

Batteries Performance Hauler Reporting Guide



Table of Contents

Introduction

- What is batteries performance reporting?
- What data needs to be reported?
- How to log into the Registry
- How to manage contacts on your Registry account

Performance Reporting

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

Introduction



What is batteries performance reporting?

Batteries performance reporting is an annual report that 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://rprr.ca/programs/batteries/>

If you have further questions that are not answered in this guide, please contact the Compliance and Registry Team at registry@rprr.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

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:

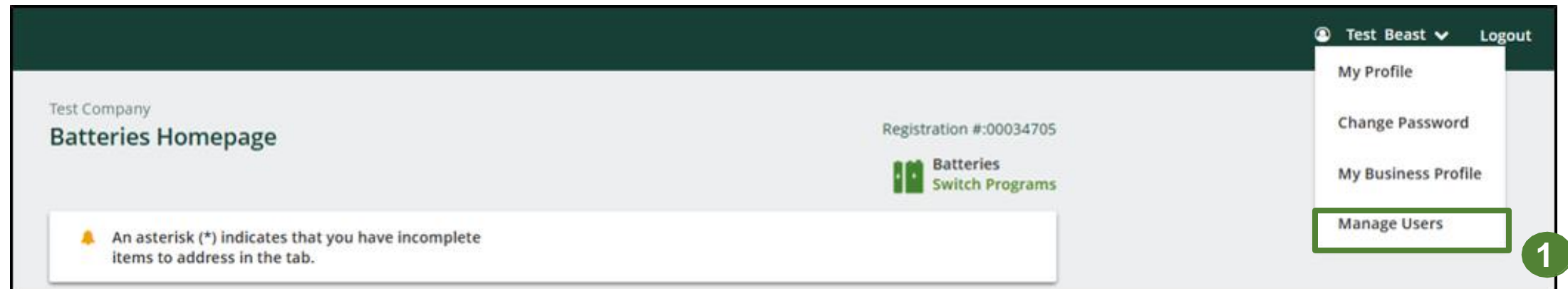
- If you already have an existing Tires account, you do not need to create a new one.
 - Simply log into your existing account, which will bring you to the homepage where you will see all programs you are enrolled in.
 - If you have forgotten your password, click "Forgot Password" on the login screen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

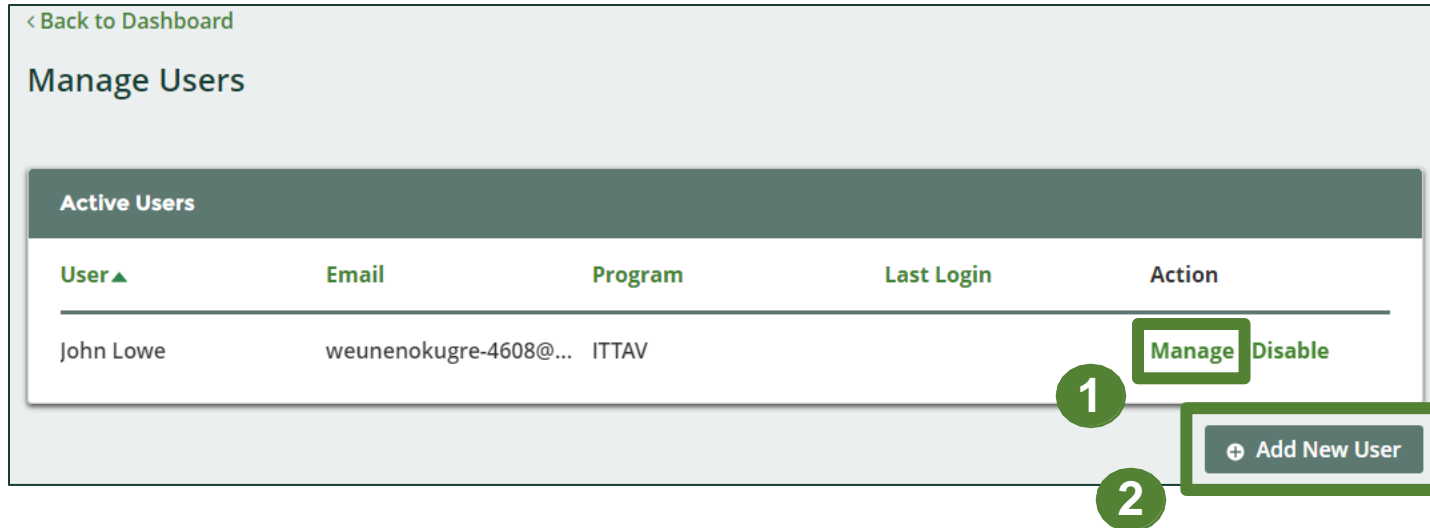
To manage contacts on your Registry account, please see the following steps:

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.



