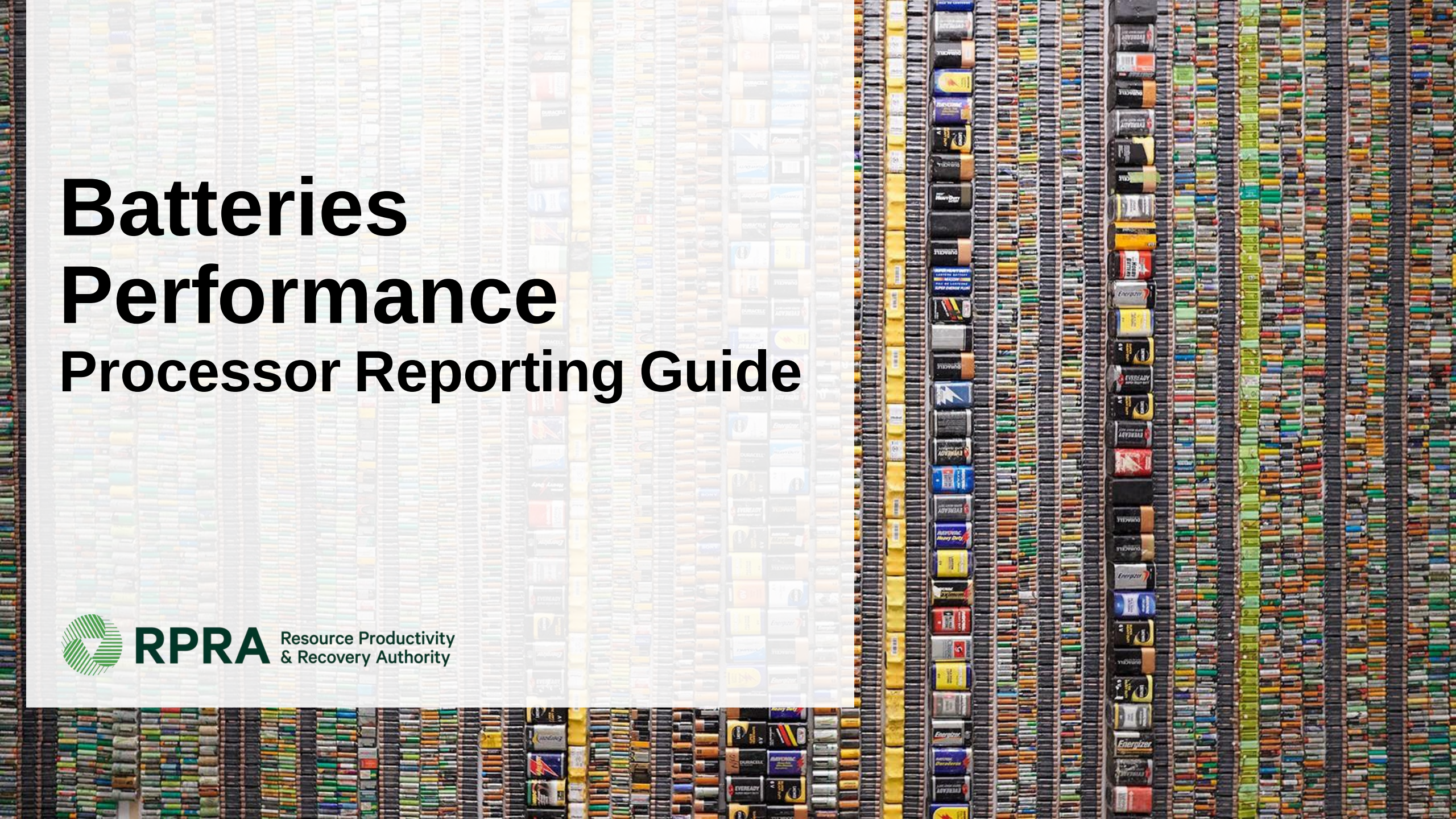
Batteries Performance

Processor Reporting Guide



RPRA Resource Productivity & Recovery Authority

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Performance Reporting

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Introduction

What is batteries performance reporting?

Batteries performance reporting is an annual report that processors with obligations under the Batteries Regulation complete to report on their recovery and management activities in the previous calendar year. Processors must report single-use and rechargeable batteries separately.

This guide will assist battery processors 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: 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?

If you are a **processor of batteries**, you are required to report:

- Actual weight of batteries received from each hauler
- Processing methods used for *resource recovery* of batteries
- Actual weight of processed materials (e.g. paper, plastic, metal, chemicals, other)
- Total weight of batteries received but not Processed
- Weights of processed material outputs
- Actual weight of processed materials that were disposed
- Details of products you or a third party made from your processed materials

Note: RPRA has developed a weight conversion procedure to determine the calculated weight of obligated batteries. Please refer to this document to determine the total weight of batteries: https://rpra.ca/programs/batteries/registry-resources-for-batteries/

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:

- 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:

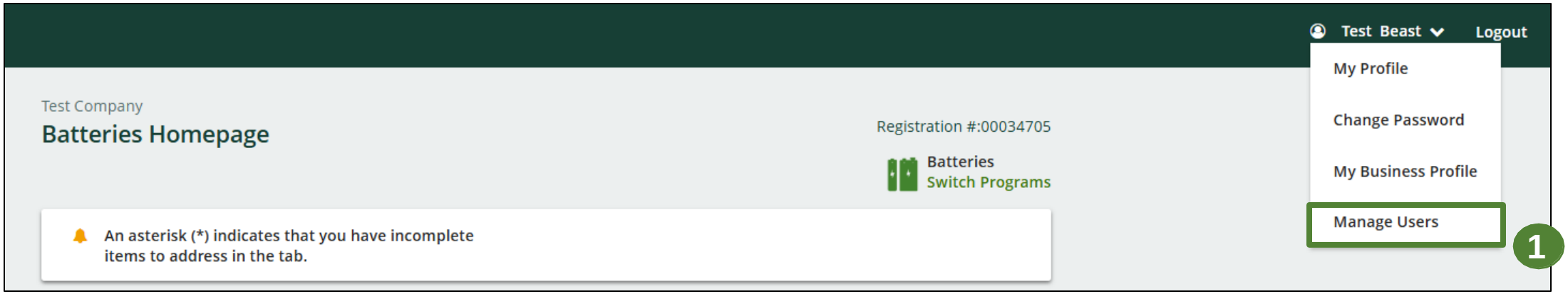
- If you already have an existing Tires account, you do not need to create a new one.
    - Simply log into your existing account, which will bring you to the homepage where you will see all programs you are enrolled in.
    - If you have forgotten your password, click "Forgot Password" on the login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

How to manage contacts on your Registry account

Account Admins must add any new, or manage existing, contacts under the program they wish to give them access to (e.g., permissions to view and complete Reports).

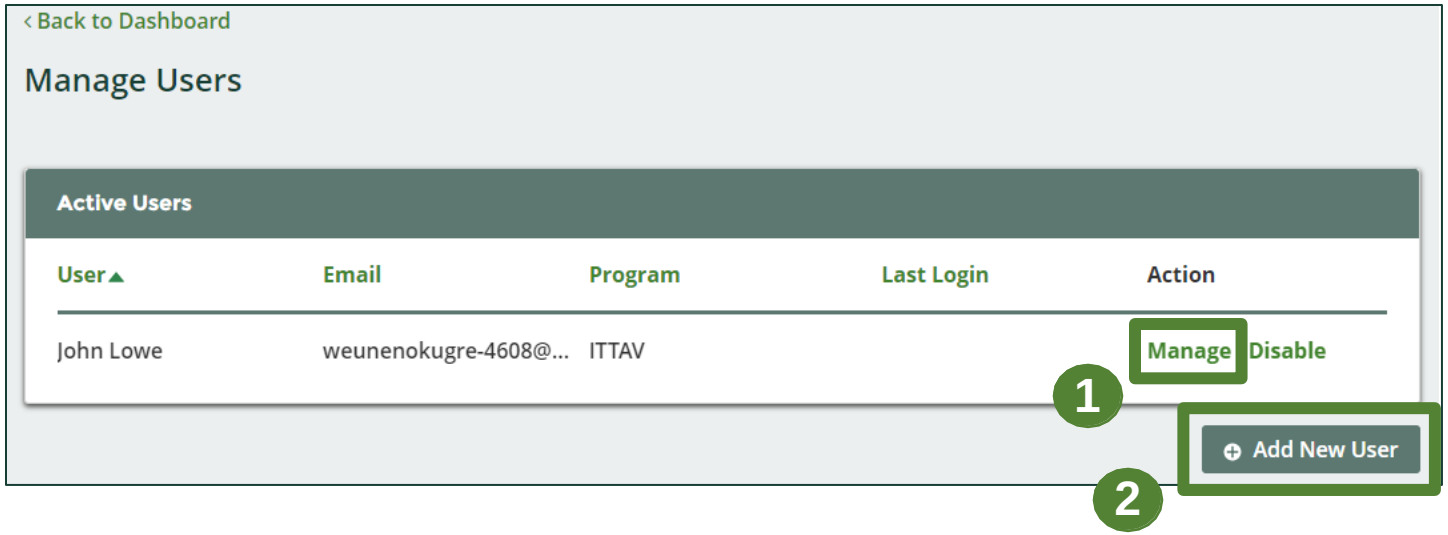
To manage contacts on your Registry account, please see the following steps:

