

# Batteries Performance Processor Reporting Guide



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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](mailto: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://rpri.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](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:

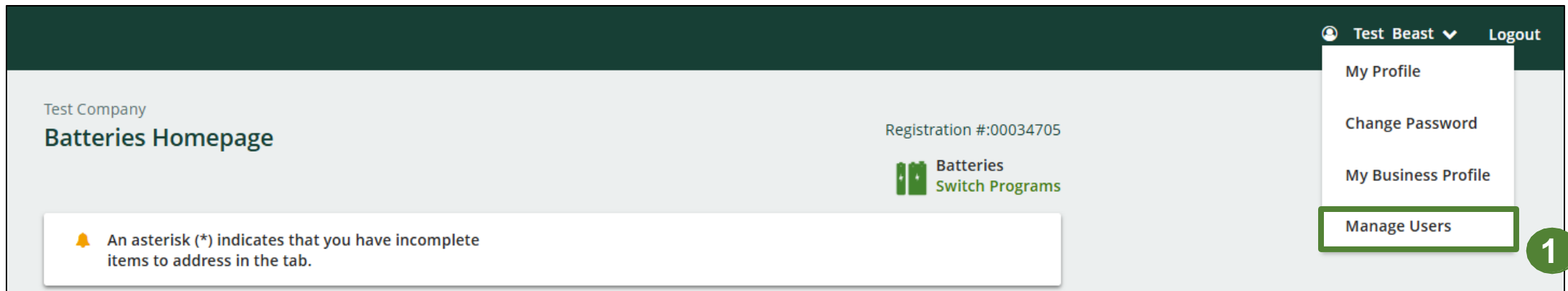
- If you already have an existing Tires account, you do not need to create a new one.
  - Simply log into your existing account, which will bring you to the homepage where you will see all programs you are enrolled in.
  - If you have forgotten your password, click "Forgot Password" on the login screen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

[< Back to Dashboard](#)

## Manage Users

Active Users				
User ▲	Email	Program	Last Login	Action
John Lowe	weunenokugre-4608@...	ITTAV		<a href="#">Manage</a> <a href="#">Disable</a>

