Blue Box Producer Registry Portal & Supply Reporting Guide

Version 1.4

Updated April 2025

RPRA Resource Productivity & Recovery Authority

Table of Contents

Introduction

What is Blue Box supply data reporting?

Blue Box supply data is an annual report that producers with obligations under the Blue Box Regulation complete to report on the weight of Blue Box materials supplied into Ontario during the previous calendar year.

Submitting supply data determines a producer's management requirements for the following year.

This guide will help Blue Box producers understand what data they need to report and provide step-by-step instructions on how to submit their supply data through the Registry.

Further information about the Blue Box Regulation can be found on RPRA's website.

If you have questions that are not answered in this guide, please contact the Compliance Team at registry@rpra.ca or call **647-496-0530** or **1-833-600-0530** (toll-free).

What data needs to be reported for the supply report?

If you are a producer of **Blue Box materials**, you are required to report:

- Confirmation if your gross annual revenue from products and services in Ontario is above or below the $2 million threshold.
- The weight of Blue Box materials supplied in the previous calendar year (e.g., for the supply report due in 2025, you are required to report 2024 weights).
- If applicable, the weight of Blue Box materials to be deducted.
- For newspaper producers, identify the percentage of newspaper supply counted towards the total Blue Box materials supplied.
- A list of the brands that make up the previous year’s supply data.

For more information on allowable deductions under the Blue Box regulation, see our FAQs. For more information on obligated Blue Box materials, please see the compliance bulletin 'What Blue Box materials need to be reported?'.

How to login to the Registry

The supply data report is completed online through 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.

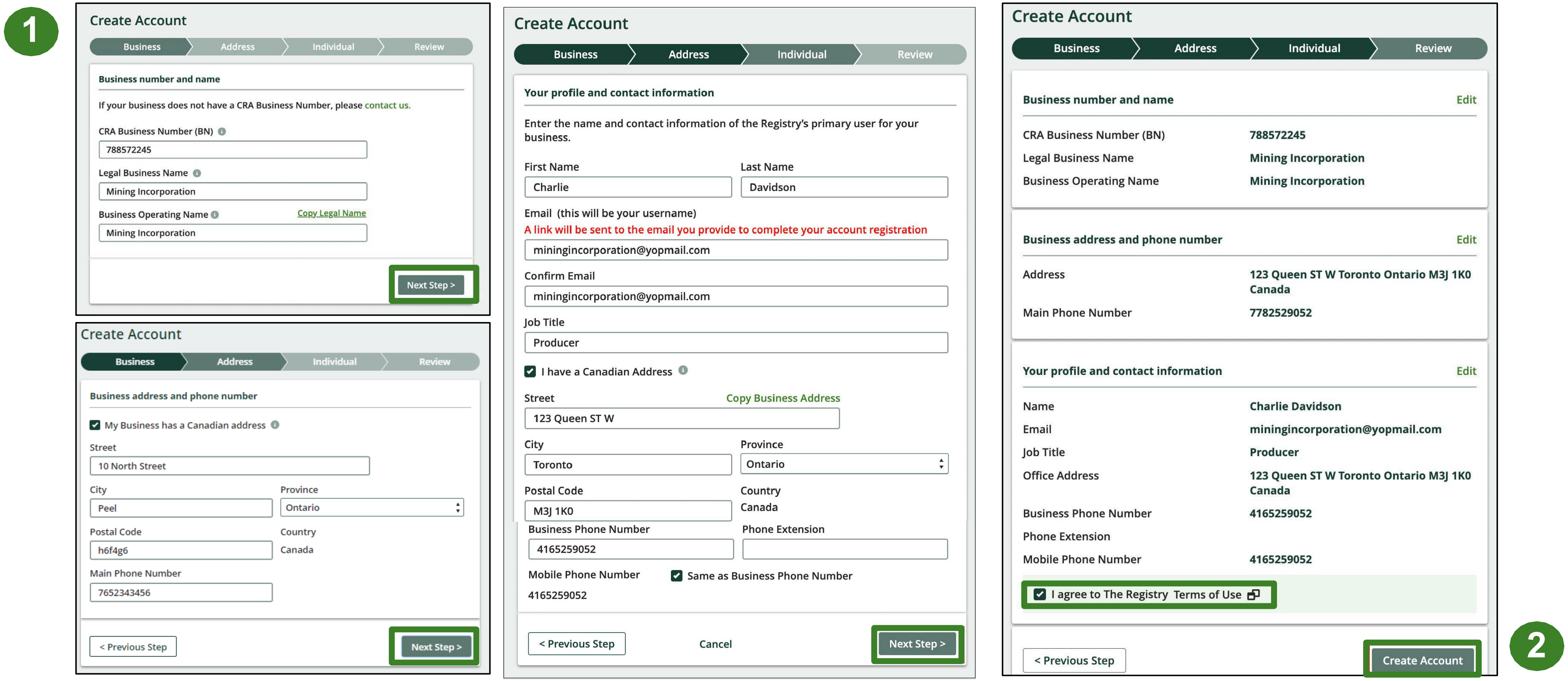
Tips for logging into an existing Registry account:

- If you already have an existing Registry account, you do not need to create a new one.
  - Simply login to your existing account, which will bring you to the homepage. Here you will see all of the programs you are enrolled in.
  - If you have forgotten your password, click "Forgot Password" on the login screen and follow the instructions provided.
  - Watch this how-to video for step-by-step instructions on how to login to an existing Registry account.

Registration

New Registrants - Creating an Account

1. Enter the information required on each page. Click **Next Step** to reach the next page.
2. Click the checkbox to agree to the Registry Terms of Use.
3. Once you reach the **Review** page, click **Create Account**.

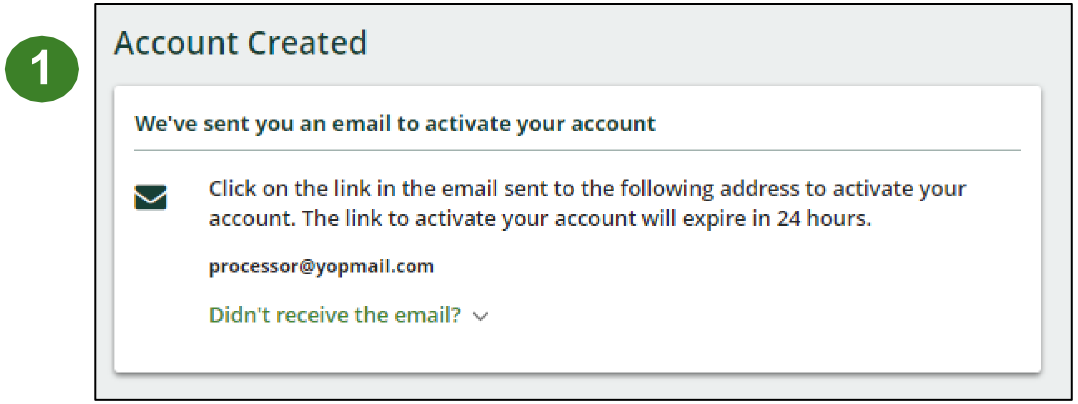


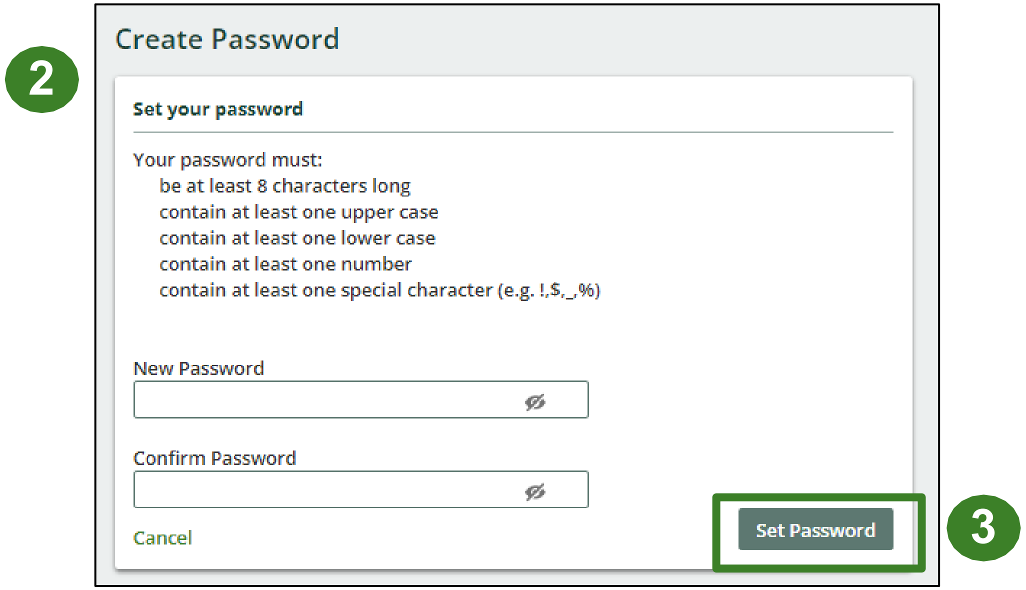
New Registrants - Creating an Account

1. An email will be sent to the email address you entered with a link to activate the account and set up a password.

2. Clicking on the link in the email will bring you to the **Create Password** page.

3. Create a password that fulfills the password requirements and click **Set Password.**





How to enroll in the Blue Box program as a new registrant

1. After you login to the **Registry**, you will land on the **Programs** screen. This screen will show all programs available to register in.