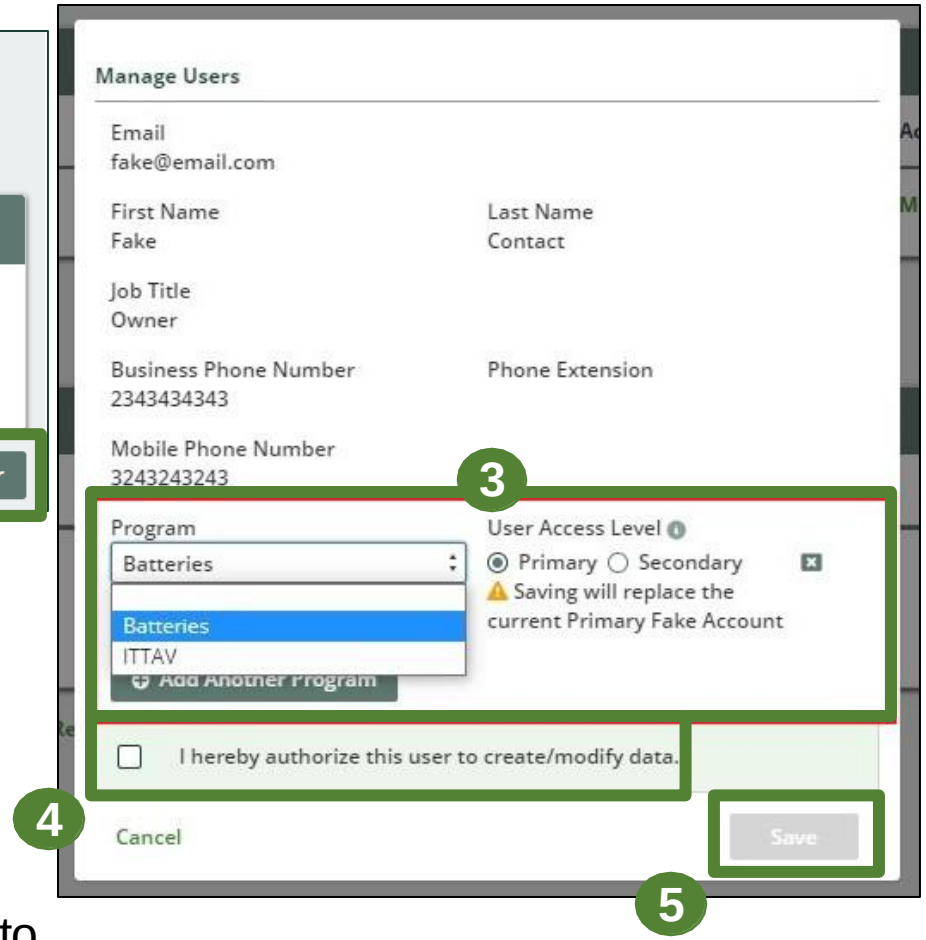
1. Once you are logged into your account, click on the drop-down arrow in the top right corner and select **Manage Users** as shown below.



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.

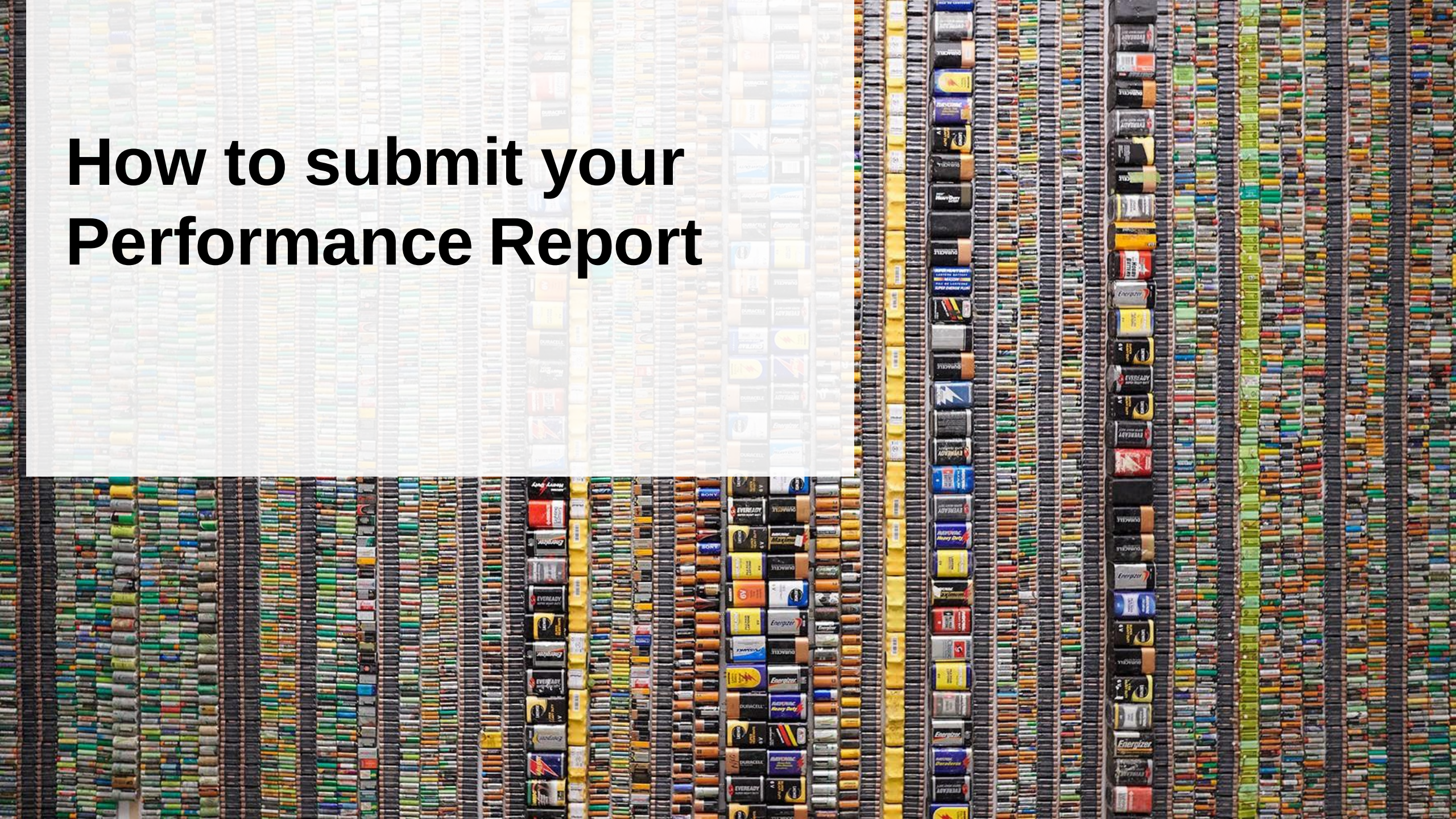




3. To give reporting abilities to a **Primary** or **Secondary** contact, select the program from the drop-down that you would like to grant the user access to.
4. Check the box to authorize the user.
5. Click **Save.**

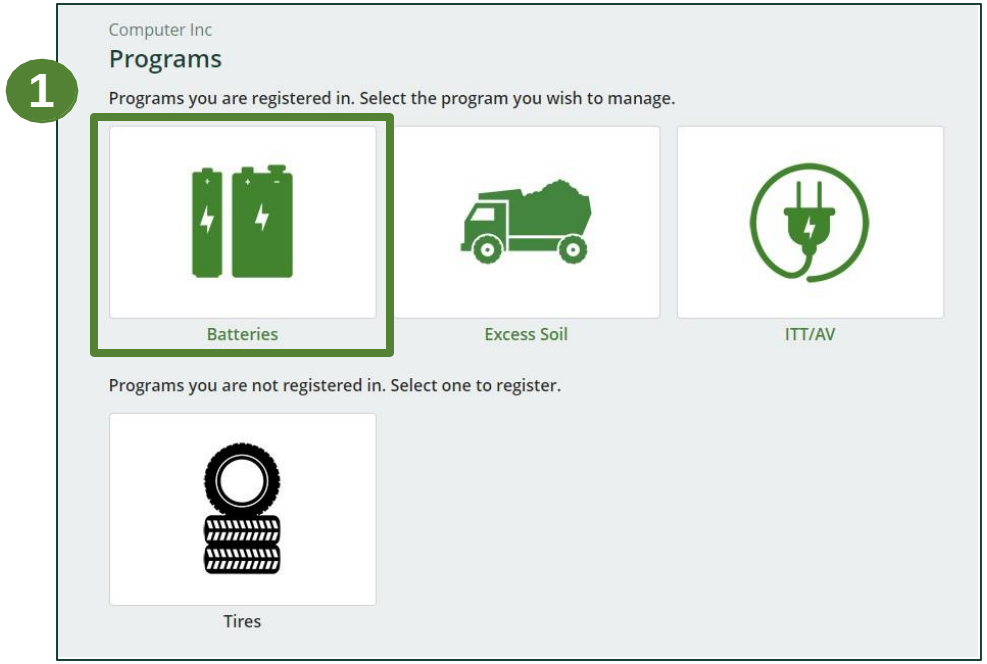
Note: a **Primary** contact will be able to add **Secondary** contacts to a specific program.

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.