[+ 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**

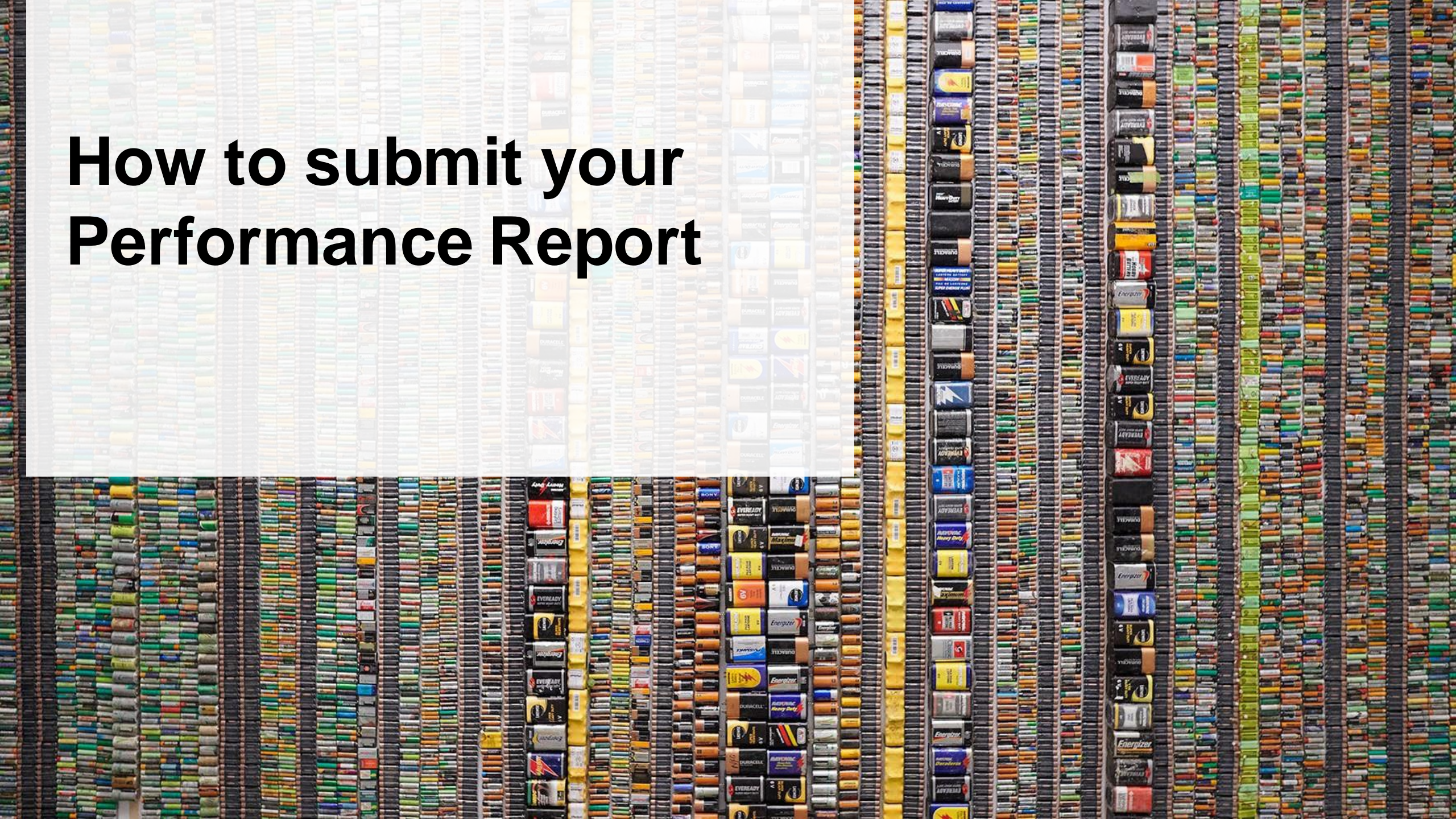
☐ I hereby authorize this user to create/modify data.

[Cancel](#) [Save](#)