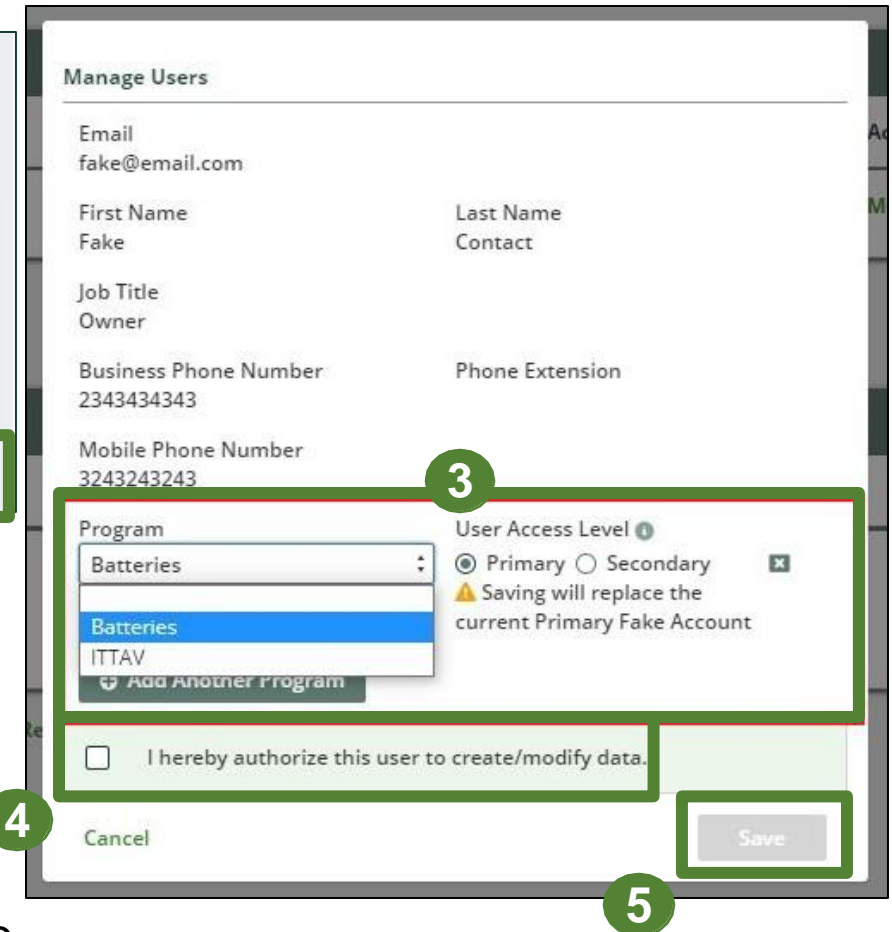
< Back to Dashboard

Manage Users

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

[+ Add New User](#)

3. To give reporting abilities to a **Primary** or **Secondary** contact, select the program from the drop-down that you would like to grant the user access to.
4. Check the box to authorize the user.
5. Click **Save**.



