address in the tab.

[Producer \\*](#) [PRO Status](#) [Add Roles](#)

Report	Status	Last Updated By	Action
2021 Batteries Supply Report	Not Started Due Date: Sep 30, 2021		Start
2020 Batteries Supply Report	Not Started Due Date: Jan 30, 2020		Start

Need help? Search our [Registry Help & Support](#). Can't find an answer? [Contact Us](#)

2



 Reports must be submitted in chronological order. Return to the dashboard to complete your previous year's report.

[< Back to Dashboard](#)

# 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**

Batteries Homepage Registration #:00009059

Batteries Switch Programs

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

[Producer \\*](#) [PRO Status](#) [Add Roles](#)

### Batteries

Report	Status	Last Updated By	Action
2021 Batteries Supply Report	Not Started Due Date: Sep 30, 2021		<a href="#">Start</a>
2020 Batteries Supply Report	Not Started Due Date: Jan 30, 2020		<a href="#">Start</a>

Need help? Search our [Registry Help & Support](#). Can't find an answer? [Contact Us](#)

**1**

Status	Last Updated By	Action
Supply Rep		<a href="#">Start</a>
Supply Rep		<a href="#">Start</a>

**Attention**

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

[Cancel](#) [Proceed](#)

Search our [Registry Help & Support](#). Can't find an answer? [Contact Us](#)

**2**

# Supply report

## Entering your supply data

1

1. On the **Batteries Supply Report** screen, enter in your supply data for each applicable report.  
\* 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**

### 2025 Batteries Supply Report

Enter your data and click **Save & Next** to move to the next reporting screen. Click **Previous** to return to the previous reporting screen. You will be able to view your collection system requirements and minimal management requirements before confirming payment.

Supply Data > Mgmt. Reduction > Brand Supply > Confirm and Pay

2022  2023 2024

#### Single-use Batteries

Click **Open** to use our conversion tool to calculate the weight of batteries from the number of units supplied. **Open**

Weight (in kg)	Weight From Conversion Tool	Total Kilograms
2,000	<input type="text" value="0"/>	2,000

This data cannot be edited because it was submitted as part of a previous report.

#### Rechargeable Batteries

Click **Open** to use our conversion tool to calculate the weight of batteries from the number of units supplied. **Open**

Weight (in kg)	Weight From Conversion Tool	Total Kilograms
<input type="text" value="1000"/>	<input type="text" value="0"/>	1,000

None Supplied this year **Clear Form**

You can enter either the actual weight or your own calculated weight of batteries in the **Weight (in kg)** box. Provide the details of the method used to calculate the weight of batteries if not using the Weight Conversion Tool (max. 250 characters).

*Press Save & Next to continue to next year* **Previous** **Save & Next**

2023 data last updated by: Jesse Spiegel on Mar 07, 2025 09:11 a.m.

2

#### Weight Conversion Tool - Single-use Batteries 2020

Battery Category	Units	Conversion Factor	Kilograms
1 - Alkaline Manganese - Button Cell Single Use Batteries	<input type="text" value="0"/>	x 0.0015	kg 0
2 - Zinc-air - Button Cell Single Use Batteries	<input type="text" value="0"/>	x 0.0026	kg 0
3 - Silver Oxide - Button Cell Single Use Batteries	<input type="text" value="0"/>	x 0.0023	kg 0
4 - Lithium - Button Cell Single Use Batteries	<input type="text" value="0"/>	x 0.0026	kg 0
5 - Lithium - AA Single Use Batteries	<input type="text" value="0"/>	x 0.0145	kg 0
6 - Lithium - AAA Single Use Batteries	<input type="text" value="0"/>	x 0.0076	kg 0
7 - Lithium - Primary Single Use Batteries	<input type="text" value="0"/>	x 0.01	kg 0
8 - Zinc-carbon - 6V oblong lantern Single Use Batteries	<input type="text" value="0"/>	x 1.27	kg 0
9 - Zinc-carbon - 6V square lantern Single Use Batteries	<input type="text" value="0"/>	x 0.6	kg 0
10 - Zinc carbon - 9V Single Use Batteries	<input type="text" value="0"/>	x 0.0375	kg 0
11 - Zinc carbon - D Single Use Batteries	<input type="text" value="0"/>	x 0.0945	kg 0
12 - Zinc carbon - C Single Use Batteries	<input type="text" value="0"/>	x 0.0483	kg 0
13 - Zinc carbon - AA Single Use Batteries	<input type="text" value="0"/>	x 0.017	kg 0
14 - Zinc-carbon - AAA Single Use Batteries	<input type="text" value="0"/>	x 0.0097	kg 0
15 - Alkaline Manganese - AAA Single Use Batteries	<input type="text" value="0"/>	x 0.0112	kg 0
16 - Alkaline Manganese - AA Single Use Batteries	<input type="text" value="0"/>	x 0.0234	kg 0