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



# How to submit your Performance Report

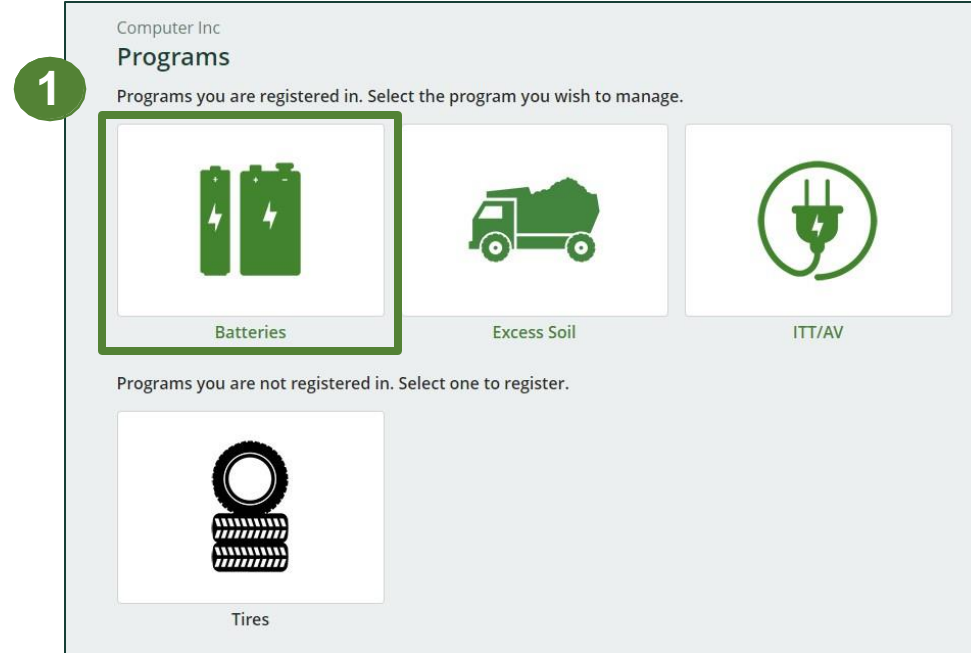




# Performance report

## 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 **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.

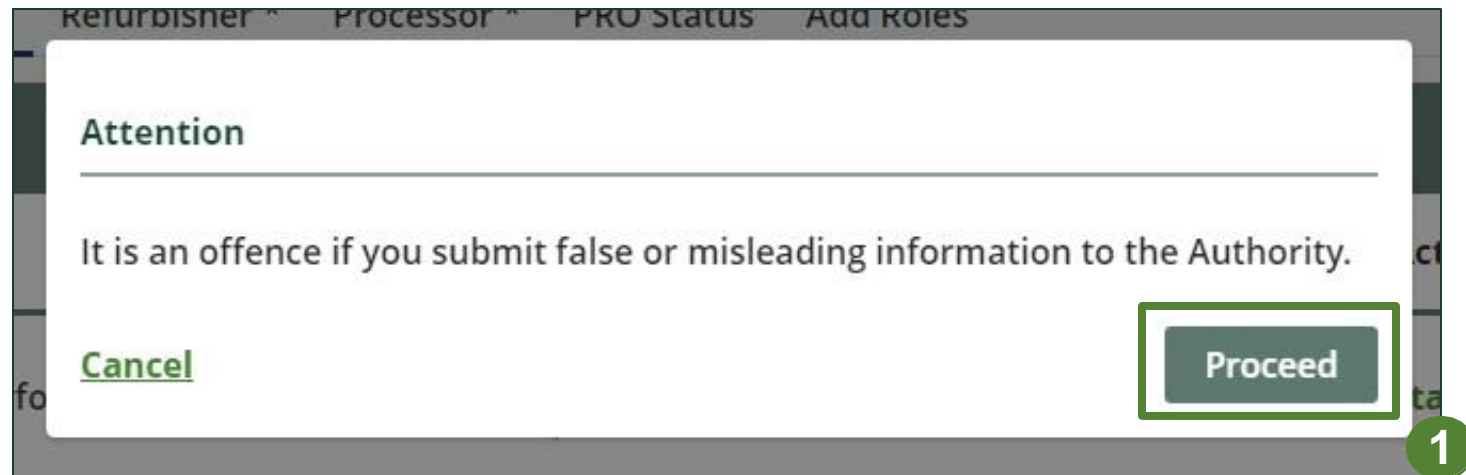
The screenshot shows the 'Batteries Inc. Batteries Homepage'. At the top right, it says 'Registration #:000' and 'Batteries Switch Programs'. A notification banner states: 'An asterisk (\*) indicates that you have incomplete items to address in the tab.' Below this is a navigation bar with tabs: 'Producer \*', 'Hauler \*', 'Refurbisher \*', 'Processor \*' (highlighted with a green box and a green circle with the number 1), 'PRO Status', and 'Add Roles'. Below the navigation bar is a table titled 'Batteries'. The table has columns: 'Report', 'Status', 'Last Updated By', and 'Action'. The first row shows '2020/21 Batteries Performance - Processor' with a status of 'Not Started' and a due date of 'Apr 30, 2022'. In the 'Action' column, there is a green 'Start' button (highlighted with a green box and a green circle with the number 2).

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

# 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.

Test Company  
2024 Batteries Performance - Processor

**Report Summary**

**Received from Hauler**

Received from Hauler	Total Kilograms
Single-use Batteries	
Rechargeable Batteries	
<b>Total</b>	

**1** **Start**

**Report Status**  
**Not Started**

**Submit Report**

Submit Report

Make sure to provide all the required data before submitting.