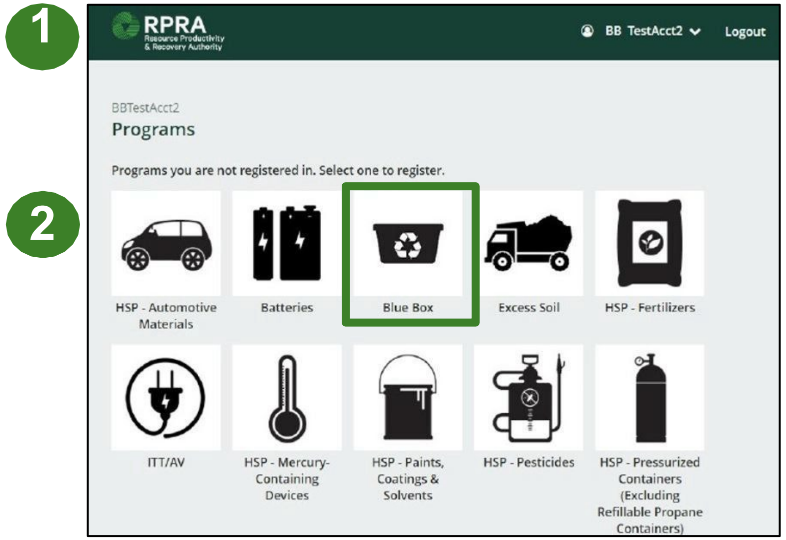
2. Click **Blue Box.**

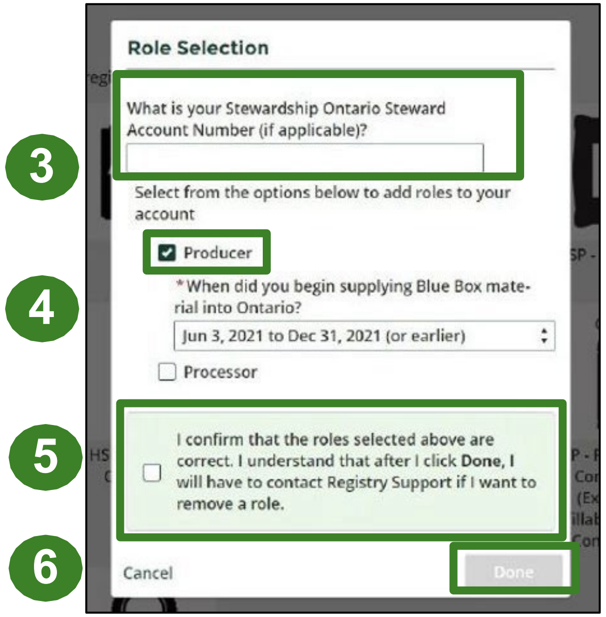
3. If applicable, enter your **Stewardship Ontario Steward Account Number**.

4. Select the **Producer** role and the year that you began supplying Blue Box materials
   - Selecting from this drop-down list will determine if you are required to report on previous years, in addition to the current year

5. Confirm **the role you have selected is correct.**

6. Click **Done.**



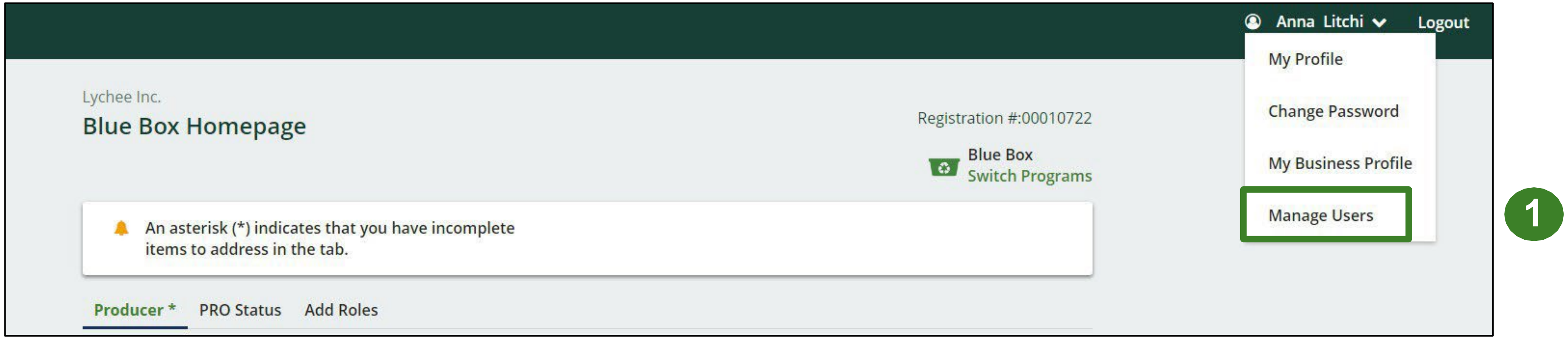


How to manage contacts in your Registry account

Only account admins can add new users or manage existing contacts in the Registry. This includes giving users access to information about the program(s) they are enrolled in (e.g., permissions to view and complete Reports)*. Learn more about the different Registry account roles.

To manage contacts in your Registry account, see the following steps or watch 'Managing Users in RPRA's Registry'.

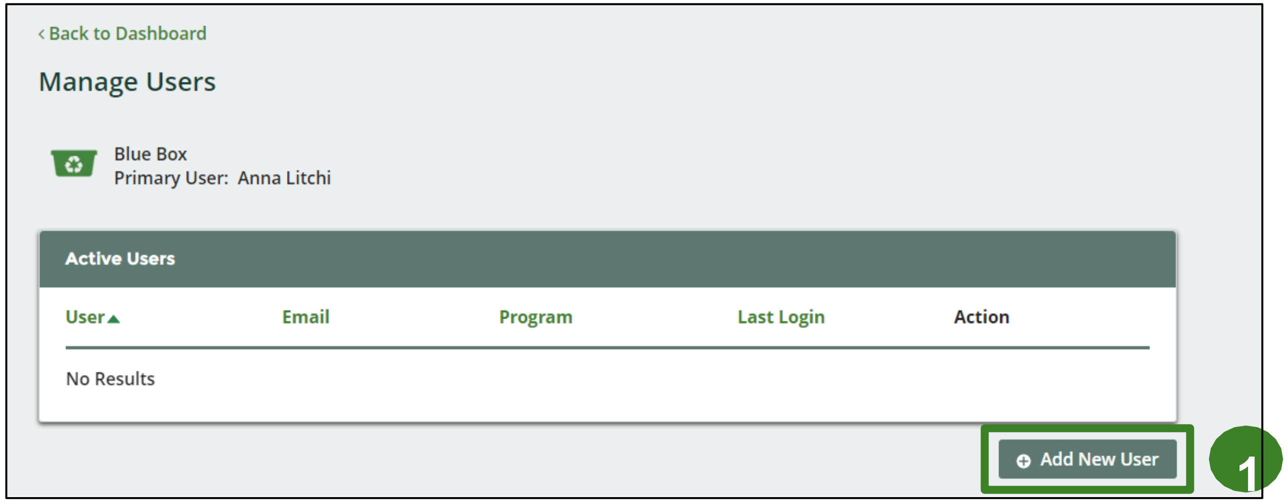
1. Once you are logged into your account, click on the drop-down arrow in the top right corner and select **Manage Users** as shown below.



* Account Admins are usually the individual who will oversee the producer's reporting obligations.

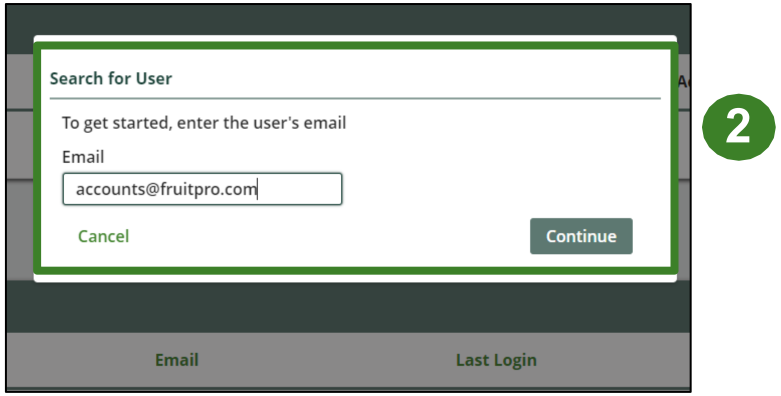
How to manage contacts in your Registry account cont.

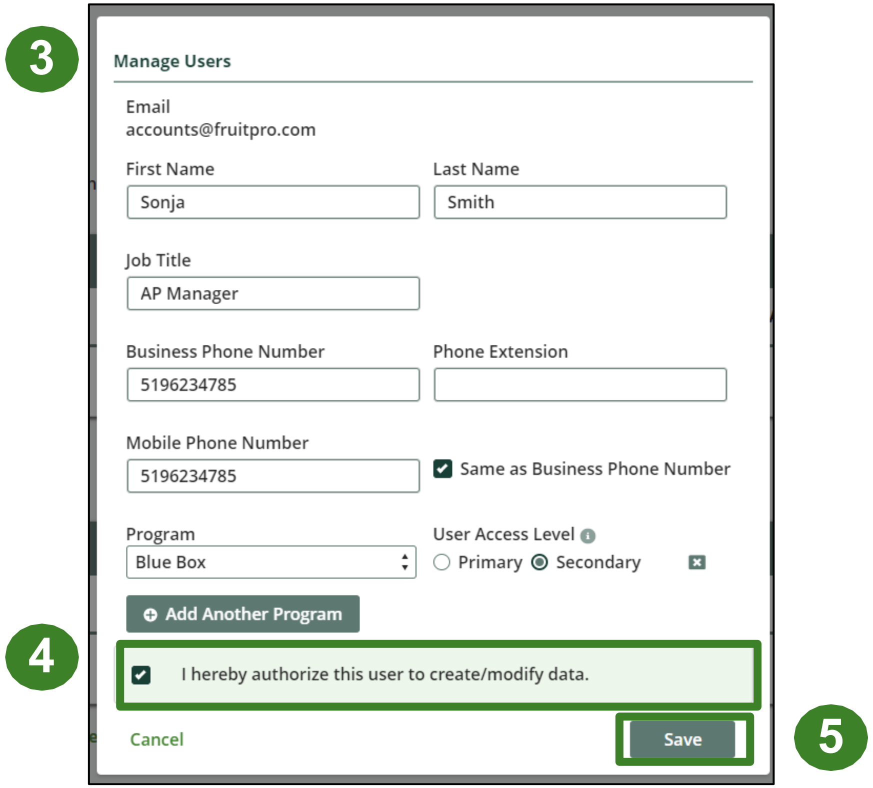
1. Click **Add New User** to add an additional user to your account.



2. Enter the user's email address in the **Search for User** window.
3. Complete the rest of the user profile and click the **User Access Level** you wish for them to have*.
4. Click the checkbox to confirm that the individual is authorized to create/modify data.
5. Click **Save.**

*See FAQ for more details on User Access levels.