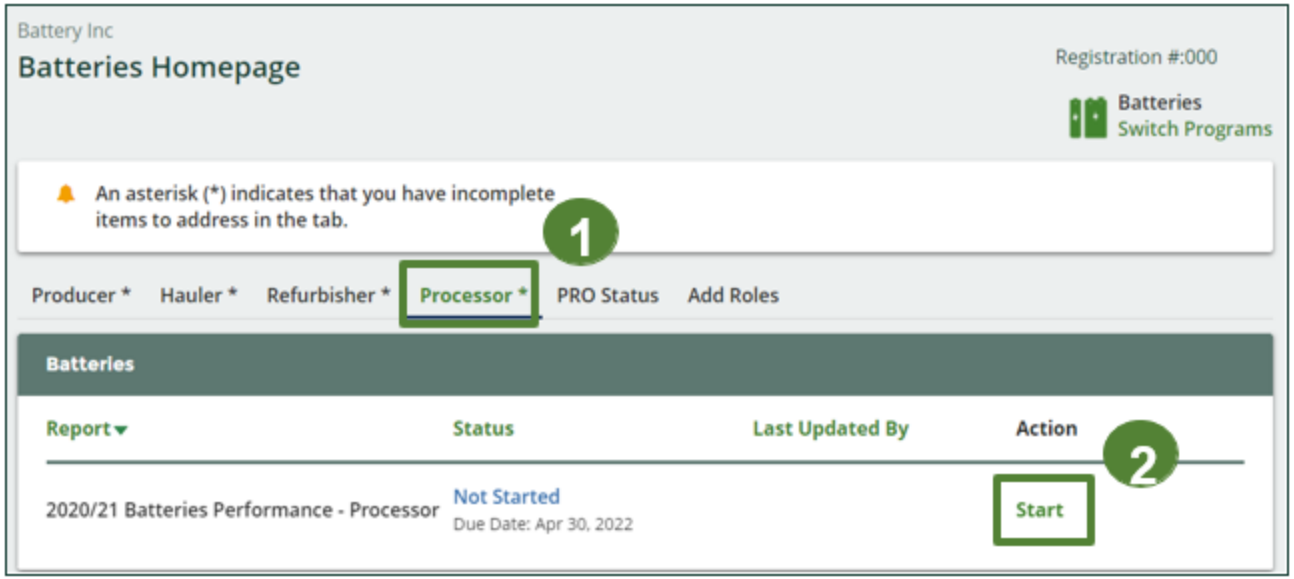


Performance report
Starting your report

1. On the Batteries homepage, click on the **Processor** tab to navigate to the processor reports.

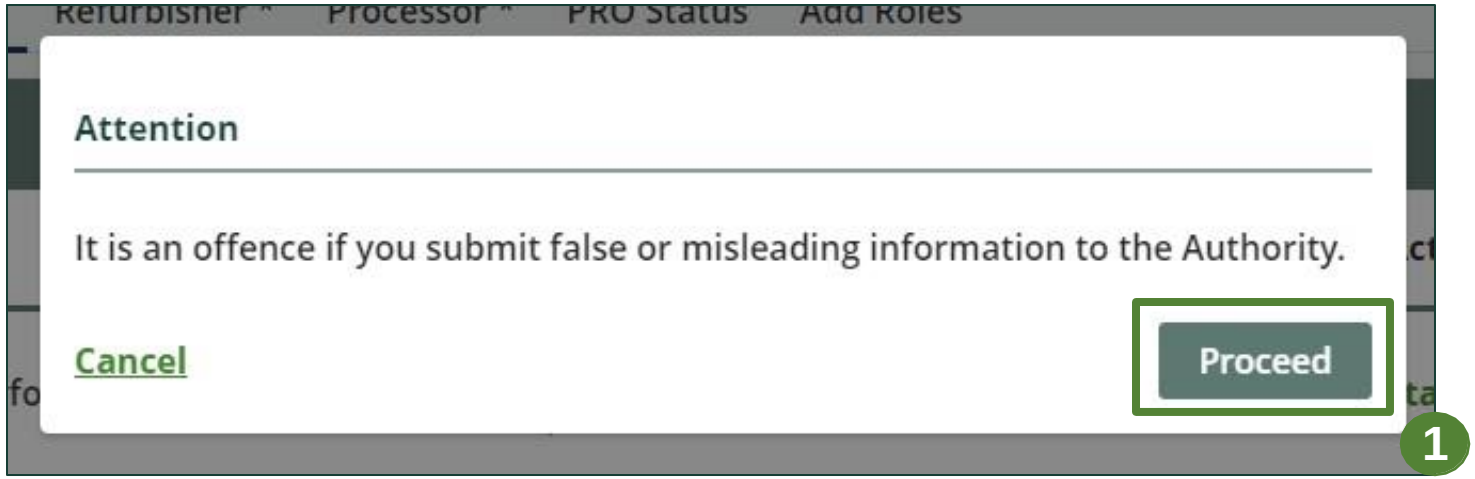
Note: Only the roles you are enrolled in will be clickable (e.g., if you are only a processor, you cannot click into the other role tabs.).

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



Performance report
Starting your report

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

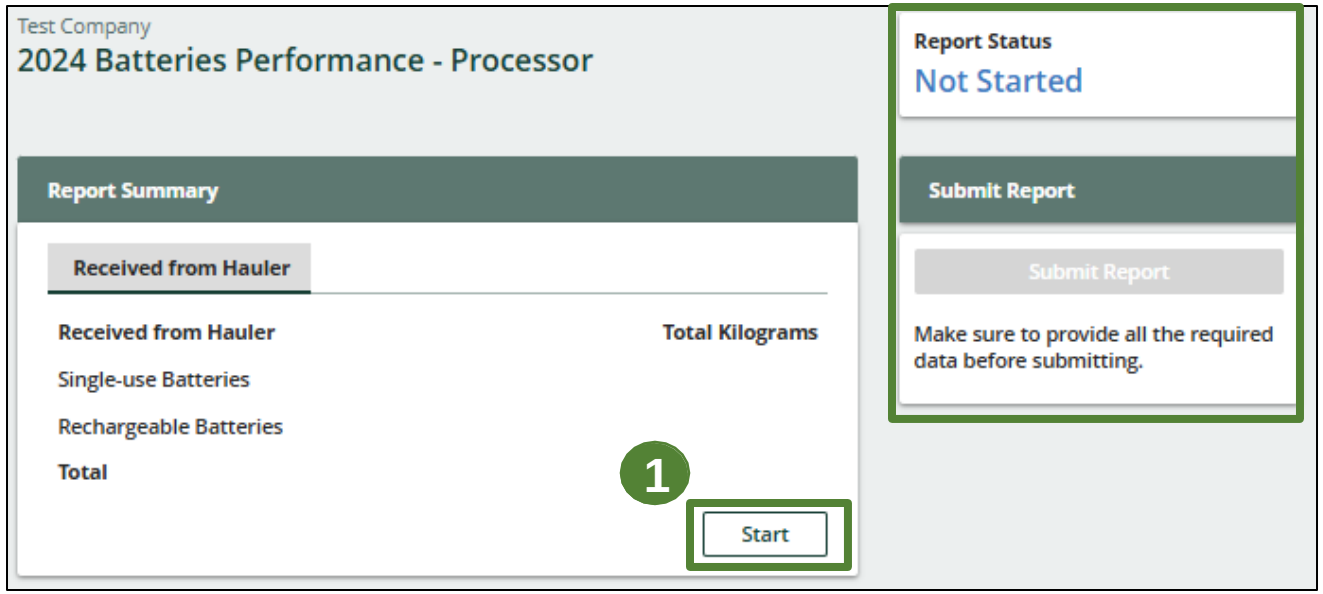


Performance report

Begin batteries received from hauler section

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 **Received from Hauler**, click **Start** to report the total weight of single-use and rechargeable batteries received from each hauler.



Performance report

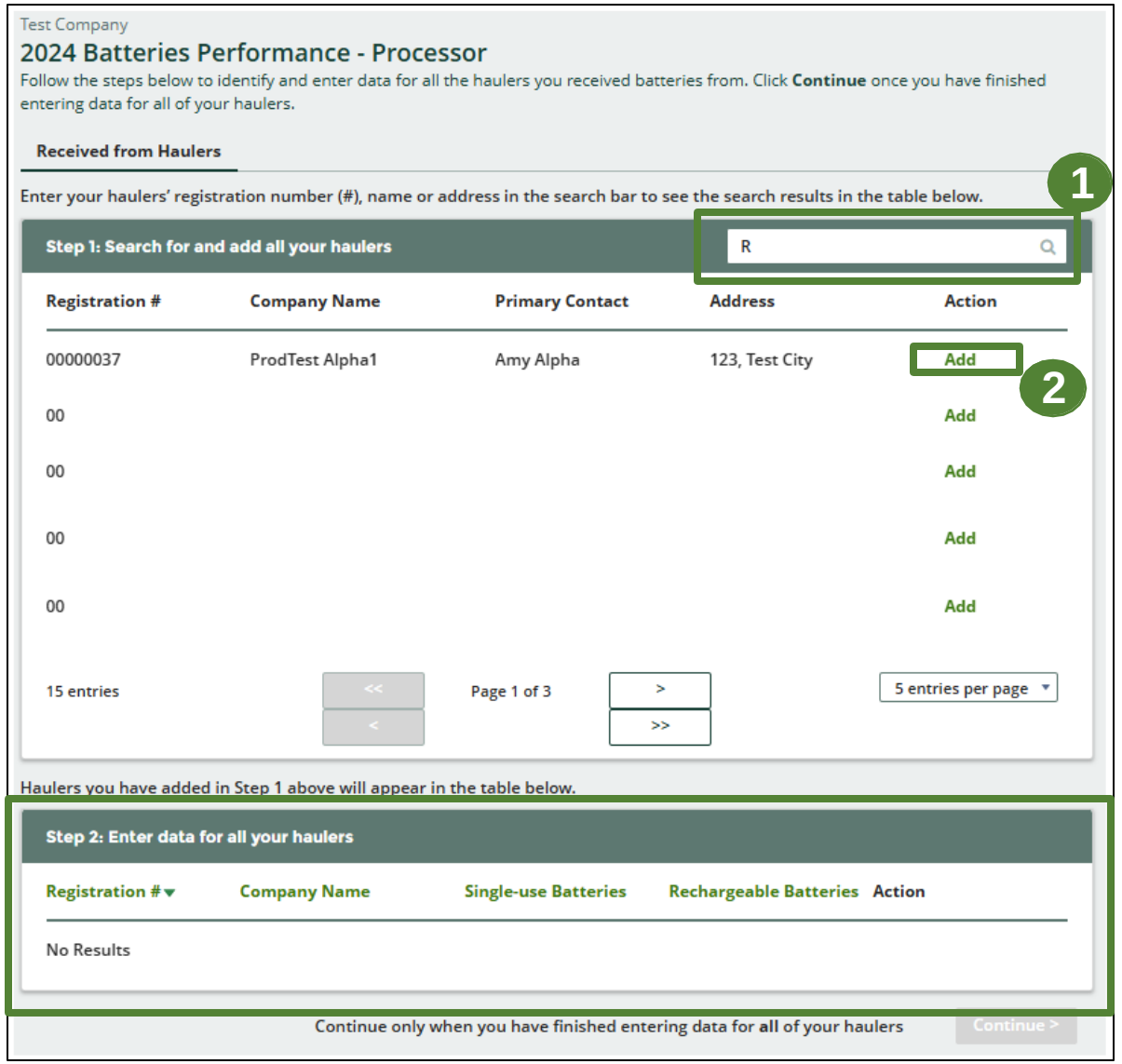
Adding haulers to your report

You will need to add each hauler that you received batteries from to your report.