3

# 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**

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

1

**2025 Batteries Supply Report**  
Enter your data and click **Save & Next** to move to the next reporting screen. Click **Previous** to return to the previous reporting screen. You will be able to view your collection system requirements and minimal management requirements before confirming payment.

Supply Data > **Mgmt. Reduction** > Brand Supply > Confirm and Pay

**Management Reduction**

**Note: A reduction amount exceeding more than 50 percent of the supply data, will not count towards reducing a producer's management requirement.**

**Recycled Content**

\* Did your batteries contain post-consumer recycled content?  
 No  
 Yes

Press **Save & Next** to continue to Brand Supply

Previous Save & Next

2

**2025 Batteries Supply Report**  
Enter your data and click **Save & Next** to move to the next reporting screen. Click **Previous** to return to the previous reporting screen. You will be able to view your collection system requirements and minimal management requirements before confirming payment.

Supply Data > **Mgmt. Reduction** > Brand Supply > Confirm and Pay

**Management Reduction**

**Note: A reduction amount exceeding more than 50 percent of the supply data, will not count towards reducing a producer's management requirement.**

**Recycled Content**

\* Did your batteries contain post-consumer recycled content?  
 No  
 Yes

The weight of recycled content entered here will be subtracted from the total weight of batteries entered in the previous step to calculate any applicable management reductions.

Summary	Weight of Recycled Content (kg)
2023 Rechargeable Batteries	<input type="text" value="0"/>
2024 Single-use Batteries	<input type="text" value="0"/>

Press **Save & Next** to continue to Brand Supply

Previous Save & Next

3

# 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

**2025 Batteries Supply Report**  
Enter your data and click **Save & Next** to move to the next reporting screen. Click **Previous** to return to the previous reporting screen. You will be able to view your collection system requirements and minimal management requirements before confirming payment.

Supply Data > Mgmt. Reduction > **Brand Supply** > Confirm and Pay

**Add Brands**

Enter all brands that you included in your supply regardless of why you are the producer for them (e.g., importer or brand holder). If you supply a large number of brands (more than 25) you can contact Registry Support to obtain an excel template to fill out instead.

**Search Brands**

Name	Action
24/7 life	Add
ABS	Add
AC Delco	Add
Ace	Add
Adreama	Add

5+  Page 1 of 27  5 entries per page ▾

**Selected Brands**

Name	Action
Adreama	Remove

If you cannot find brands you supplied in the searchable list, add them here.

Click Save & Next to view the Report Summary and complete your report.

1

2

3

# 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. This information will also be used to calculate whether you are a large or small battery producer for the purpose of submitting a Supply Data Verification Report in the next reporting cycle. Review the [Batteries and ITT/AV Supply Data Verification Procedure](#) to determine if you are a small or large producer.
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

### 2025 Batteries Supply Report

#### Report Summary

Your minimum management requirements for 2026 are:  
0 Kilograms All Battery Categories

You must meet the collection system requirements of a **Small Producer**.

Your minimum management requirements are calculated in accordance with Section 13 of the [Batteries Regulation](#). Your collection system requirements are calculated in accordance with Part III of the Batteries Regulation.

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2022  2023  2024 **3**

#### Single-use Batteries

Weight (in kg)	Weight From Conversion Tool	Total Kilograms
2,000	0	2,000

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#### Rechargeable Batteries

Weight (in kg)	Weight From Conversion Tool	Total Kilograms
5,500	0	5,500

2023 data last updated by: Jesse Spiegel on Mar 07, 2025 10:25 a.m.