Supply Reporting

Supply report

Starting your report

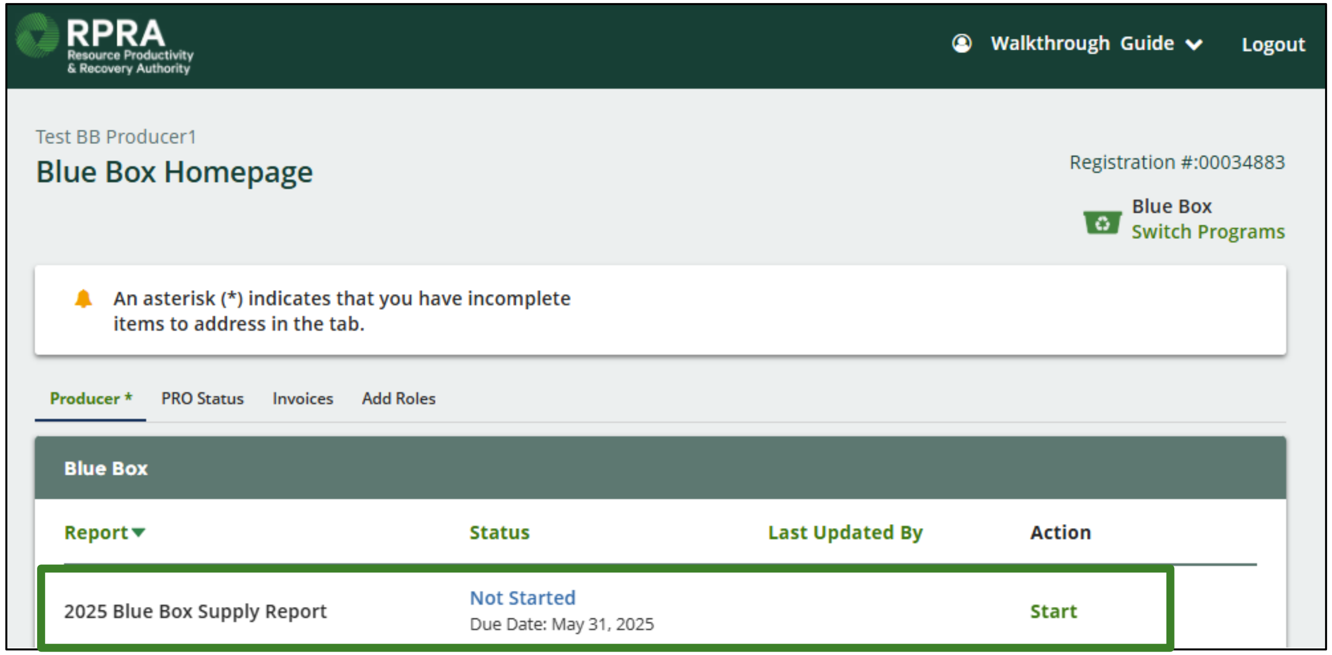
1. On the **Blue Box homepage**, you will be able to see all reports that require action.

2. Under Action, click **Start** on the earliest required supply report
   - Reports must be completed in chronological order. If you select the current year (e.g., 2022) and have an overdue report for 2021, you will get an error message.

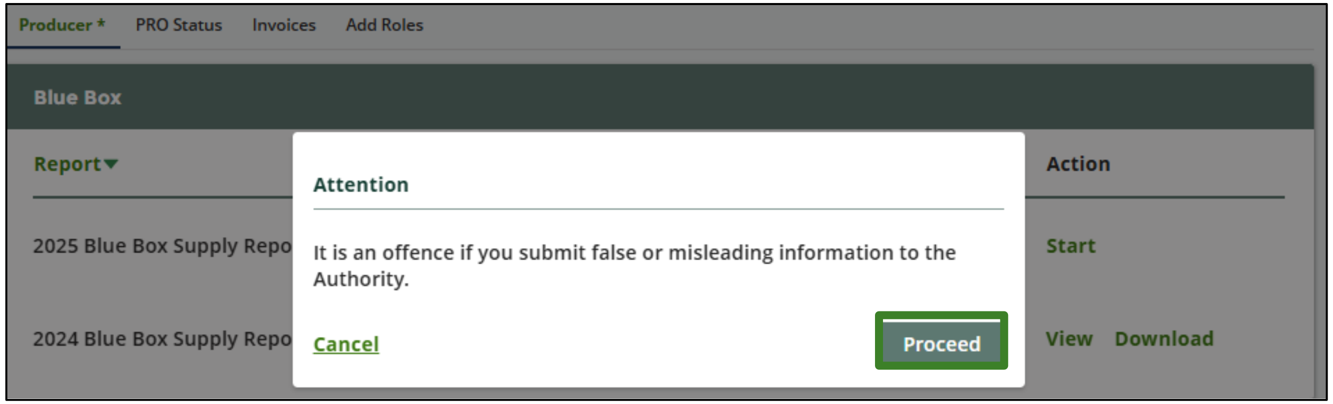
3. A window about submitting false or misleading information will then pop up. Click **Proceed.**

1

2



3



Supply report
Revenue Check

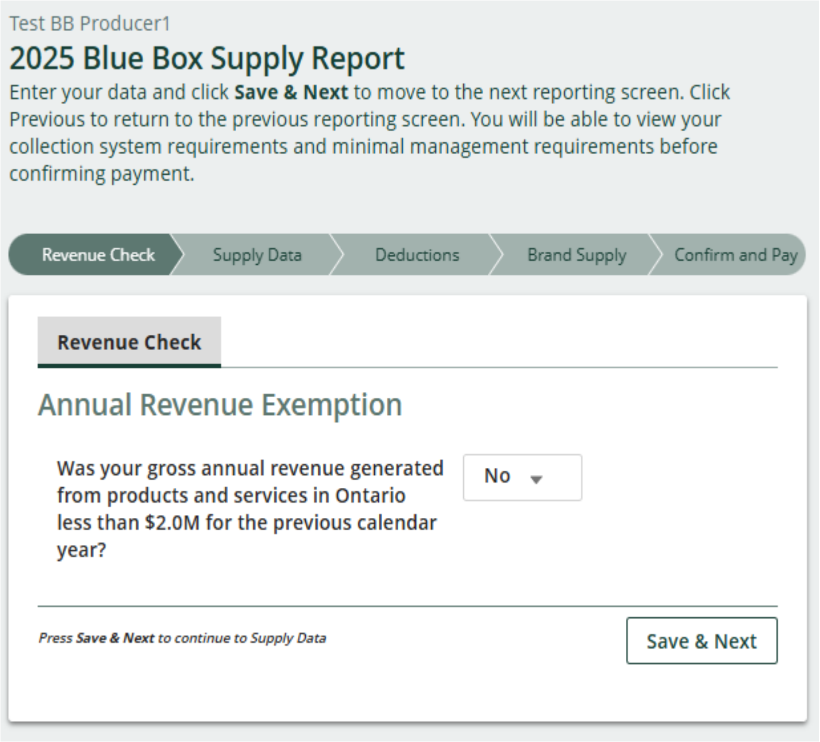
1. Respond to the question, "Was your gross annual revenue generated from products and services in Ontario less than $2.0M for the previous calendar year?" using the drop-down*.

a) If your answer is "Yes," you are not obligated to report your supply for the previous calendar year. Click **Save & Next** to continue to the **Submission** page.

b) If your answer is "No," click **Save & Next** to continue to the next page, **Supply Data.**

*See the FAQs at the end of the guide if you need help determining if you are revenue exempt this year.

1



Supply report

Entering your supply data

1. On the **Blue Box Supply** Report screen, enter your supply data (in kg).

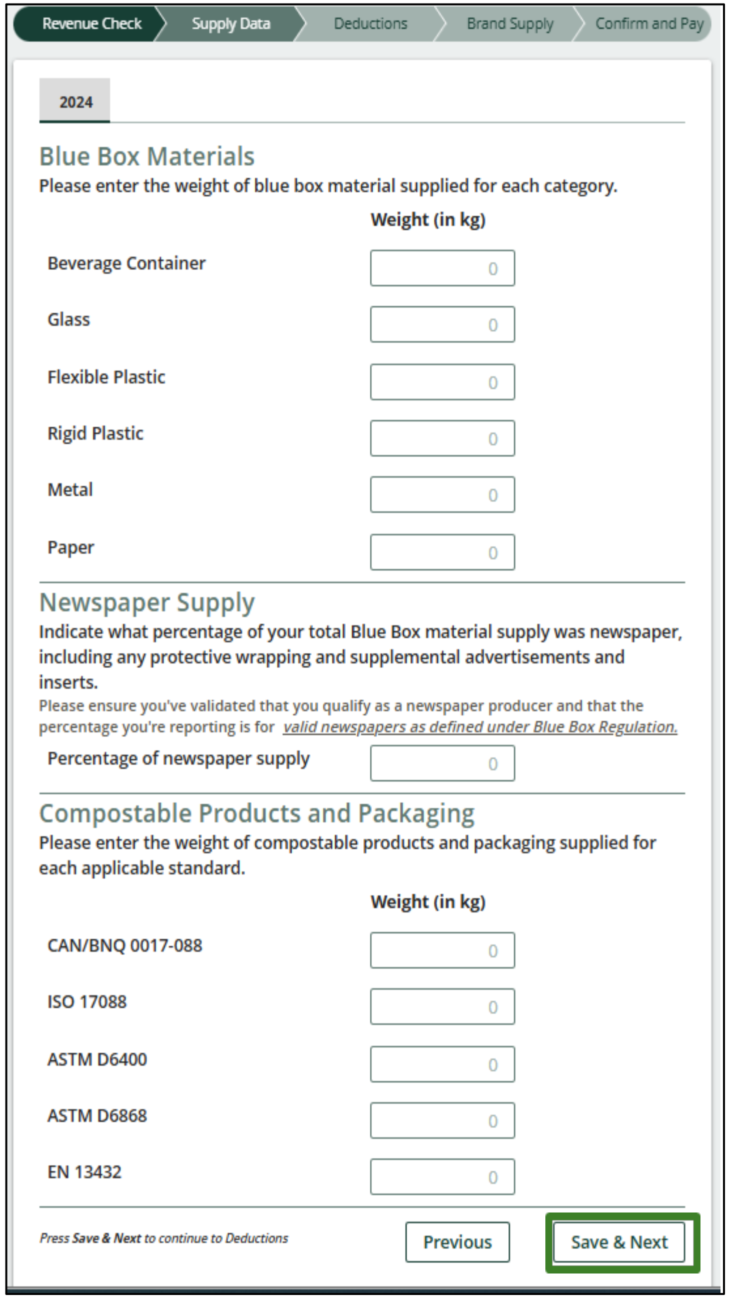
   If you are a producer of newspapers, include the supply data by material category, i.e., newspaper and inserts under the Paper material category, and protective wrapping under the Flexible Plastic material category.