Manage Users

Email
fake@email.com

First Name
Fake

Last Name
Contact

Job Title
Owner

Business Phone Number
2343434343

Phone Extension

Mobile Phone Number
3243243243

Program
Batteries

User Access Level
☒ Primary ☐ Secondary

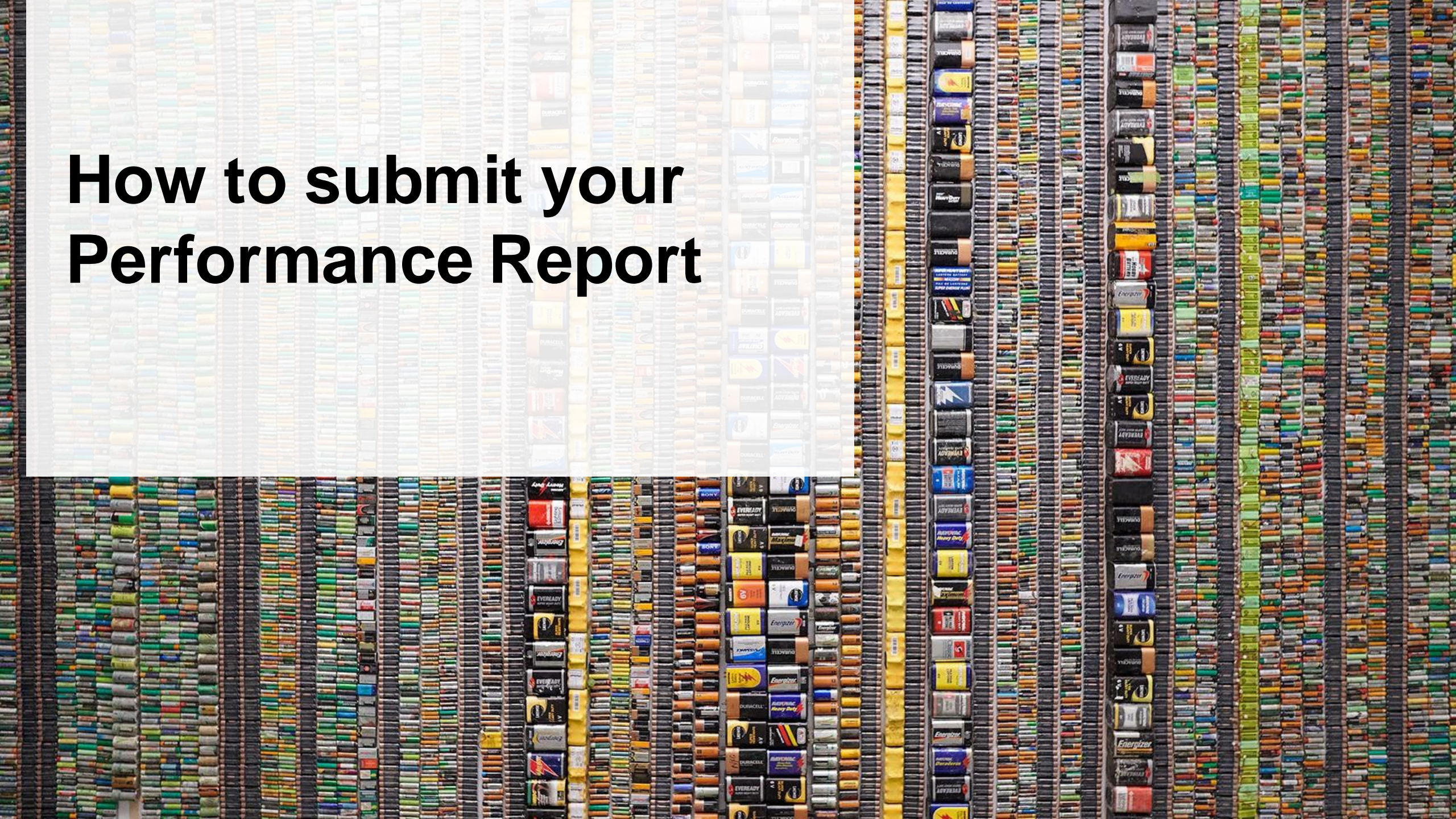
Saving will replace the current Primary Fake Account

☐ 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.