1. Use the **search bar** to look up the name of your hauler(s).

2. Once your hauler name appears in the list, click **Add**.

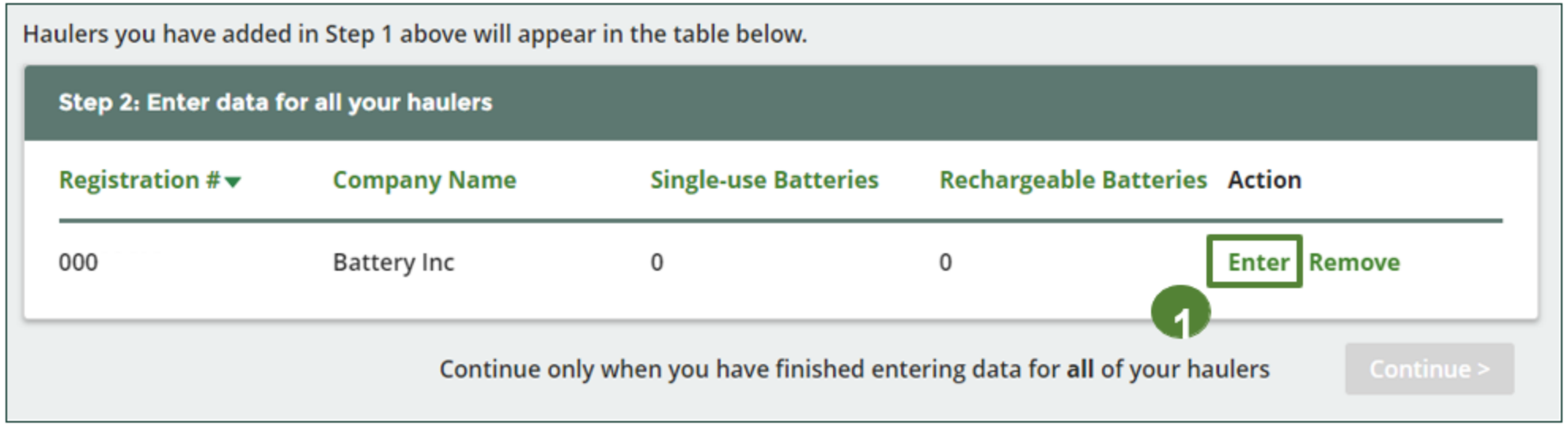
3. Hauler(s) added will appear in the **Step 2: Enter data for all your haulers** section.



Performance report

How to begin entering in actual weight of batteries received from each hauler

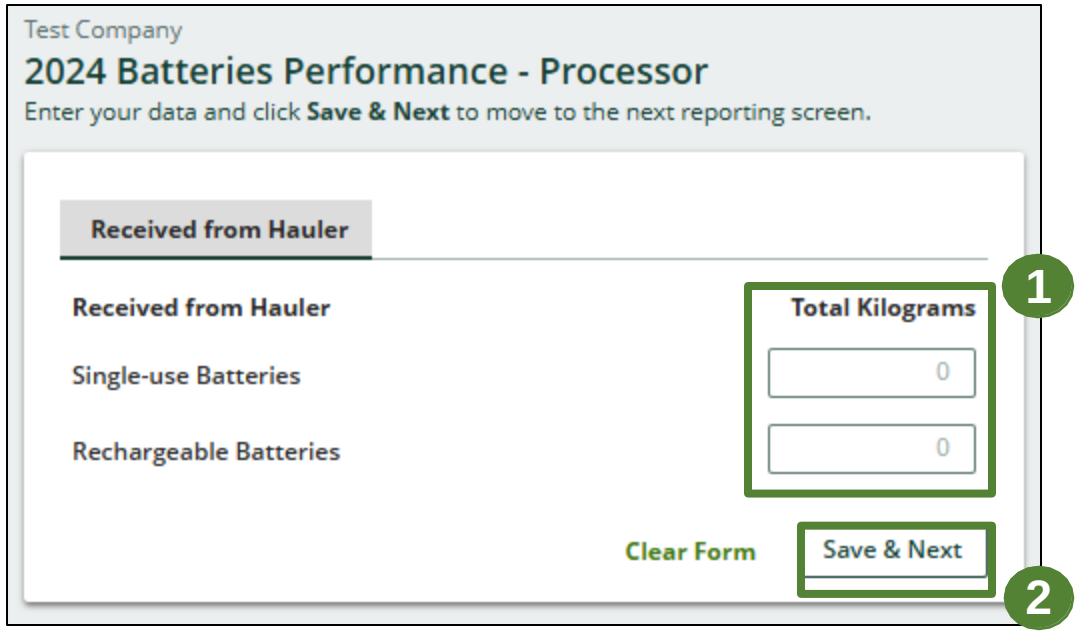
1. Under **Action**, click **Enter** to add the total weight in kg of each applicable type of battery received for each hauler.



Performance report

Enter in actual weight of batteries received from each hauler

1. Under **Total Kilograms**, enter the total actual weight of single-use and rechargeable batteries received from the hauler.
2. Click **Save & Next**.

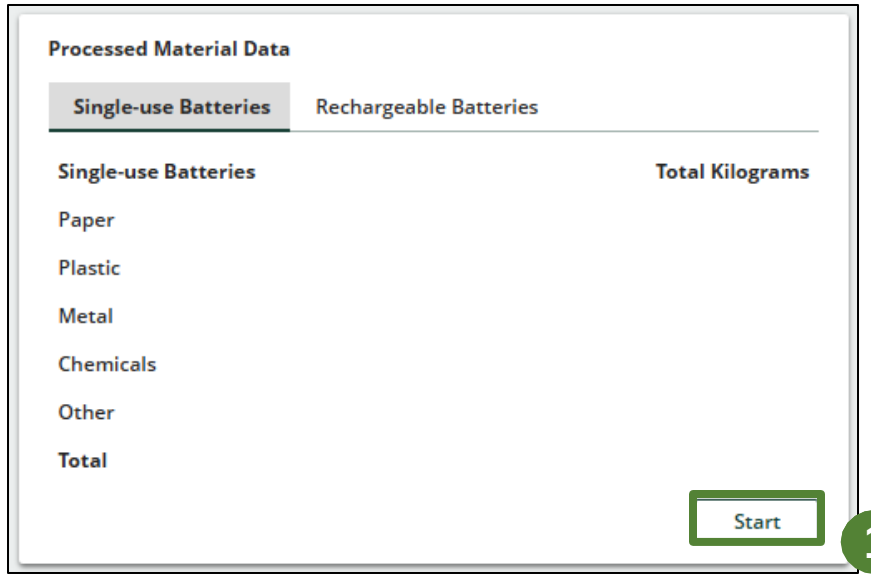


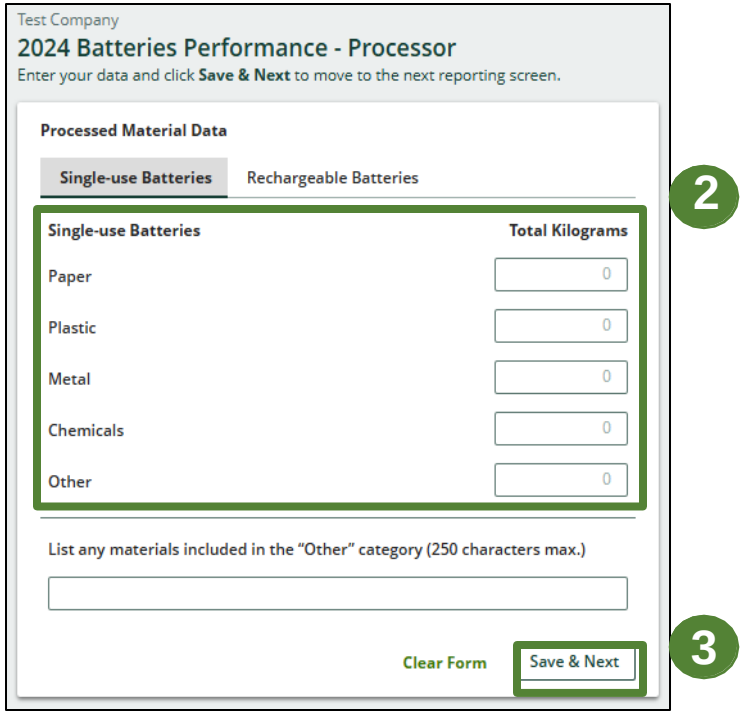
Performance report

Entering actual weight of processed materials

Report the weight of material output from processing the single-use and rechargeable batteries dropped off by haulers.

1. To begin entering data of recovered material type from processing, click **Start**.
2. Under the **Single-use Batteries** tab, enter the total kilograms for each of the materials that resulted from the processing of the batteries.
    - If applicable, list out any materials included under “other”.
3. Click **Save & Next**.

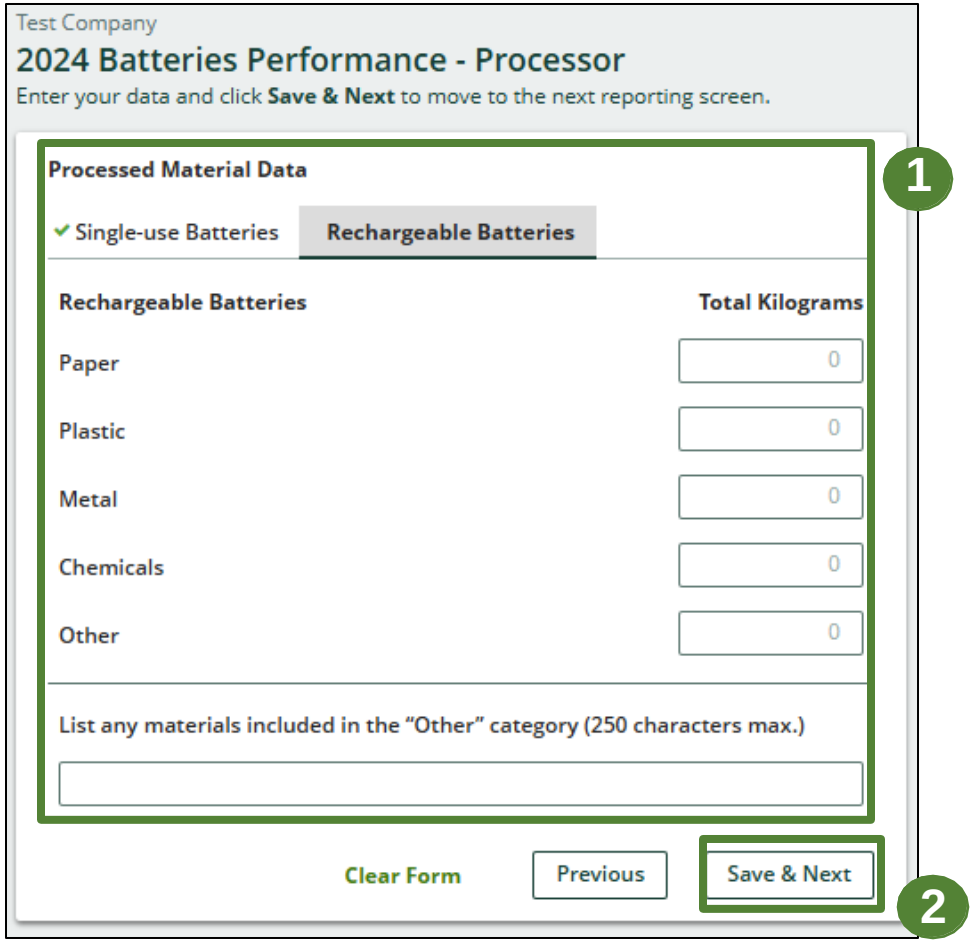




Performance report

Entering actual weight of processed materials

1. Under the **Rechargeable Batteries** tab, enter the total kilograms for each of the materials that resulted from the processing of the batteries.
    - If applicable, list out any materials included under “other”.
2. Click **Save & Next**.