2. If you are a producer of newspapers, enter the percentage of your Blue Box material supply that was newspaper including any protective wrapping and supplemental advertisements and inserts*.

3. If applicable, enter the weight of compostable products and packaging supplied for each applicable standard.

4. Click **Save & Next**.

*For further certainty, inserts are any papers, circulars, etc. placed within the folds of a newspaper, regardless of material composition. See FAQ.



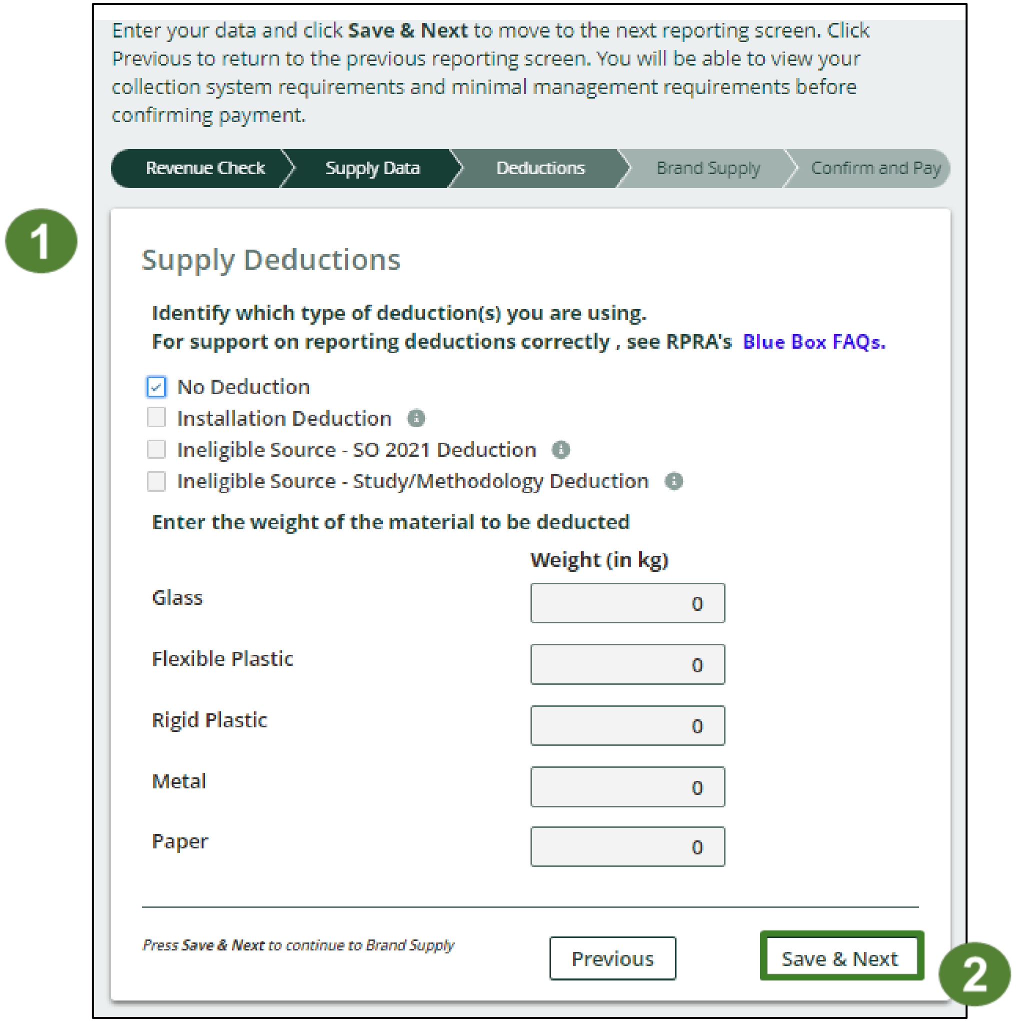
Supply report
Deductions

1. Identify which type of deduction(s) you are using.

For information on what deductions are available to producers, see our Blue Box deductions FAQs.

If you are not using a deduction, check **No deduction**.

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



Supply report

Deductions

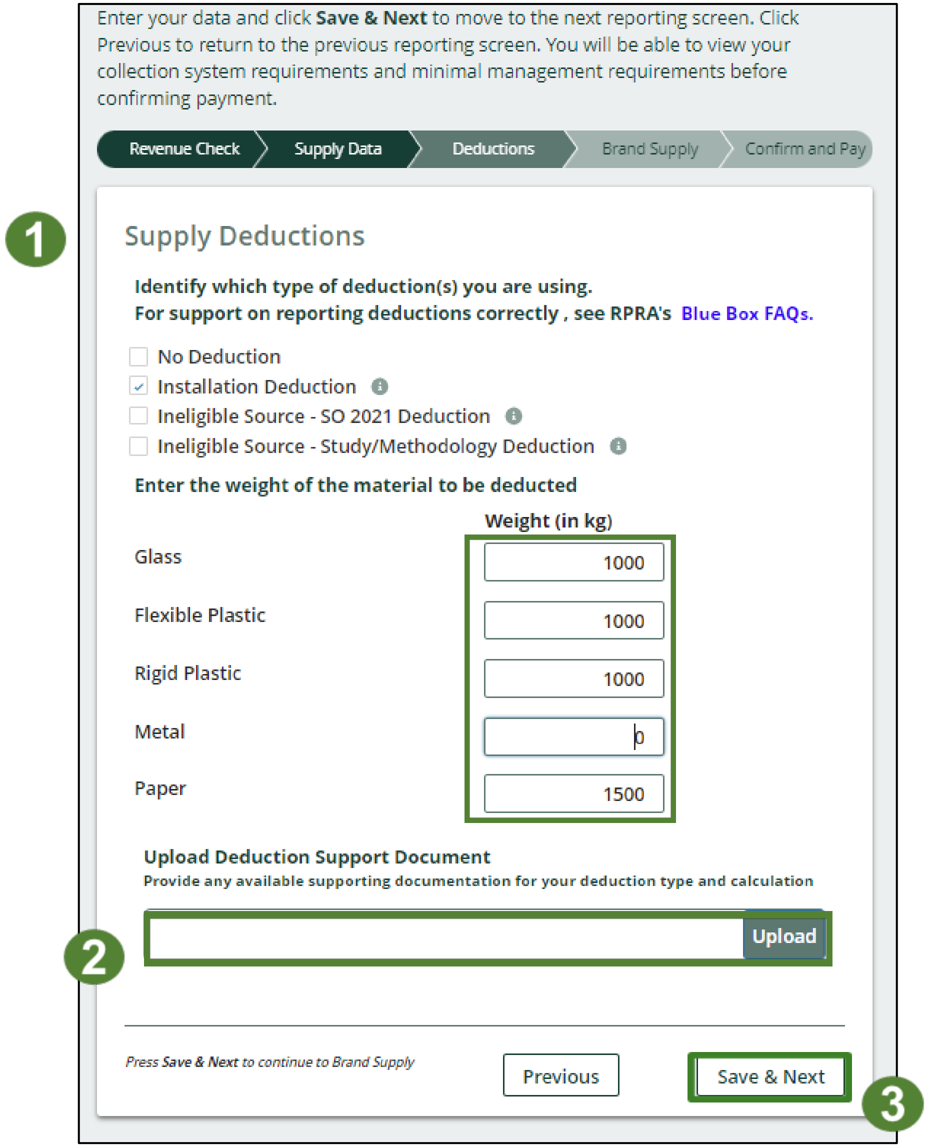
1. If you are using a deduction:

    - Ensure that you are only entering weights of allowable deductions, as listed on the **Supply Deductions** screen.
    - If you enter a deduction weight that is higher than the supply weight entered on the previous screen, you will encounter an error.

2. Upload supporting documentation for the deduction type and calculation.

3. Click **Save & Next**.

Notes:
- Refer to the Deduction guide for further information on deductions
- If you are applying the SO 2021 deduction you must complete the Deductions Form and send it to registry@rpra.ca