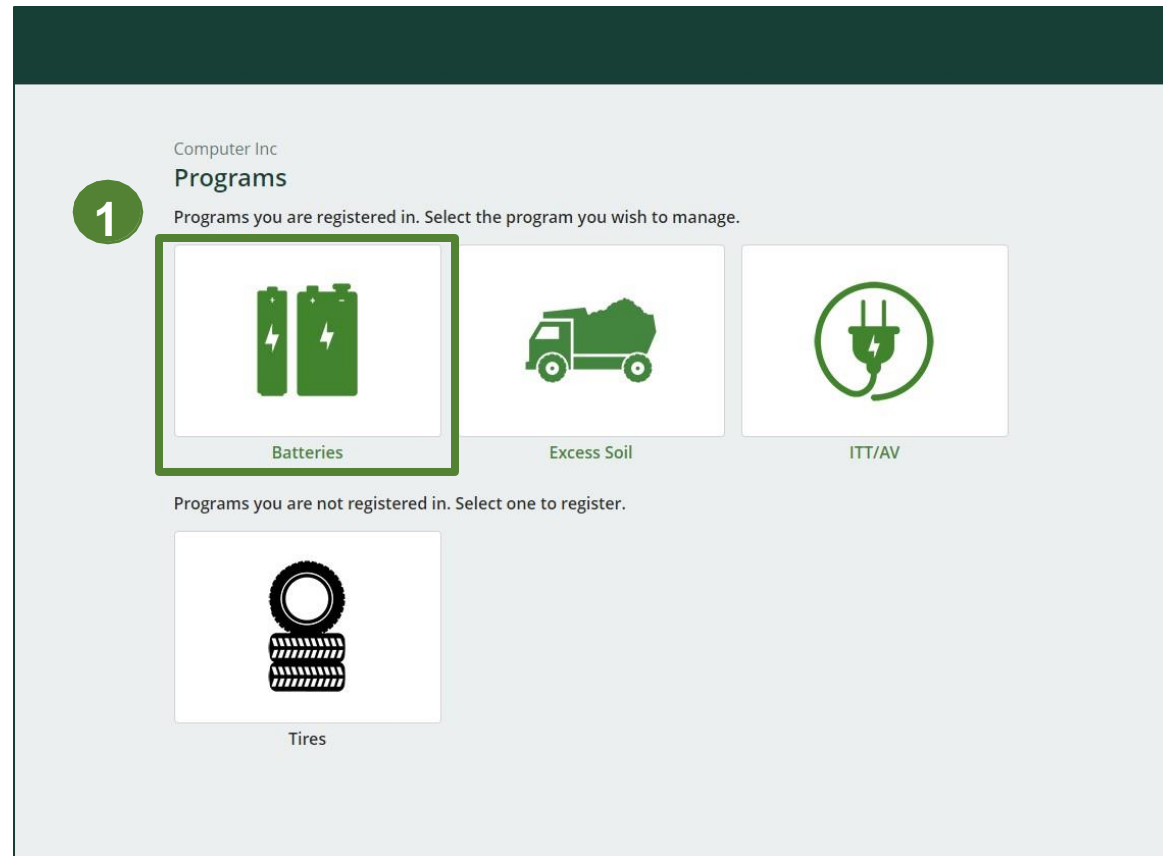
How to submit your Performance Report



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 'Test Company'. The registration number is 00034705. A notification states: 'An asterisk (*) indicates that you have incomplete items to address in the tab.' The navigation tabs include 'Producer', 'Hauler *', 'Refurbisher', 'Processor', 'PRO Status', 'Invoices', and 'Add Roles'. The 'Hauler' tab is selected and highlighted with a green box and a circled '1'. Below the tabs is a table titled 'Batteries' with columns: 'Report', 'Status', 'Last Updated By', and 'Action'. The table has two rows: '2024 Batteries Performance - Hauler' with status 'Not Started' (Due Date: Apr 30, 2025) and '2023 Batteries Performance - Hauler' with status 'Submitted' (Mar 07, 2025 04:23 p.m.) by 'Test Beast'. The 'Action' column for the 2024 row has a 'Start' button highlighted with a green box and a circled '2'. The 2023 row has 'View' and 'Download' links. Below the table is a 'Battery Categories' section with a 'Manage' button. The footer contains links for 'Need help?', 'Explore our Registry Resources', and 'Contact Us'.