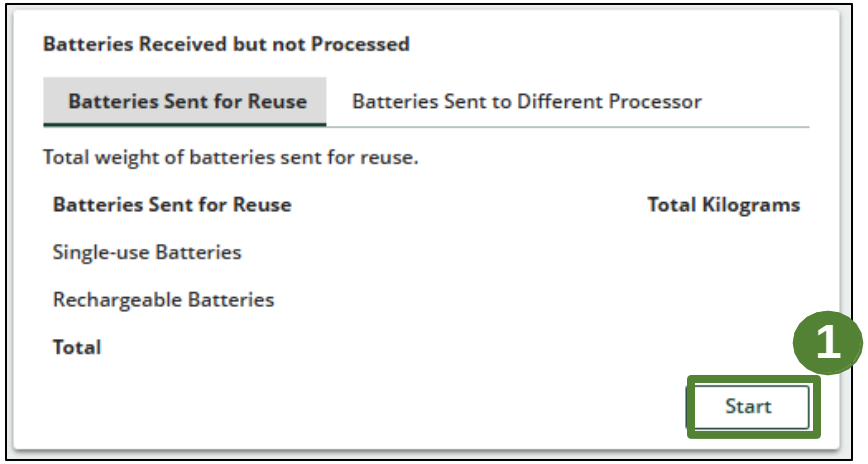


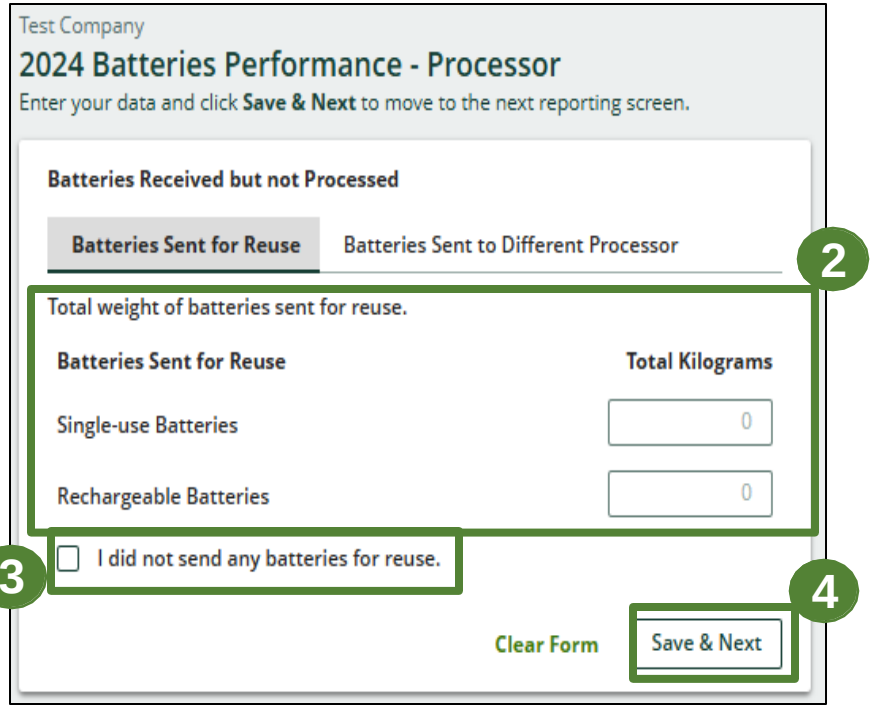
Performance report

Entering total weight of batteries received but not processed

Report the total weight of single-use and rechargeable batteries that were sent for reuse without processing and/or sent to a different processor to be processed.

1. Click **Start** to input the weight of each category of battery sent for reuse or sent to a different processor.
2. Under the **Batteries Sent for Reuse** tab, enter the total kilograms of each type of battery sent for reuse.
3. If the above is not applicable, check **I did not send any batteries for reuse**.
4. Click **Save & Next**.

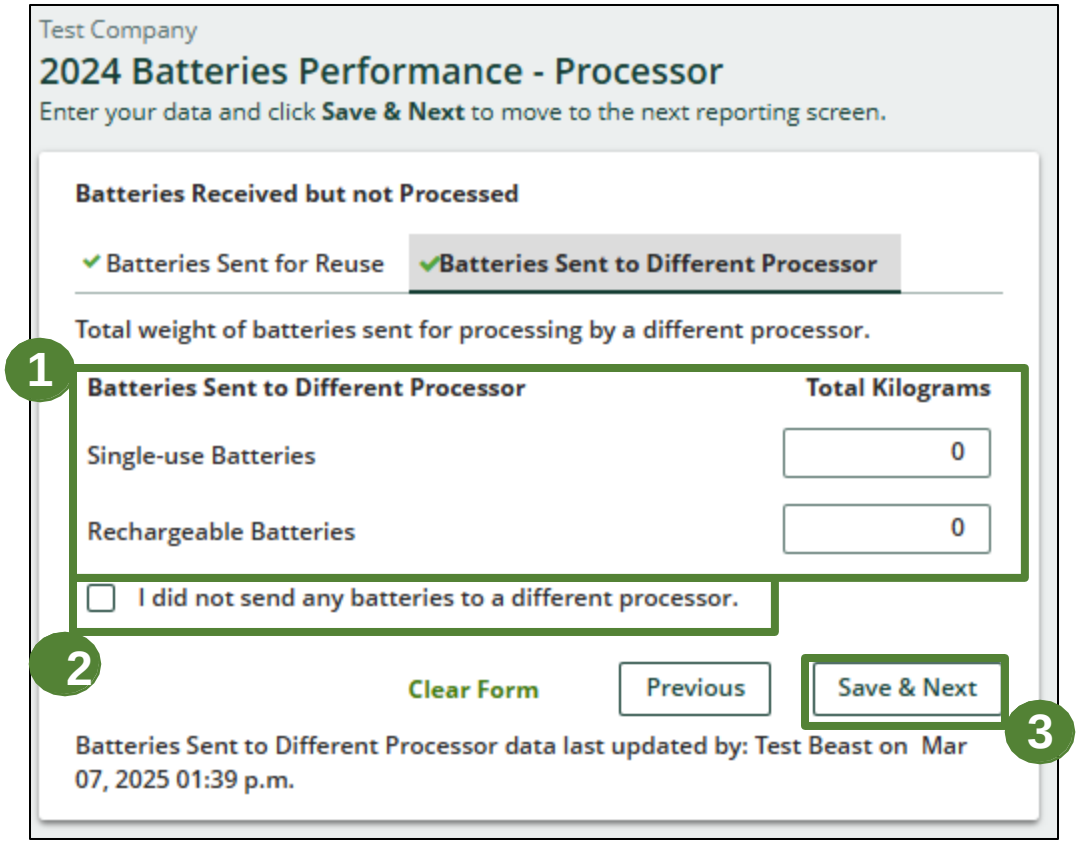




Performance report

Entering total weight of batteries received but not processed

1. Under the **Batteries Sent to a Different Processor** tab, enter the total kilograms of each type of battery sent to a different processor.
2. If the above is not applicable, check **I did not send any batteries to a different processor**.
3. Click **Save & Next**.