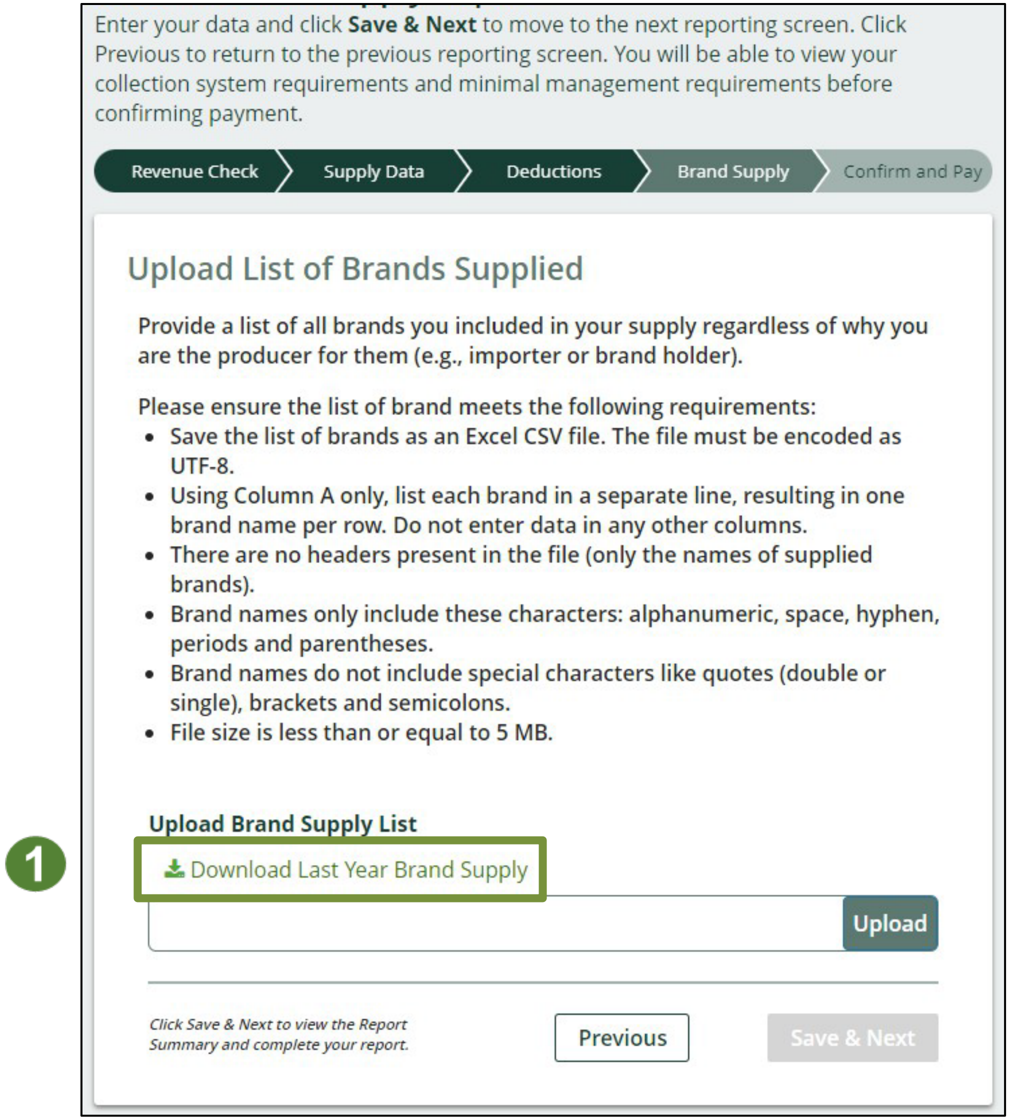


Supply report
Brand List

1. If this is your first time reporting a list of brands in the Registry, click **Download Brand Supply List** to download a blank template.

   If you have submitted a brand supply list previously, click **Download Last Year Brand Supply** to review and update/verify the information that was submitted last year.

2. Review the information in the pop-up and click **Confirm**.



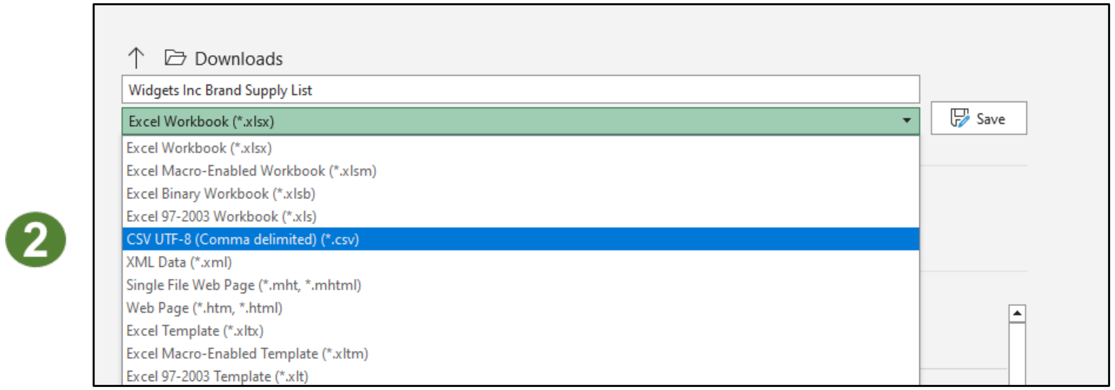
Supply report
Brand List

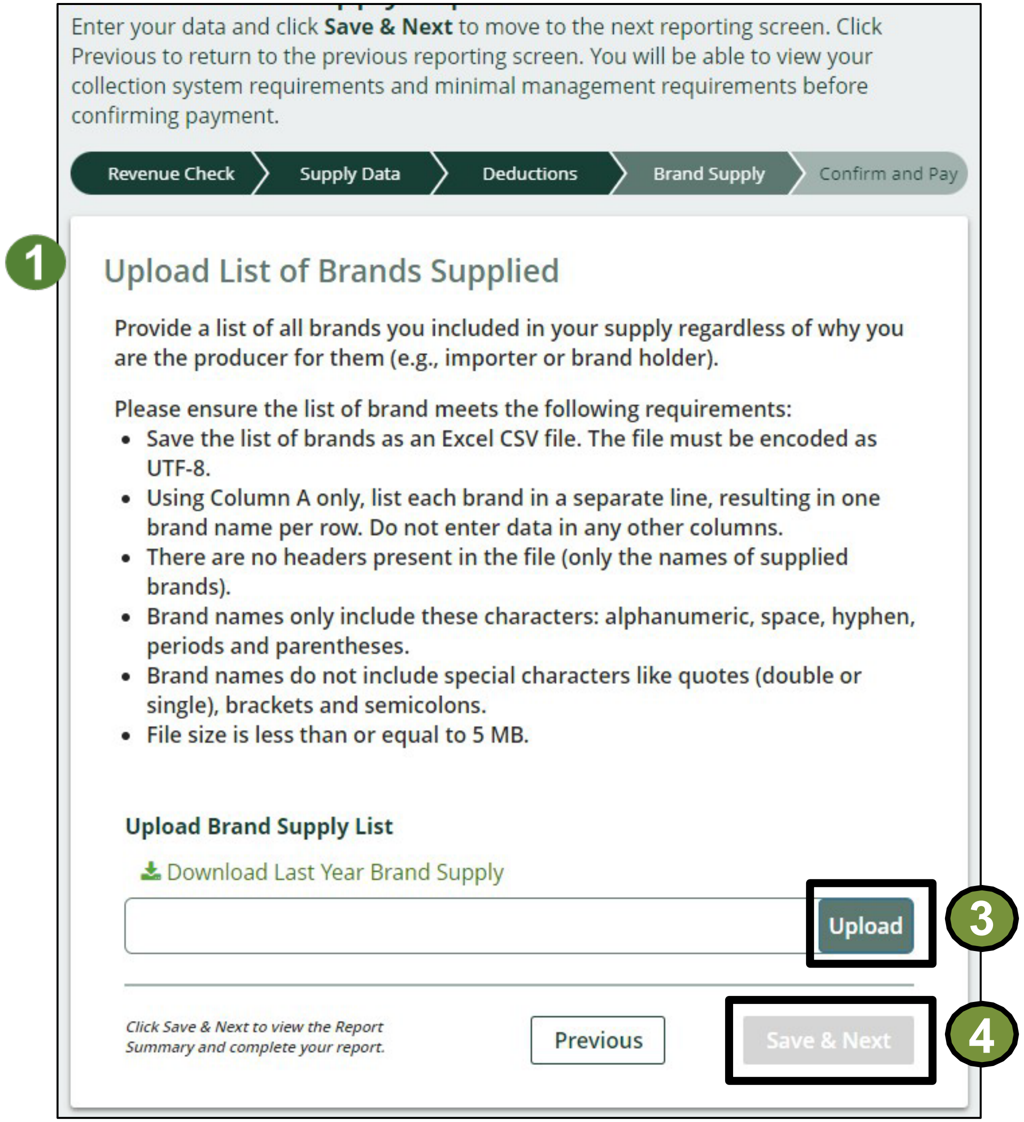
1. Once you have completed, reviewed or updated your brand supply list, ensure that the document meets the requirements outlined on the **Upload List of Brands Supplied** screen.

2. Save your Excel file as CSV UTF-8. No other extensions can be uploaded.

3. Click the **Upload** button to select and upload the file.

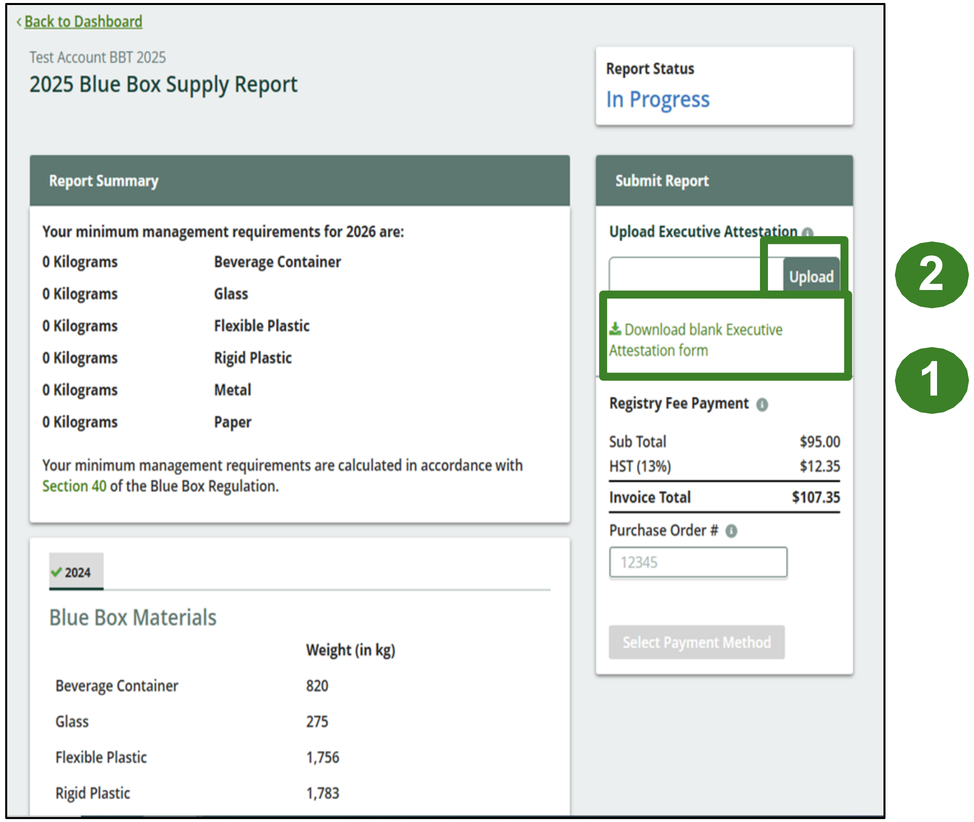
4. Click **Save & Next**.