Test Company
Batteries Homepage
Registration #:00034705
Batteries Switch Programs

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

1
Producer **Hauler *** Refurbisher Processor PRO Status Invoices Add Roles

Batteries

Report▼	Status	Last Updated By	Action
2024 Batteries Performance - Hauler	Not Started Due Date: Apr 30, 2025		Start
2023 Batteries Performance - Hauler	Submitted Mar 07, 2025 04:23 p.m.	Test Beast	View Download

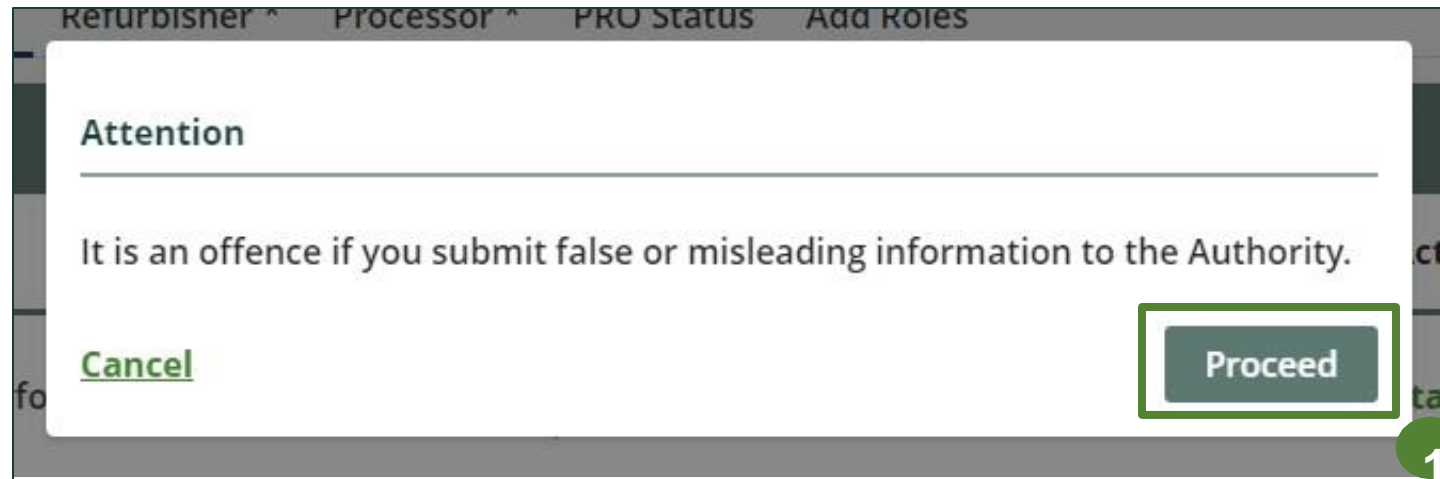
Battery Categories
Identify the categories of batteries you work with - single-use, rechargeable or both. **Manage**

Need help? Explore our [Registry Resources](#) Can't find an answer? [Contact Us](#)

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.

Test Company
2024 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

Test Company
2024 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

Single-use Batteries

Rechargeable Batteries

Total Kilograms

0

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.

The screenshot shows a web form titled "Test Company 2024 Batteries Performance - Hauler". Below the title is the instruction: "Enter your data and click **Save & Next** to move to the next reporting screen."

The form has a section titled "Batteries Picked up" with two tabs: "Total Picked Up" (active) and "Outside Ontario".

Below the tabs, it says "Total weight of batteries picked up outside Ontario." followed by a sub-section titled "Outside Ontario".

Under "Outside Ontario", there are two input fields: "Single-use Batteries" and "Rechargeable Batteries", both containing the value "0".

To the right of these fields is a box titled "Total Kilograms" with two input fields, also containing "0".

Below the input fields is a checkbox labeled "I did not pick up any batteries outside Ontario.".

At the bottom of the form are three buttons: "Clear Form", "Previous", and "Save & Next".

Numbered callouts are present: "1" points to the "Total Kilograms" box, "2" points to the checkbox, and "3" points to the "Save & Next" button.

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.

Test Company
2024 Batteries Performance - Hauler

1

Report Status
In Progress

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	0
Rechargeable Batteries	0
Total	0

Total Picked Up data last updated by: Test Beast on Mar 07, 2025 04:36 p.m.

Edit

Batteries Dropped Off

Sent for Processing

Sent for Refurbishing

Total weight of batteries sent for processing.

Sent for Processing	Total Kilograms
Single-use Batteries	
Rechargeable Batteries	
Total	

Start

Performance report

Enter your batteries data sent for processing

1. Under **Sent for Processing**, enter the total kilograms for single-use and rechargeable batteries in the fields in the **Total Kilograms** fields.
2. If you did not send any batteries for processing, click on the check box marked '**I did not send any batteries for processing**'.
3. Click **Save & Next** to proceed.