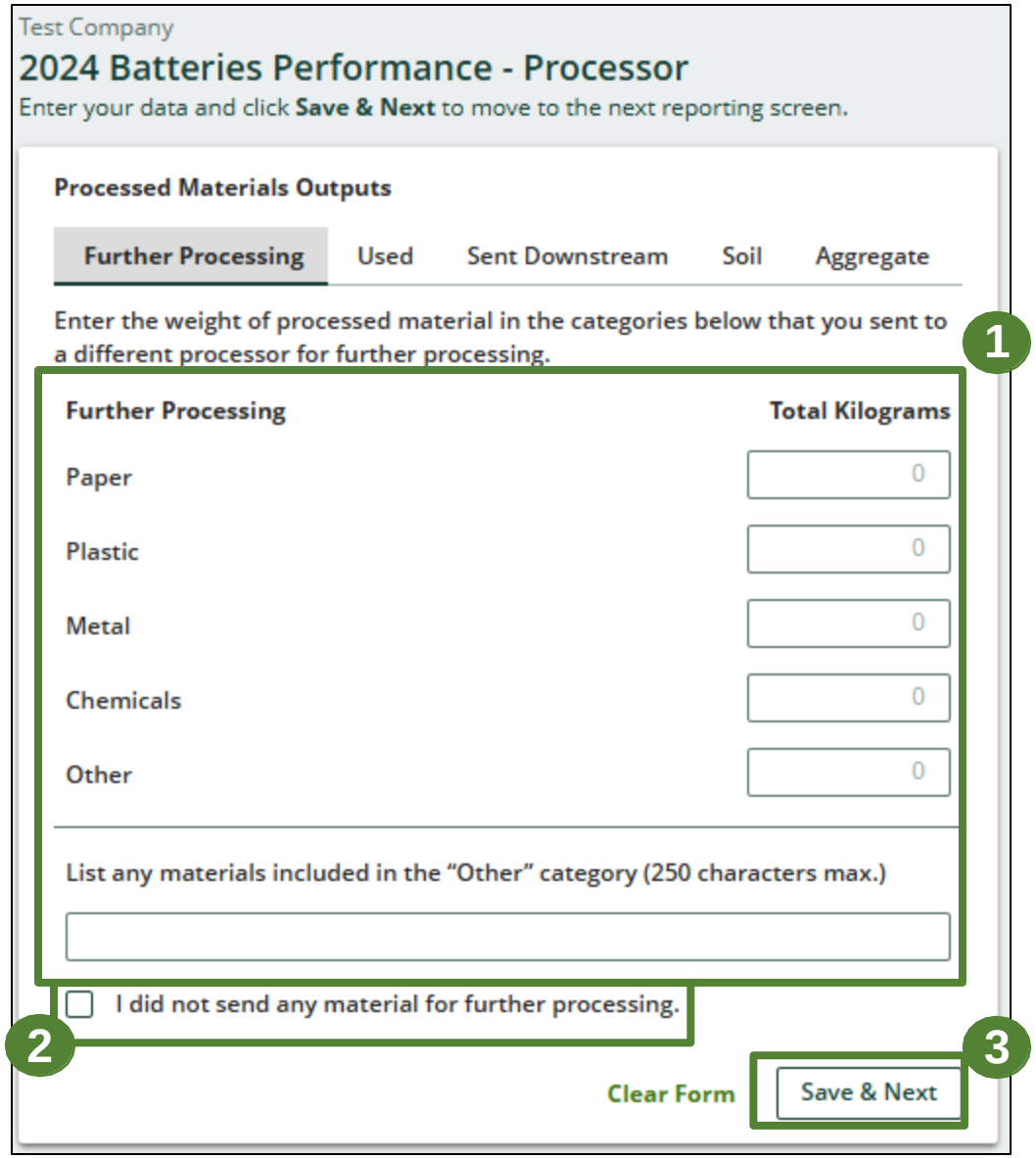
Performance report

Entering weight of processed material outputs

Report the total weight of the processed materials recovered from batteries that were:

- further processed by a different processor
- used by you to make products or packaging
- sent to a downstream processor to make products or packaging
- used to enrich soil
- made into aggregate

1. Under the **Further Processing**, enter the total kilograms of the listed processed materials.
    - If applicable, list out any materials included under “other”.
2. If the above is not applicable, check **I did not send any material for further processing**.
3. Click **Save & Next**.

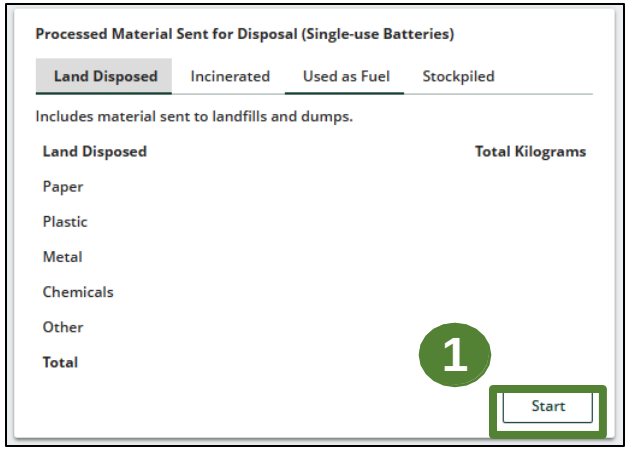


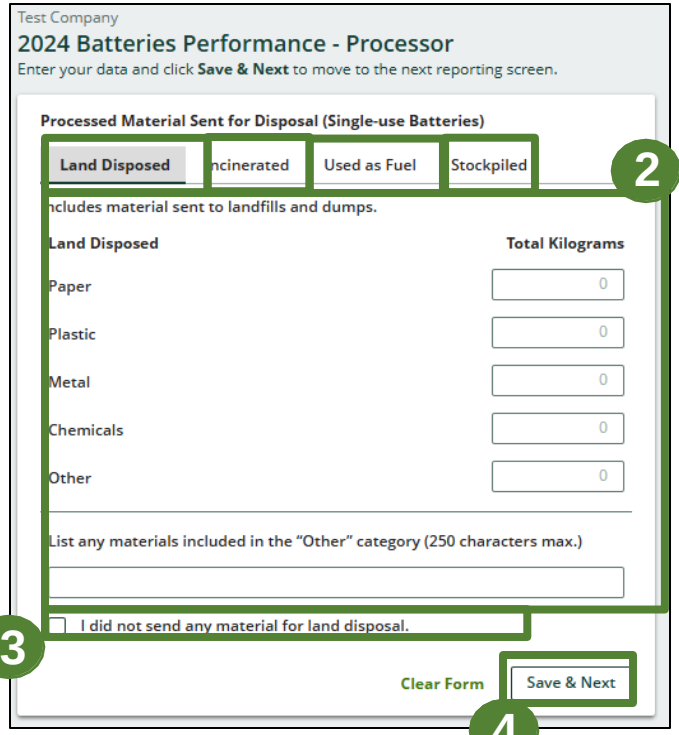
Performance report

Entering actual weight of processed material disposal data – single-use batteries

Report the total weight of processed materials retrieved from single-use and rechargeable batteries that were:

- land disposed
- incinerated
- used as fuel
- stockpiled





1. Click **Start** to begin entering data of disposed processed materials.
2. Under the **Land Disposed** tab, enter the total kilograms of the listed processed materials.
    - If applicable, list out any materials included under "other".
3. If the above is not applicable, check **I did not send any material for land disposal**.
4. Click **Save & Next**.
    - Continue to follow the above instructions under each tab in this section.

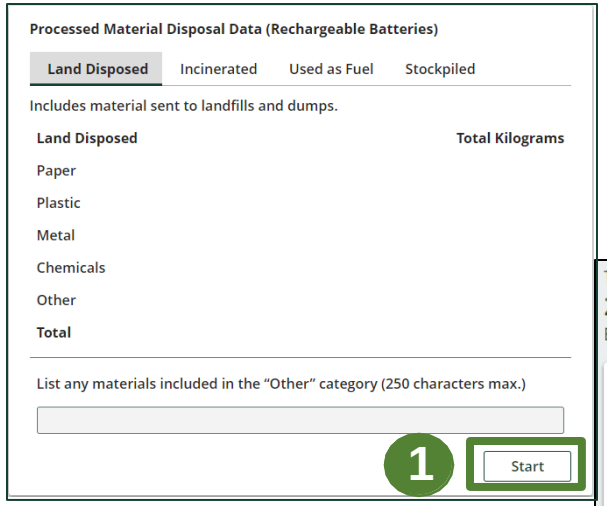
Performance report

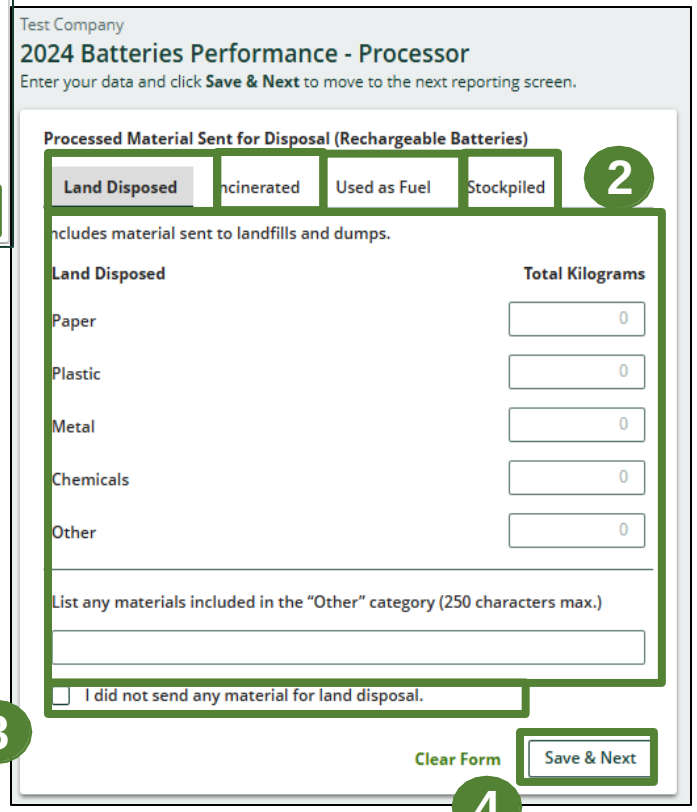
Entering actual weight of processed material disposal data – rechargeable batteries

Report the total weight of processed materials retrieved from single-use and rechargeable batteries that were:

- land disposed
- incinerated
- used as fuel
- stockpiled

1. Click **Start** to begin entering data of disposed processed materials.
2. Under the **Land Disposed** tab, enter the total kilograms of the listed processed materials.
    - If applicable, list out any materials included under “other”.
3. If the above is not applicable, check **I did not send any material for land disposal**.
4. Click **Save & Next**.
    - Continue to follow the above instructions under each tab in this section.