# 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.

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### 2024 Batteries Performance - Processor

Follow the steps below to identify and enter data for all the haulers you received batteries from. Click **Continue** once you have finished entering data for all of your haulers.

#### Received from Haulers

Enter your haulers' registration number (#), name or address in the search bar to see the search results in the table below.

**Step 1: Search for and add all your haulers**

Registration #	Company Name	Primary Contact	Address	Action
00000037	ProdTest Alpha1	Amy Alpha	123, Test City	<b>Add</b>
00				Add
00				Add
00				Add
00				Add

15 entries

<< Page 1 of 3 >>

< >

5 entries per page

Haulers you have added in Step 1 above will appear in the table below.

**Step 2: Enter data for all your haulers**

Registration # ▼	Company Name	Single-use Batteries	Rechargeable Batteries	Action
No Results				

Continue only when you have finished entering data for all of your haulers

Continue >



# 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.

Haulers you have added in Step 1 above will appear in the table below.

**Step 2: Enter data for all your haulers**

Registration #▼	Company Name	Single-use Batteries	Rechargeable Batteries	Action
000	Battery Inc	0	0	<div><div>Enter</div><div>Remove</div></div>

1

Continue only when you have finished entering data for **all** of your haulers

Continue >

# 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**.

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## 2024 Batteries Performance - Processor

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

Received from Hauler

Received from Hauler

Single-use Batteries

Rechargeable Batteries

Total Kilograms

0

0

Clear Form

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**.

Processed Material Data

Single-use Batteries Rechargeable Batteries

Single-use Batteries Total Kilograms

Paper

Plastic

Metal

Chemicals

Other

Total

Start

1

Test Company

2024 Batteries Performance - Processor

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

Processed Material Data

Single-use Batteries Rechargeable Batteries

Single-use Batteries Total Kilograms

Paper 0

Plastic 0

Metal 0

Chemicals 0

Other 0

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

Clear Form Save & Next

2

3



# 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**.

Test Company

### 2024 Batteries Performance - Processor

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

Processed Material Data

✓ Single-use Batteries

Rechargeable Batteries

Rechargeable Batteries	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

## 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**.

The screenshot shows a two-step process for entering battery reuse data. The top section is a header for 'Batteries Received but not Processed' with two tabs: 'Batteries Sent for Reuse' (selected) and 'Batteries Sent to Different Processor'. Below the tabs, it asks for the 'Total weight of batteries sent for reuse.' and provides a table to enter 'Total Kilograms' for 'Single-use Batteries' and 'Rechargeable Batteries', with a 'Total' row. A green box labeled '1' highlights the 'Start' button. The bottom section is titled 'Test Company 2024 Batteries Performance - Processor' and instructs the user to 'Enter your data and click Save & Next to move to the next reporting screen.' It contains the same tabbed interface. A green box labeled '2' highlights the input fields for 'Single-use Batteries' and 'Rechargeable Batteries'. A green box labeled '3' highlights the checkbox 'I did not send any batteries for reuse.' A green box labeled '4' highlights the 'Save & Next' button.

**Batteries Received but not Processed**

**Batteries Sent for Reuse** Batteries Sent to Different Processor

Total weight of batteries sent for reuse.

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

**Start**

Test Company  
2024 Batteries Performance - Processor  
Enter your data and click **Save & Next** to move to the next reporting screen.

**Batteries Received but not Processed**

**Batteries Sent for Reuse** Batteries Sent to Different Processor

Total weight of batteries sent for reuse.

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

☐ I did not send any batteries for reuse.

**Clear Form** **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**.

Test Company

### 2024 Batteries Performance - Processor

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

**Batteries Received but not Processed**

✓ Batteries Sent for Reuse    ✓ **Batteries Sent to Different Processor**

Total weight of batteries sent for processing by a different processor.

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

☐ I did not send any batteries to a different processor.