Test Company

2024 Batteries Performance - 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.

Test Company
2024 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

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

☐ I did not send any batteries to refurbishers.

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.

[< Back to Dashboard](#)

Test Company
 2024 Batteries Performance - Hauler

Report Status
 In Progress

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	0
Rechargeable Batteries	0
Total	0

Total Picked Up data last updated by: Test Beast on Mar 07, 2025 04:36 p.m.

Edit

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
Total	0

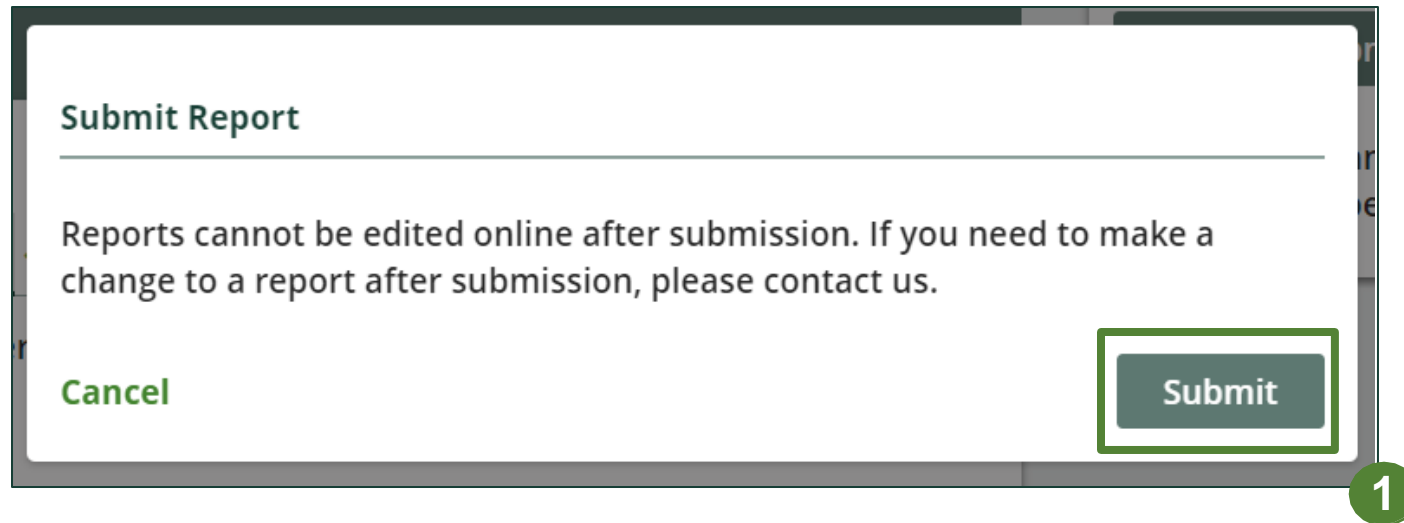
Sent for Processing data last updated by: Test Beast on Mar 07, 2025 04:46 p.m.

Edit

Performance report

Submit your report

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



Performance report

Submitted report

1. Your report status should now be changed to **Submitted**.
2. Click on **Back to Dashboard** to return to the Batteries Homepage to view all reports.

[< Back to Dashboard](#) **2**

Test Company
2024 Batteries Performance - Hauler

1
Report Status
Submitted
Mar 07, 2025 04:52 p.m.

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	0
Rechargeable Batteries	0
Total	0

Total Picked Up data last updated by: Test Beast on Mar 07, 2025 04:52 p.m.

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
Total	0

Sent for Processing data last updated by: Test Beast on Mar 07, 2025 04:52 p.m.

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.

Test Company
Batteries Homepage

Registration #:00034705

Batteries
Switch Programs

Producer **Hauler** Refurbisher Processor PRO Status Invoices Add Roles

Report ▾	Status	Last Updated By	Action
2024 Batteries Performance - Hauler	Submitted Mar 07, 2025 04:52 p.m.	Test Beast	View Download
2023 Batteries Performance - Hauler	Submitted Mar 07, 2025 04:23 p.m.	Test Beast	View Download

Battery Categories
Identify the categories of batteries you work with - single-use, rechargeable or both. [Manage](#)

Need help? Explore our [Registry Resources](#) Can't find an answer? [Contact Us](#)