Supply report
Executive Attestation Form

1. If this is your first data submission to RPRA through the Registry portal, click **Download blank Executive Attestation form** to download a blank version of the form.
2. Have the appropriate executive complete the form. They must have authority to bind the corporation.
3. Once you have saved the completed version of the form to your computer, click the **Upload** button. Navigate to your saved form and upload.



Note: The executive attestation form is only required for the first submission of data to RPRA within the portal.

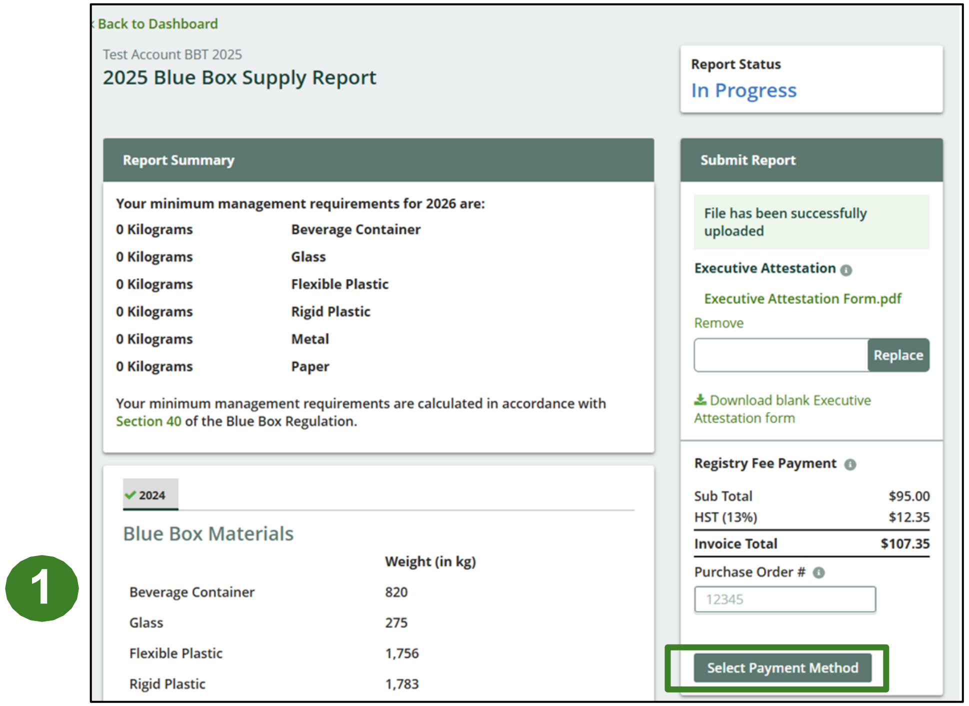
Supply report

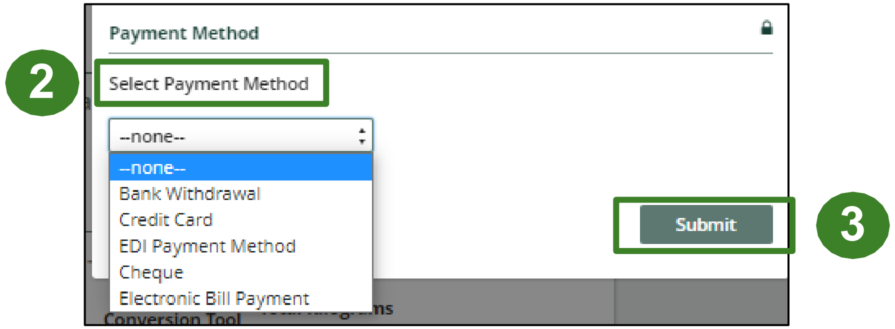
Confirm and Pay

Before submitting the report, you will need to select your payment method and submit payment for the **Registry Fee**. This amount is calculated in the system based on your reported supply data.

1. Once you have uploaded your Executive Attestation form, the **Select Payment Method** button will become clickable.
2. Click **Select Payment Method,** choose your desired payment method from the drop-down menu and fill in any required payment details*.
3. Click **Submit.**

*If a secondary user (a PRO) is reporting supply data on your behalf please ensure they are aware of your payment process. Payment methods **cannot** be changed once the supply report is submitted.

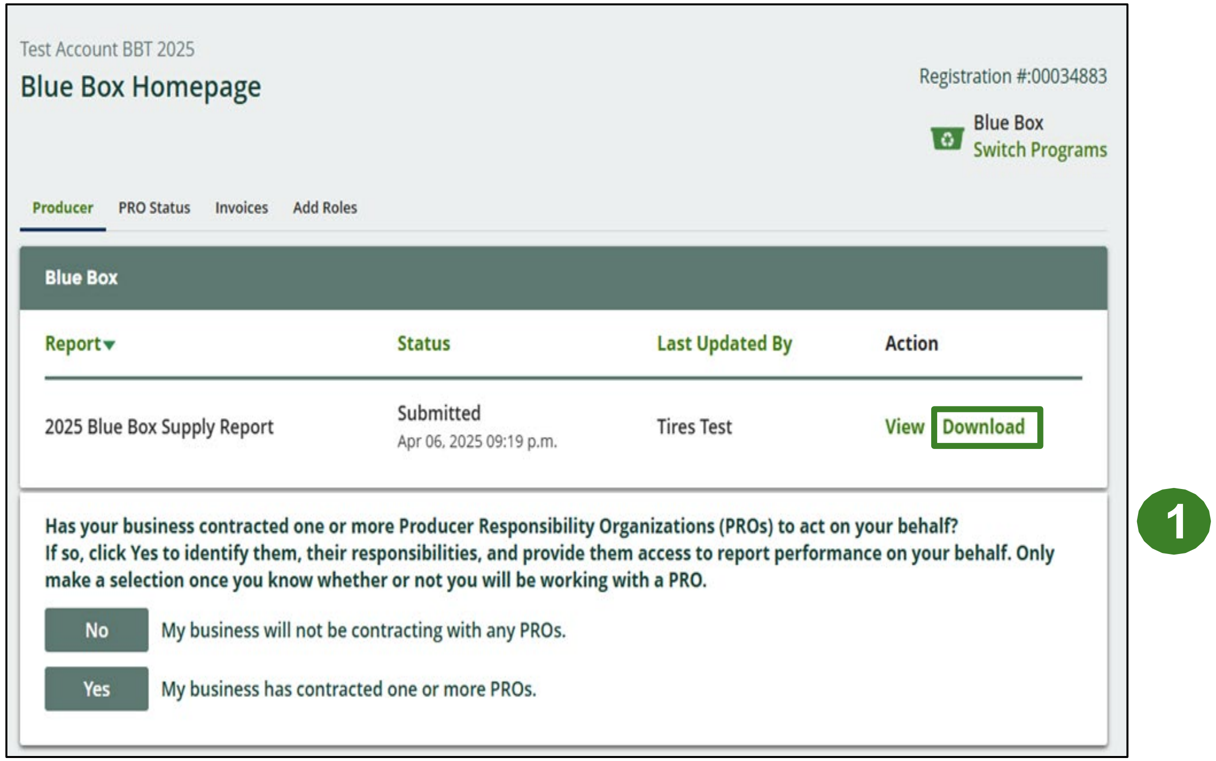


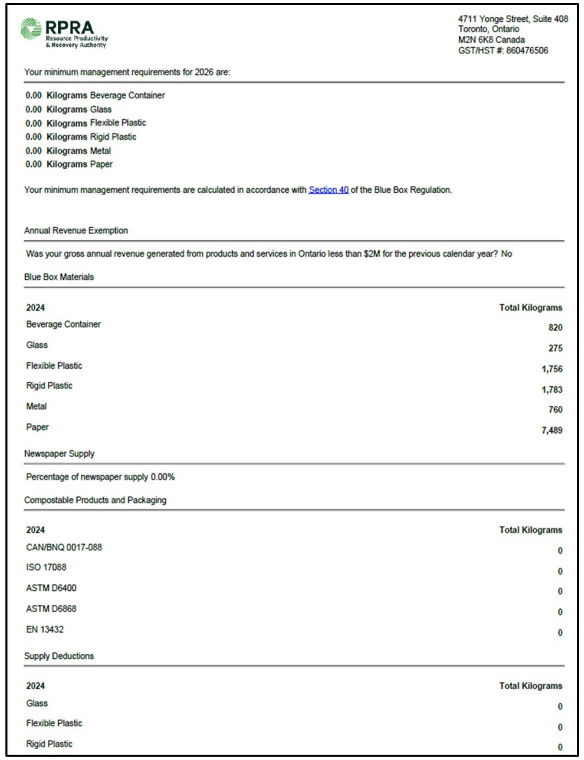


Supply report
Downloading your Report

Once your report has been successfully submitted, you will return to the **Blue Box Homepage**.

1. To download a PDF of your report, including your invoice, click the **Download** button.





RPRA Resource Productivity & Recovery Authority

4711 Yonge Street, Suite 408
Toronto, Ontario
M2N 6K8 Canada
GST/HST #: 860476506

Your minimum management requirements for 2026 are:

0.00 Kilograms Beverage Container
0.00 Kilograms Glass
0.00 Kilograms Flexible Plastic
0.00 Kilograms Rigid Plastic
0.00 Kilograms Metal
0.00 Kilograms Paper

Your minimum management requirements are calculated in accordance with Section 40 of the Blue Box Regulation.