**1**

**2** [Clear Form](#) [Previous](#) [Save & Next](#) **3**

Batteries Sent to Different Processor data last updated by: Test Beast on Mar 07, 2025 01:39 p.m.



# 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**.

Test Company

### 2024 Batteries Performance - Processor

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

#### Processed Materials Outputs

**Further Processing**   Used   Sent Downstream   Soil   Aggregate

Enter the weight of processed material in the categories below that you sent to a different processor for further processing.

Further Processing	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.)

☐ I did not send any material for further processing.

**Clear Form**   **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.

Processed Material Sent for Disposal (Single-use Batteries)

Land Disposed Incinerated Used as Fuel Stockpiled

Includes material sent to landfills and dumps.

Land Disposed	Total Kilograms
Paper	
Plastic	
Metal	
Chemicals	
Other	
Total	

Start

Test Company

### 2024 Batteries Performance - Processor

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

Processed Material Sent for Disposal (Single-use Batteries)

Land Disposed Incinerated Used as Fuel Stockpiled

Includes material sent to landfills and dumps.

Land Disposed	Total Kilograms
Paper	0
Plastic	0
Metal	0
Chemicals	0
Other	0

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

☐ I did not send any material for land disposal.

Clear Form Save & Next

# 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.

Processed Material Disposal Data (Rechargeable Batteries)

**Land Disposed** Incinerated Used as Fuel Stockpiled

Includes material sent to landfills and dumps.

Land Disposed	Total Kilograms
Paper	
Plastic	
Metal	
Chemicals	
Other	
Total	

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

**1**

Test Company

### 2024 Batteries Performance - Processor

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

Processed Material Sent for Disposal (Rechargeable Batteries)

**Land Disposed** Incinerated Used as Fuel Stockpiled **2**

Includes material sent to landfills and dumps.

Land Disposed	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.)

☐ I did not send any material for land disposal.

**3**

**4**



# 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**.

Products and Packaging Made from Materials

**My Products** Downstream Processor Products

Enter the details of the products that you create out of processed materials (max. 250 characters).

My Products

1 **Start**

Test Company

2024 Batteries Performance - Processor

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

Products and Packaging Made from Materials

**My Products** Downstream Processor Products

Enter the products that you create out of processed automotive materials (max. 50 characters).

My Products

Clear Form **Save & Next**

3

Test Company

2024 Batteries Performance - Processor

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

Products and Packaging Made from Materials

✓ **My Products** Downstream Processor Products

Enter the products made from materials you sent to a downstream processor (max. 250 characters).

Downstream Processor Products

Clear Form Previous **Save & Next**

5

# 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**.

**Processing Methods**

Identify the processing methods you use.

**Processing Methods**

- ☐ Shredding
- ☐ Smelting
- ☐ Breaking down chemical components
- ☐ Other (Specify Process)

**Start**

Test Company

### 2024 Batteries Performance - Processor

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

**Processing Methods**

Identify the processing methods you use.

**Processing Methods**

- ☐ Shredding
- ☐ Smelting
- ☐ Breaking down chemical components
- ☐ Other (Specify Process)

**Clear Form** **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

Test Company

2024 Batteries Performance - Processor

Report Status

In Progress

Report Summary

✓Received from Hauler

Received from Hauler	Total Kilograms
Single-use Batteries	0
Rechargeable Batteries	0
Total	0

Received from Hauler data last updated by: Test Beast on Mar 07, 2025 01:07 p.m.

Edit

Submit Report

Submit Report

Make sure to provide all the required data before submitting.