#### Management Reduction

**Note:** A reduction amount exceeding more than 50 percent of the supply data, will not count towards reducing a producer's management requirement.

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#### Recycled Content

\* Did your batteries contain post-consumer recycled content?

No  
 Yes

**1**

# Supply report

## Upload Verification Report

Starting in 2023, only large producers are required to submit a Verification Report.

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

The screenshot displays a user interface for submitting a report. At the top, a box indicates the 'Report Status' is 'In Progress'. Below this is a dark green header for 'Submit Report'. The main section is titled 'Upload Verification Report' and features a file upload field with an 'Upload' button. A green circle with the number '1' highlights the 'Upload' button. Below the upload section, the 'Registry Fee Payment' is shown as '\$122.40'. At the bottom, a 'Select Payment Method' button is highlighted in green, with a green circle containing the number '2' next to it.

# 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.

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

The screenshot displays the '2025 Batteries Supply Report' interface. The top right corner shows the 'Report Status' as 'In Progress'. The main content area includes a 'Report Summary' section with management requirements for 2026, a table for 'Single-use Batteries' (Weight: 500 kg, Total Kilograms: 500), and a 'Payment Method' selection dialog. The dialog has a drop-down menu with '--none--' selected, a 'Submit' button, and a 'Cancel' button. A green box highlights the dialog, with a '2' in a green circle next to the drop-down menu and a '3' in a green circle next to the 'Submit' button. A '1' in a green circle is next to the 'Select Payment Method' button in the background. The bottom right corner shows a 'Report Status' summary: 'Submitted' on 'Mar 07, 2025 12:01 p.m.', with a 'Submit Report' button. Below this is a 'Registry Fee Payment' summary table and a 'Payment Method' section showing 'Cheque' as the selected method. A note states: 'Your submission has been received. You will be sent an email with information on how to complete your cheque payment.' A link to 'Download Invoice - Summary Report 07/03/2025' is also present.

Sub Total	\$95.00
HST (13%)	\$12.35
<b>Invoice Total</b>	<b>\$107.35</b>

Sub Total	\$95.00
HST (13%)	\$12.35
<b>Invoice Total</b>	<b>\$107.35</b>

# Supply report Submitted

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

Batteries Limited  
Batteries Homepage

Registration #:00009217

 Batteries  
Switch Programs

[Producer](#) [PRO Status](#) [Add Roles](#)

**Batteries**

Report▼	Status	Last Updated By	Action
2021 Batteries Supply Report	Submitted Aug 11, 2021 04:47 PM	Michelle Allan	<a href="#">View</a> <a href="#">Download</a>
2020 Batteries Supply Report	Submitted Aug 11, 2021 04:46 PM	Michelle Allan	<a href="#">View</a> <a href="#">Download</a>

# 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

The screenshot shows the 'Manage Reporting Responsibilities' form. It includes a title bar, a descriptive paragraph, a 'Producer' field with a dropdown menu, a table for selecting PROs, an 'Add PRO' button, a confirmation checkbox, and 'Cancel'/'Done' buttons. Three green circles with numbers 1, 2, and 3 are overlaid on the form to highlight specific areas.