Annual Revenue Exemption

Was your gross annual revenue generated from products and services in Ontario less than $2M for the previous calendar year? No

Blue Box Materials

2024	**Total Kilograms**
Beverage Container	820
Glass	275
Flexible Plastic	1,756
Rigid Plastic	1,783
Metal	760
Paper	7,489

Newspaper Supply

Percentage of newspaper supply 0.00%

Compostable Products and Packaging

2024	**Total Kilograms**
CAN/BNQ 0017-088	0
ISO 17088	0
ASTM D6400	0
ASTM D6868	0
EN 13432	0

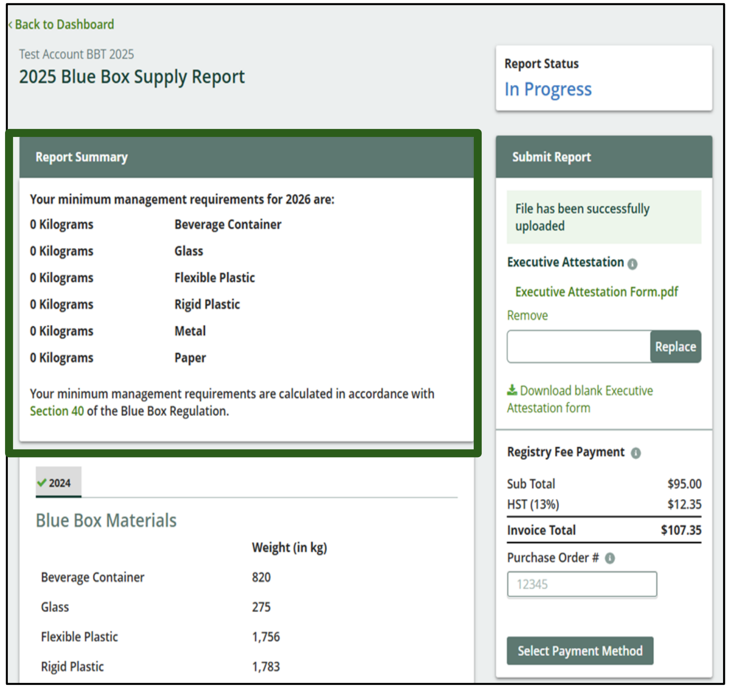
Supply Deductions

2024	**Total Kilograms**
Glass	0
Flexible Plastic	0
Rigid Plastic	0

Supply report

Minimum Management Requirements

IMPORTANT: As of 2022, a producer's **minimum management requirement** is calculated using the supply data provided. Prior to this, producers did not have minimum management requirements. The requirements are included in your invoice and can be seen at any time by reviewing your supply data report in the portal.



‹ Back to Dashboard

Test Account BBT 2025

2025 Blue Box Supply Report

Report Status

In Progress

Report Summary

Your minimum management requirements for 2026 are:

0 Kilograms	Beverage Container
0 Kilograms	Glass
0 Kilograms	Flexible Plastic
0 Kilograms	Rigid Plastic
0 Kilograms	Metal
0 Kilograms	Paper

Your minimum management requirements are calculated in accordance with Section 40 of the Blue Box Regulation.

✓ 2024

Blue Box Materials

	Weight (in kg)
Beverage Container	820
Glass	275
Flexible Plastic	1,756
Rigid Plastic	1,783

Submit Report

File has been successfully uploaded

Executive Attestation

Executive Attestation Form.pdf

Remove

Replace

Download blank Executive Attestation form

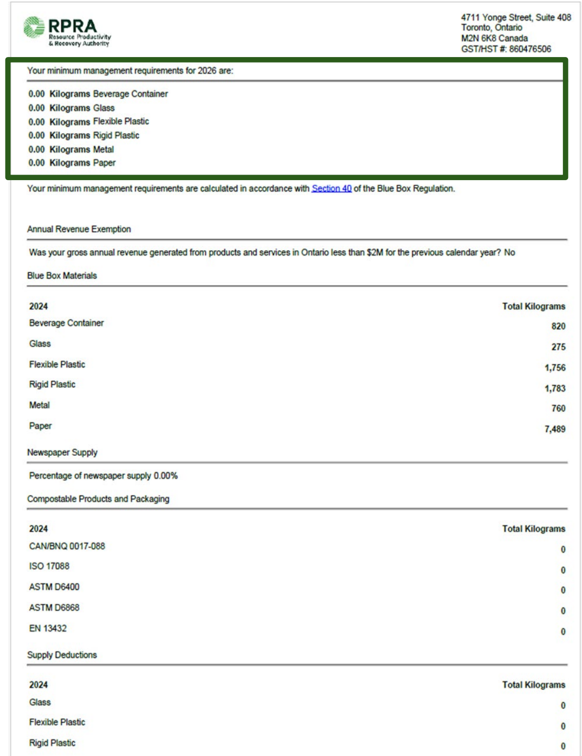
Registry Fee Payment

Sub Total	$95.00
HST (13%)	$12.35
Invoice Total	$107.35

Purchase Order #

12345

Select Payment Method



RPRA Resource Productivity & Recovery Authority

4711 Yonge Street, Suite 408
Toronto, Ontario
M2N 6K8 Canada
GST/HST #: 860476506

Your minimum management requirements for 2026 are:

0.00 **Kilograms** Beverage Container
0.00 **Kilograms** Glass
0.00 **Kilograms** Flexible Plastic
0.00 **Kilograms** Rigid Plastic
0.00 **Kilograms** Metal
0.00 **Kilograms** Paper

Your minimum management requirements are calculated in accordance with Section 40 of the Blue Box Regulation.

Annual Revenue Exemption

Was your gross annual revenue generated from products and services in Ontario less than $2M for the previous calendar year? No

Blue Box Materials

2024	Total Kilograms
Beverage Container	820
Glass	275
Flexible Plastic	1,756
Rigid Plastic	1,783
Metal	760
Paper	7,489

Newspaper Supply

Percentage of newspaper supply 0.00%

Compostable Products and Packaging

2024	Total Kilograms
CAN/BNQ 0017-088	0
ISO 17088	0
ASTM D6400	0
ASTM D6868	0
EN 13432	0

Supply Deductions

2024	Total Kilograms
Glass	0
Flexible Plastic	0
Rigid Plastic	0

Note:

A producer's management requirement is how much Blue Box material a producer must recover each year, which is calculated based on what the producer supplied into Ontario the previous calendar year and the resource recovery percentage as set in the regulation.

How to Select and Manage a PRO

Managing a PRO

Reporting responsibility selection

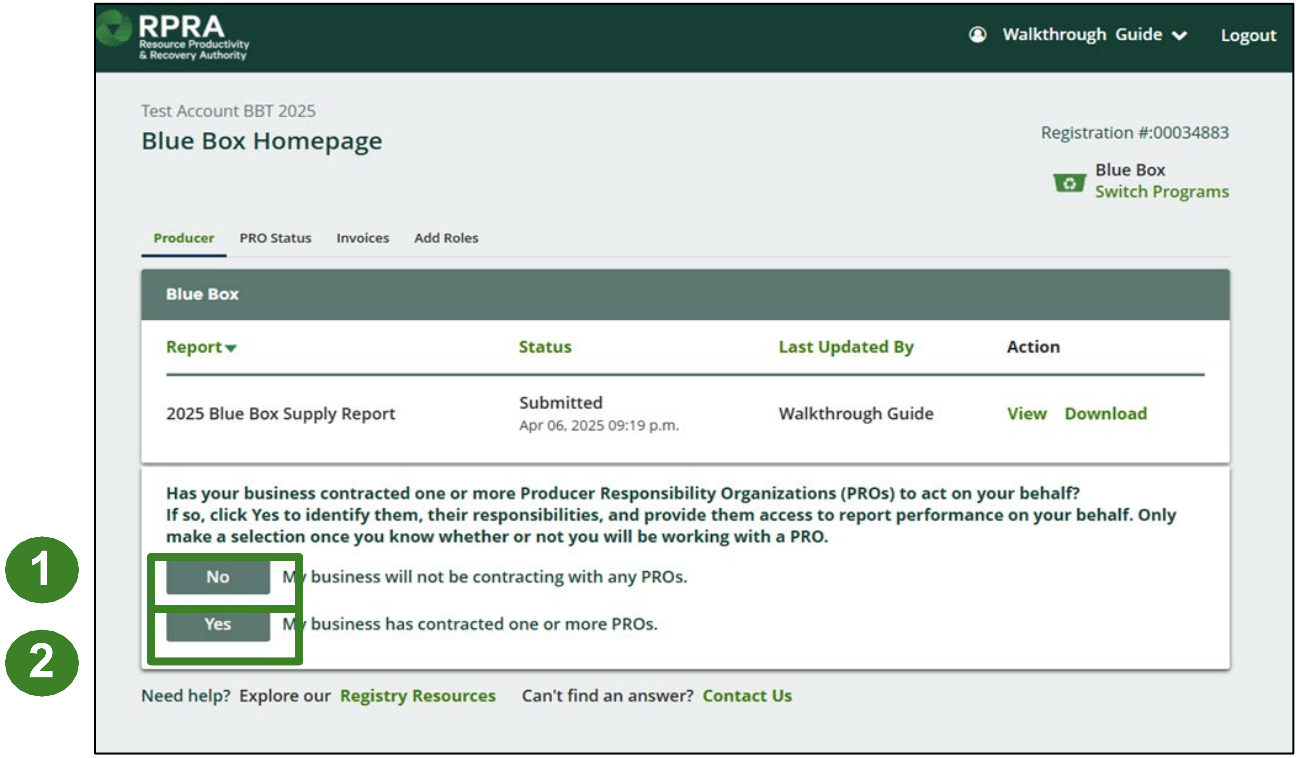
IMPORTANT: If you have chosen to work with a PRO you must report it in the Registry as soon as possible. If you have not yet chosen a PRO at the time of reporting, you must log back into the Registry and assign your PRO once you have made a decision.

Watch our video 'Managing your PRO(s) in RPRA's Registry' for guidance.

In 2025, producers must indicate in their registry account that their PRO **reports in full** performance reporting.*

1. If you will not be contracting with any PRO, click the **No** button.

2. If you are contracting with one or more PROs to act on your behalf, click the **Yes** button.



*If you want a PRO to report your supply data on your behalf, please see slide 11 to add them as a secondary user.