Processed Material Data

✓Single-use Batteries

✓Rechargeable Batteries

Single-use Batteries	Total Kilograms
Paper	0
Plastic	0
Metal	0
Chemicals	0
Other	0
Total	0

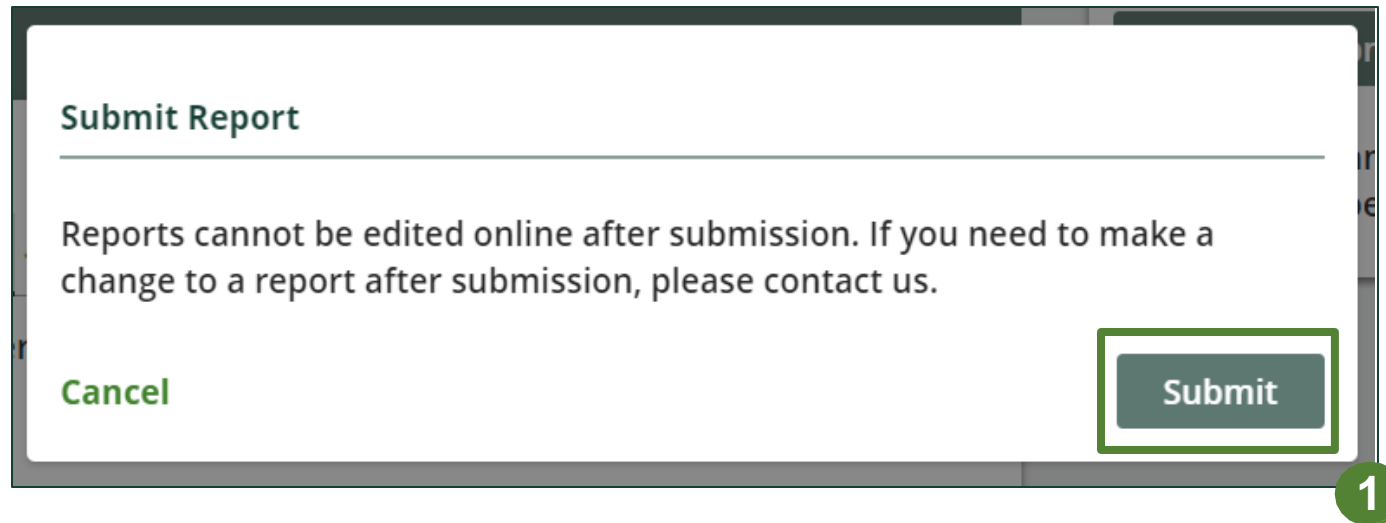
Single-use Batteries data last updated by: Test Beast on Mar 07, 2025 01:29 p.m.

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

## Submit your report

1. Your report status should now read as **Submitted**.
2. Click on **Back to Dashboard** to return to the Batteries homepage.

Back to Dashboard

2

1

Test Company

2024 Batteries Performance - Processor

Report Status

Submitted

Mar 07, 2025 02:42 p.m.

Submit Report

Report Summary

Received from Hauler

Received from Hauler	Total Kilograms
Single-use Batteries	0
Rechargeable Batteries	0
Total	0

Received from Hauler data last updated by: Test Beast on Mar 07, 2025 02:42 p.m.

View

Processed Material Data

Single-use Batteries Rechargeable Batteries

Single-use Batteries	Total Kilograms
Paper	0
Plastic	0
Metal	0
Chemicals	0
Other	0
Total	0

Single-use Batteries data last updated by: Test Beast on Mar 07, 2025 02:42 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** a PDF version to review and save your report submission.

Test Company

Batteries Homepage

Registration #:00034705

 Batteries  
Switch Programs

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

Producer   Hauler \*   Refurbisher \*   **Processor**   PRO Status   Collection Activities   Invoices   Add Roles

Batteries

Report ▼	Status	Last Updated By	Action
2024 Batteries Performance - Processor	Submitted Mar 07, 2025 02:42 p.m.	Test Beast	<a href="#">View</a> <a href="#">Download</a>
2023 Batteries Performance - Processor	Submitted Mar 07, 2025 12:12 p.m.	Test Beast	<a href="#">View</a> <a href="#">Download</a>

Processing Sites

List the address of each site where batteries are processed.

Manage

Battery Categories

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

Manage

Processed Materials

Identify the materials that you recover or process.

Manage

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