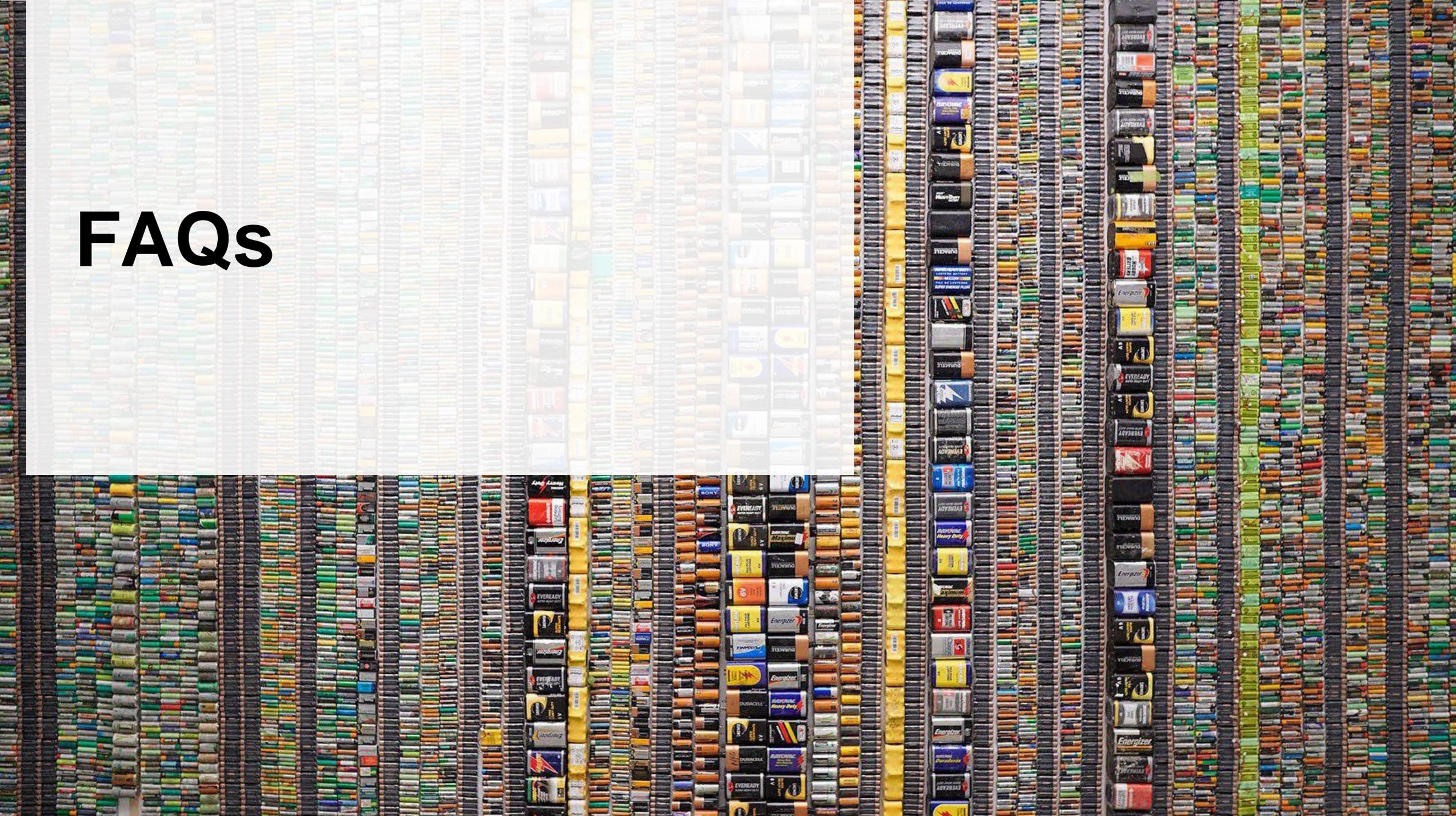
**1** highlights the 'Producer' field and the 'Responsible for Performance Report' and 'Responsible for Collection and Management Report' dropdowns.

**2** highlights the table with columns for 'PRO', 'Service Start Date', 'Service Stop Date', 'Responsible for Performance Report', and 'Responsible for Collection and Management Report'.

**3** highlights the 'Add PRO' button.

PRO	Service Start Date	Service Stop Date	Responsible for Performance Report	Responsible for Collection and Management Report
International	25-Jun-2021	25-Jun-2024	Reports in part	Reports in part

# 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 [Batteries and ITT/AV Supply Data Verification 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

# Frequently Asked Questions cont.

3. For annual Supply Data Verification Reporting, how do I know if I am a small or large battery producer?

For the purposes of battery supply data verification:

- “Large single-use battery producer” means a battery producer with a minimum management requirement greater than or equal to 50,000 kilograms of single-use batteries in the previous calendar year.
- “Large rechargeable battery producer” means a battery producer with a minimum management requirement greater than or equal to 5,000 kilograms of rechargeable batteries in the previous calendar year.

Beginning in 2023, only large producers are required to submit a Supply Data Verification Report. Small producers will no longer be required to submit a verification report but will be subject to inspections. Review the [Batteries and ITT/AV Supply Data Verification Procedure](#) for more information.