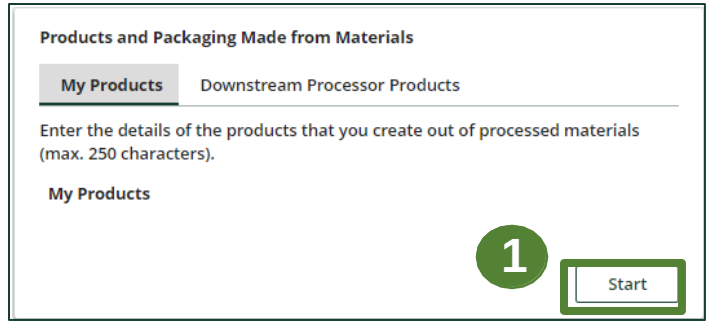


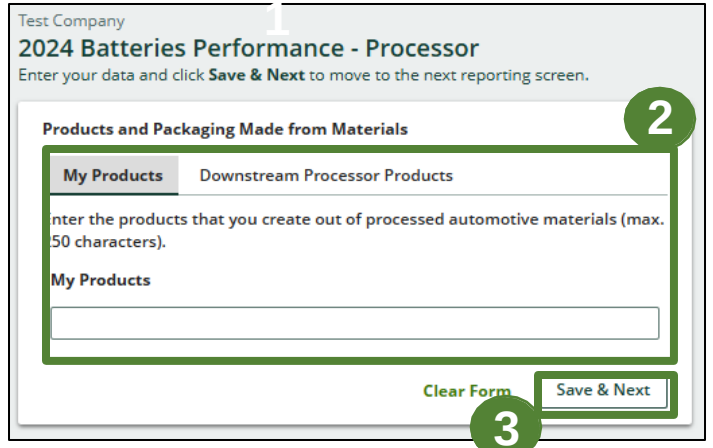
Performance report

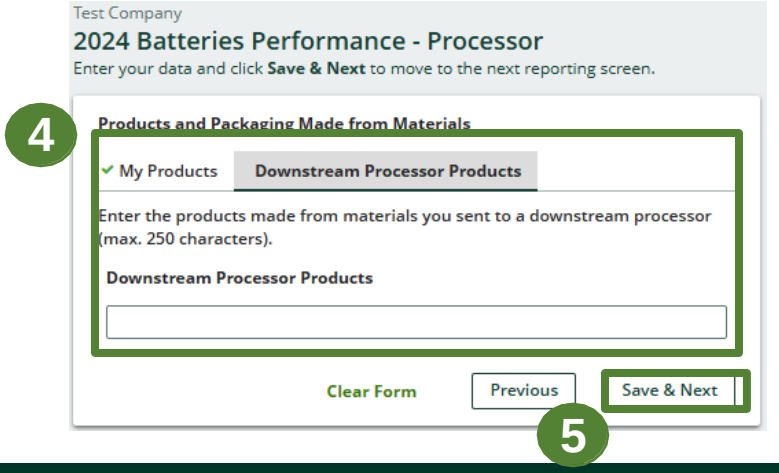
Entering details of products and packaging made from materials

Report the details of the products and/or packaging you or a third party made from your processed materials.

1. Click **Start** to begin entering data.
2. Under the **My Products** tab, list the details of the products that you created out of processed materials.
3. Click **Save & Next**.
4. Under the **Downstream Processor Products** tab, enter the details of the products made from materials you sent to a downstream processor.
5. Click **Save & Next**.





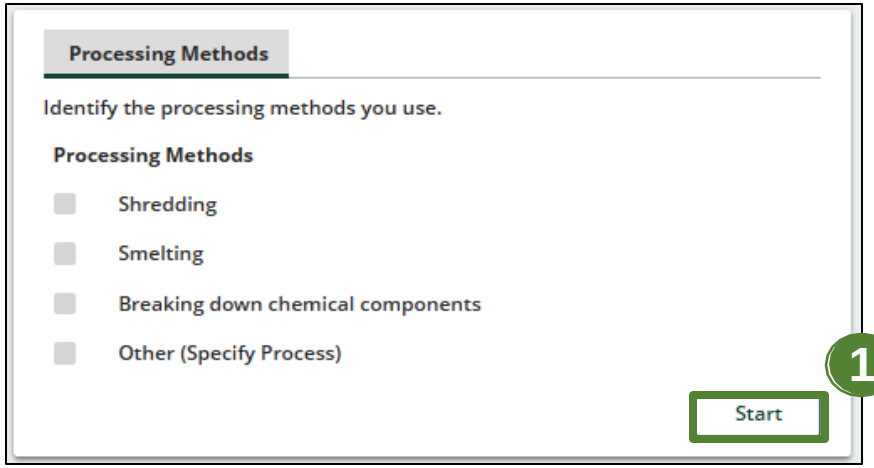


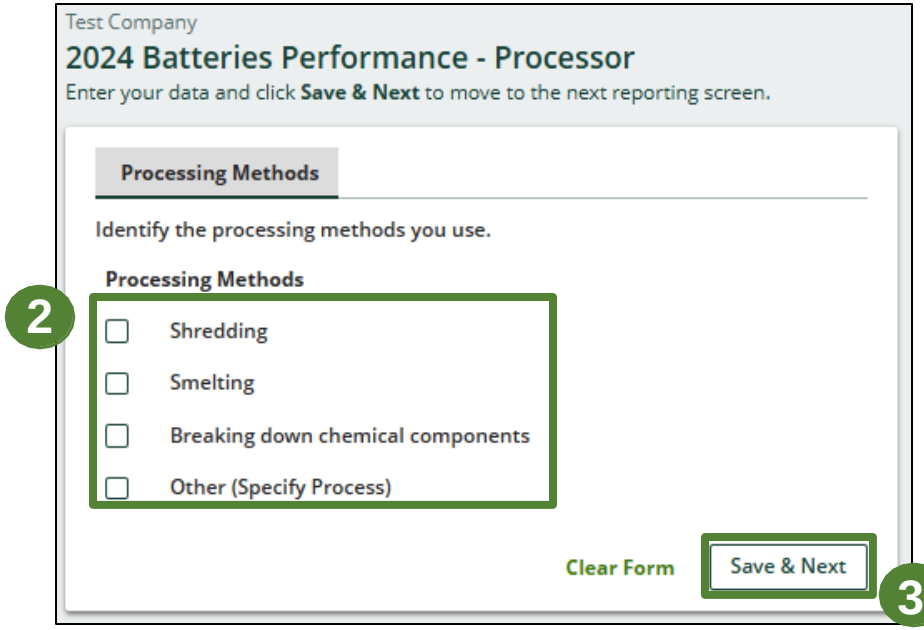
Performance report

Processing methods used for resource recovery of batteries

Identify the processing methods used to recover the *core resources* contained within the batteries dropped off by the haulers to the processor.

1. Click **Edit** to select the applicable processing method(s).
2. Select the applicable processing method(s).
    - If applicable, specify the process included under “other”.
3. Once done, click **Save & Next**.





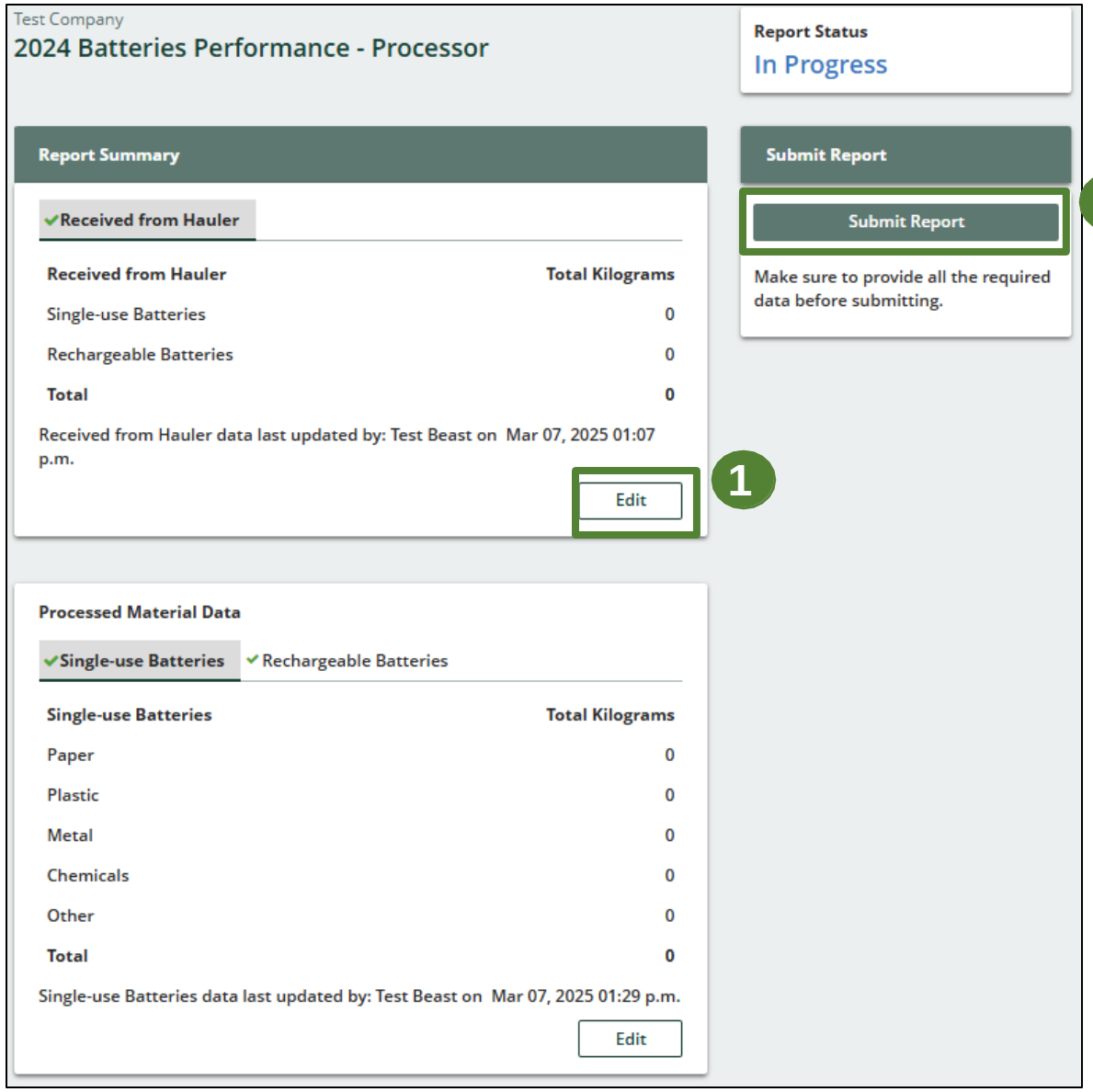
Performance report

Submit your report

Under the **Received from Hauler** and **Processing Methods** tab, you can review the data previously entered.