Managing a PRO
Reporting responsibility selection

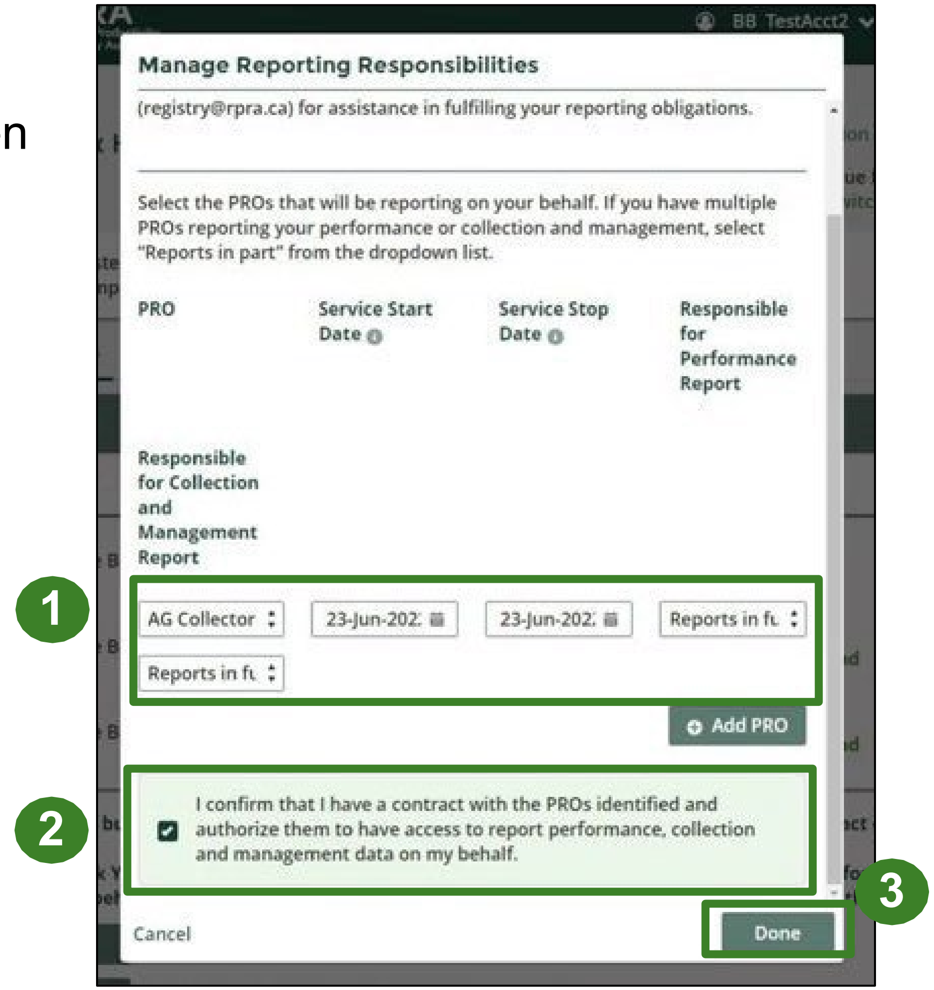
If you are contracting with one or more PRO to act on your behalf, and have clicked the **Yes** button, you will be taken to another screen to Manage Reporting Responsibilities.

1. Select the PRO that will be reporting on your behalf from the drop-down menu. Enter the **Service Start Date** and **Service Stop Date.** Select **Reports in part** or **Reports in full** from the drop-down menu for the applicable report. If you have multiple PROs reporting your performance or collection and management, select **Reports in part**.

2. Click the checkbox to confirm that you have a contract with the PROs identified and that you authorize them to have access to report performance, collection and management data on your behalf.

3. Click **Done**.

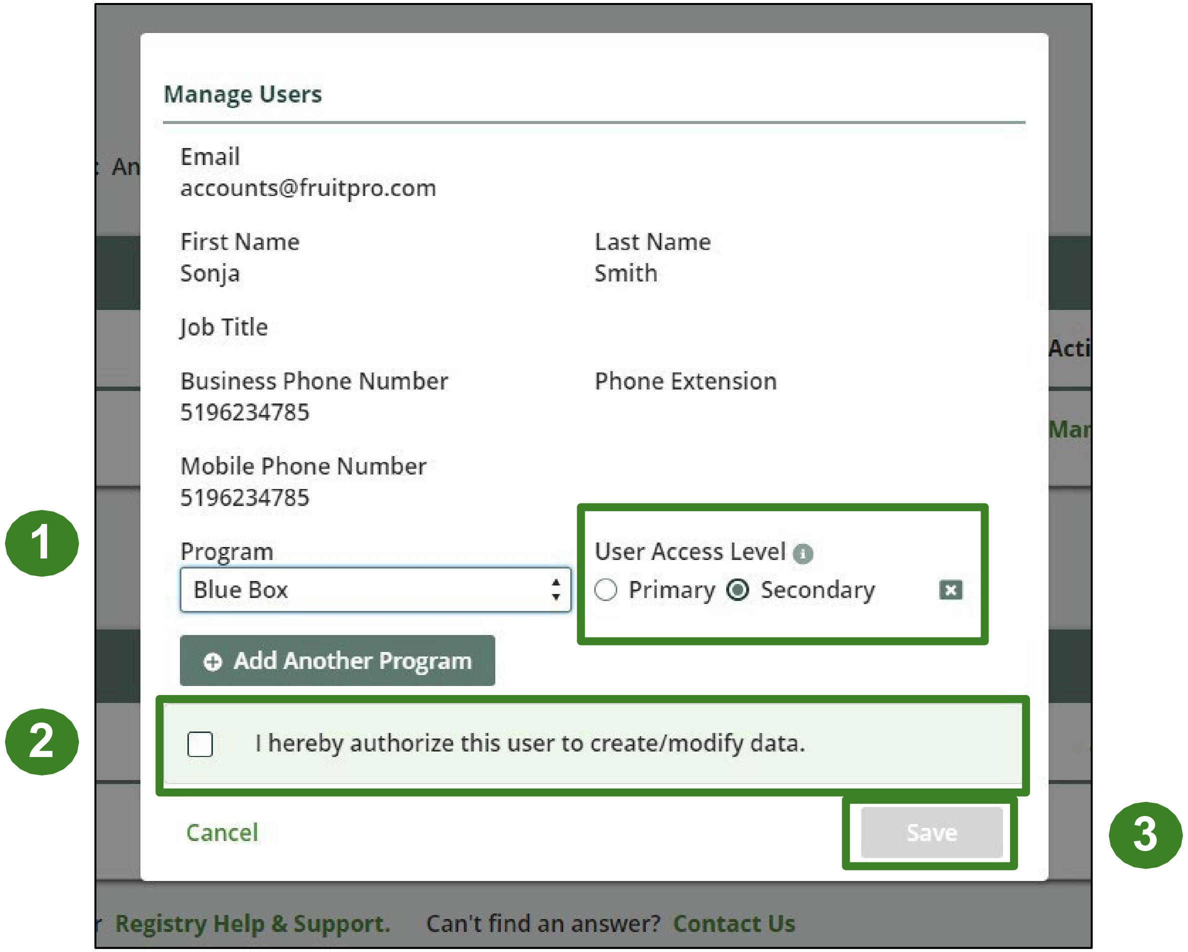
The PRO will now be listed as active on your Blue Box Homepage.



How to add a PRO to report supply data on a producer's behalf

A producer may have an agreement with a PRO to report their supply data on their behalf. To add a PRO as a secondary user, follow the same steps as slides 11-12 using the information below:

1. Use the unique email address provided to you by your PRO.
2. Ensure that you designate the PRO as a **Secondary User.**
3. Click the checkbox to confirm that the individual is authorized to create/modify data.
4. Click **Save.**



FAQs

Frequently Asked Questions - Registration

1. **What is the difference between an account admin, a primary and a secondary user in the Registry portal?**
   - Account admins have access to all information within a registrant's account. They can create and change permissions for primary and secondary users, edit and submit reports and pay fees. They are the only ones who can manage PROs. Account admins can view all activities users undertake. They will also be the recipient of emails from the Registry portal.
   - Primary users can only assign secondary users access to the account, edit and submit reports and pay fees.
   - Secondary users can only edit and submit reports and pay fees.

2. **What materials should I report?**
   - Please see the compliance bulletin 'What Blue Box materials need to be reported?'

3. **What deductions are available to producers?**
   - Please see the Blue Box deduction FAQs.

Frequently Asked Questions – Supply Data Reporting

4. What is a brand supply list?

- A brand supply list is a list of brands of obligated products that a producer supplies to consumers in Ontario. A producer must provide a brand supply list that makes up their supply data annually to RPRA.

5. If I already reported my supply data to Stewardship Ontario, do I have to report again to RPRA?

- Yes, producers are legally required to register and report to RPRA. Additionally, there are some differences between what materials were reported to Stewardship Ontario and what must now be reported to RPRA. Differences include:
  - Newly obligated materials
  - Brand holder in Canada (rather than Ontario)
  - Producer must report total supply, and then report any weight to be deducted separately
  - Deductions for producer supply differs from Stewardship Ontario reporting.

Frequently Asked Questions – Supply Data Reporting

6. I am a registered charity or a municipality. How do I determine what my revenue is as a producer?

- Please see the revenue considerations for registered charities and municipalities FAQs.

7. Where can I learn more about my minimum management requirements?

- You can read more about producer's obligations for material management in our FAQ: What are Blue Box management requirements?.

8. How do I register and report if I am a producer of newspapers?

- Newspaper producers must register and annually report the amount of Blue Box materials they supply. Similar to other producers, they must report their supply data in the Registry and in addition, indicate what percentage of their total supply is comprised of newspapers.

9. What do I do if I misreported my supply data?

- Please see this FAQ for the process to inform RPRA of the error.

Frequently Asked Questions – Managing a PRO

10. Why can't I add my PRO for supply data reporting under Manage a PRO?

- The Registry portals currently support PROs providing performance reporting on behalf of producers under "Managing a PRO".
- To accommodate the request for Blue Box PROs to provide supply data reporting on behalf of producers, the Blue Box portal will allow producers to assign PROs as secondary users using a unique email address as provided by the PROs. See slide 28 for instructions.

11. How do I and/or my PRO(s) report my performance?

- Producers with management requirements (or a PRO on their behalf) must report on their performance and management activities.
- The performance report will be submitted by a PRO on behalf of their producer clients. However, it remains the producer's responsibility to ensure their report is submitted by the deadline.
- To ensure that your report is submitted on time, you must indicate that your PRO reports in full on your behalf in your registry account. See slide 27 for instructions.