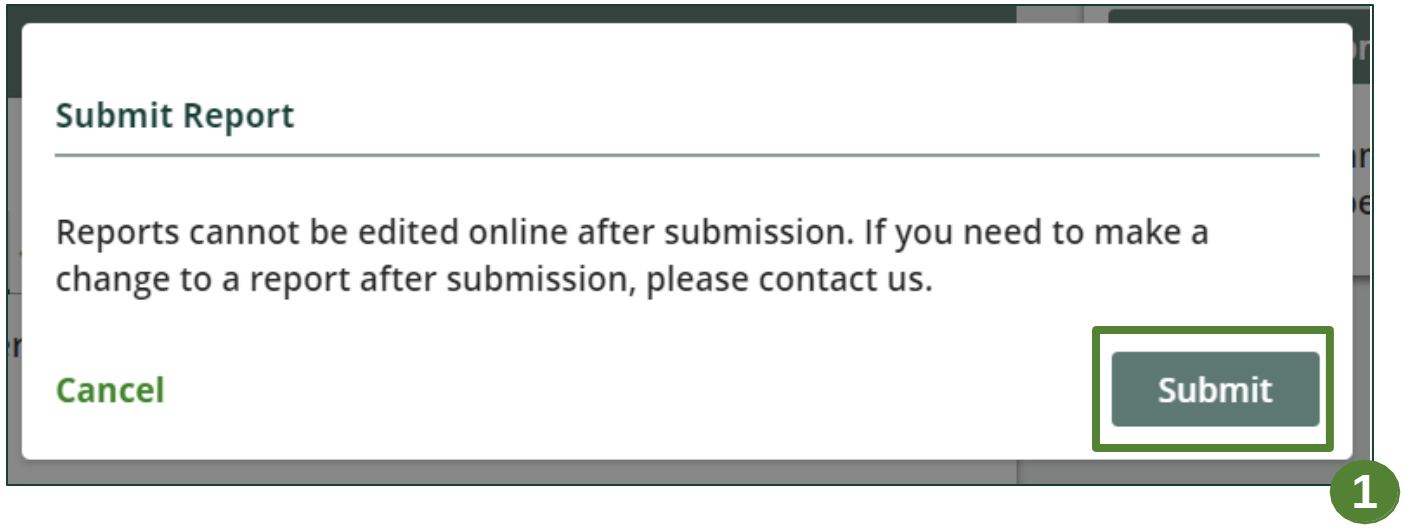
1. Click on **Edit**, if you need to make a change to the data.

2. Click on **Submit Report** once you are finished reviewing and ready to submit



Performance report
Submit your report

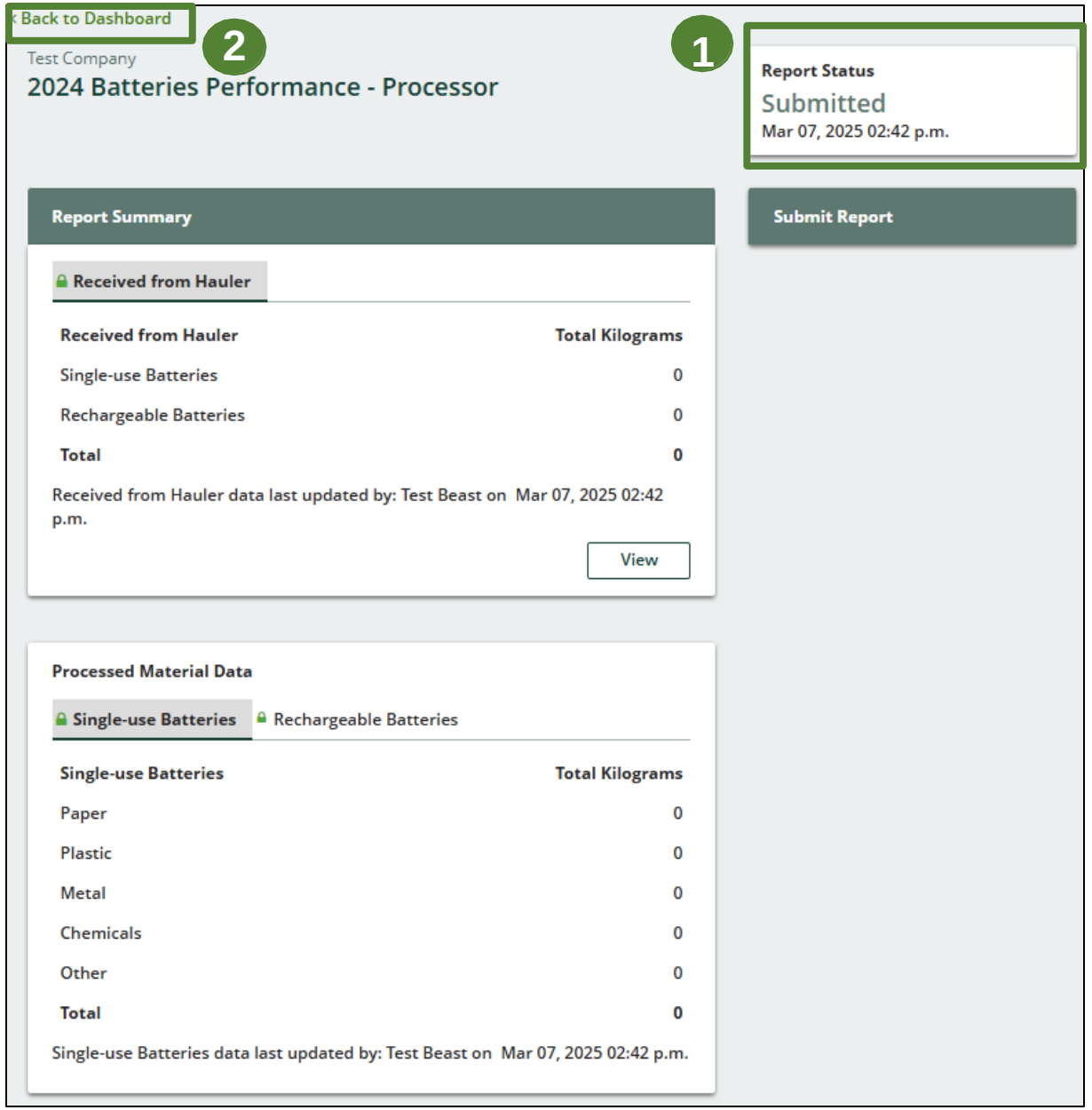
1. After clicking on **Submit Report**, the notice below will appear. After reading the notice, click **Submit**.



Performance report
Submit your report

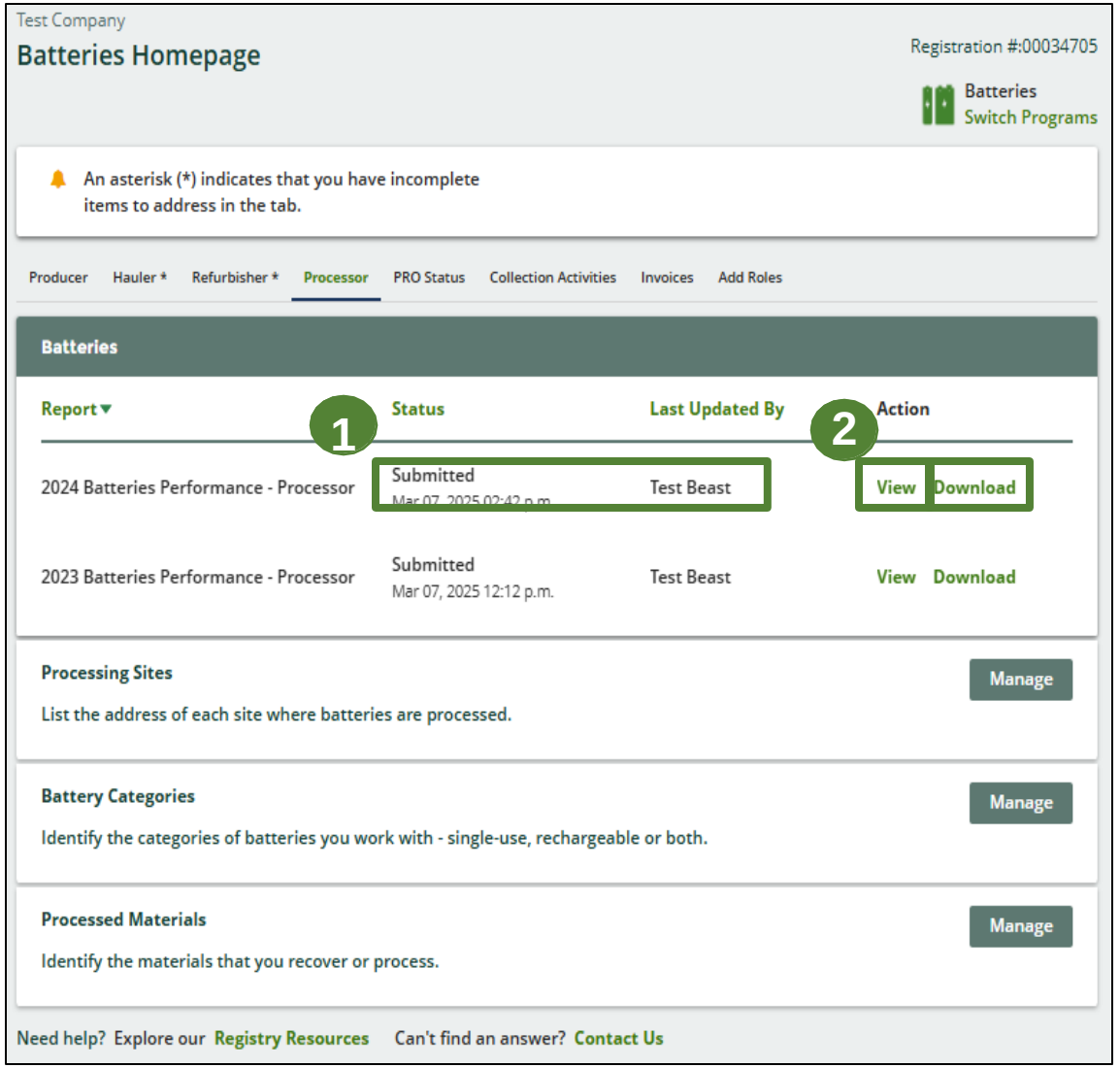
1. Your report status should now read as **Submitted**.

2. Click on **Back to Dashboard** to return to the Batteries homepage.



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** a PDF version to review and save your report submission.