



REPORTING GUIDE

Batteries and accumulators

Recser Ltd's and Akkukierrätys Pb Oy's reporting guide for batteries and accumulators

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1. Reporting

The products placed on the Finnish market are reported to the producer organisation Recser Ltd **quarterly**. The same reporting system is used by the members of both Recser Ltd and Akkukierrätys Pb Oy, the latter being a producer corporation that manufactures lead-acid batteries. This allows companies to report all the batteries and accumulators they import in one go, and the information is forwarded to the right producer corporations. Based on the reports, Recser Ltd invoices the member companies for the recycling fees of Recser Ltd, as well as the recycling fees of Akkukierrätys Pb Oy for lead-acid batteries and reports the statutory monitoring data to the authorities.

The producer corporations' operations are non-profit, and the recycling fees are calculated for each product type according to the costs incurred from recycling and administrative costs. You can see



the current recycling fees in the reporting system, and a separate recycling fee price list is sent to the reporting contact persons by email, when the prices change.

If the company has already placed batteries and accumulators on the Finnish market before making the producer responsibility transfer agreement the company needs to fill in the recycling fee reports **from the beginning of the agreement year**.

1.1. Portable batteries and accumulators, industrial batteries and accumulators and lithium automotive batteries and accumulators

Recycling fees are collected for all portable batteries and accumulators, industrial batteries and accumulators and portable lithium automotive batteries and accumulators whose size allows for manual carrying. If a producer can reliably show that it has itself collected and recycled all batteries and accumulators it has placed on the market, it can be exempted from the fees on a case-by-case basis. Exemptions are always agreed separately in advance. For instructions, contact Recser: info@recser.fi.



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1.2. Automotive and industrial lead-acid batteries

A recycling fee is charged for all automotive and industrial lead-acid batteries placed on the market, including batteries imported inside vehicles and machinery. The recycling fee is charged per tonne. Producers of automotive and industrial lead-acid batteries are charged a minimum recycling fee once a year. This minimum recycling fee does not apply to producers of large industrial batteries and accumulators that pay an annual fee according to the price list, as the minimum recycling fee is included in the annual fee.



1.3. Large industrial batteries and accumulators (other than industrial lead-acid batteries)

No recycling fees are collected from producers of large industrial accumulators for accumulators placed on the market. Instead, the recycling fees are collected when accumulators are returned for recycling. In practice, before accumulators are delivered to a reception facility, the producer must agree with the end user on who pays the recycling costs. The reception facility will charge the selected party directly for the recycling costs. Read more on our [websites](#).

Producers of large industrial batteries and accumulators submit an annual report on the large industrial batteries and accumulators that they have placed on the market, collected and recycled. The annual report form and instructions are delivered to producers by e-mail. Once a year, producers are charged an annual fee for large industrial batteries and accumulators. This fee covers the administrative costs incurred from compiling reporting information.

Note! Industrial lead-acid batteries are reported through the online reporting system on a quarterly basis. Producers that place less than 1,000 kg of industrial lead-acid batteries on the market may adopt annual reporting, if they wish, and thus report the amounts of batteries placed on the market in 2022 on the annual reporting form. These producers must notify Recser Ltd about choosing annual reporting, as otherwise they must report on industrial lead-acid batteries on a quarterly basis.

2. Reporting in a web-reporting portal

The reports of batteries and accumulators placed on the market are submitted via a web-reporting portal where the reporter logs in with credentials he/she has gotten from Recser Ltd. Each three-month reporting period must be reported separately on the correct web-reporting form. Different periods must not be reported jointly. On the reports products placed on the Finnish mainland and Åland Islands are reported separately.

The weight of the product is reported as the product's net weight. In reporting the amount of both batteries and accumulators separately placed on the market as well as inside the appliances are reported. For producer responsibility concerning electric and electrical appliances the producer needs to make a producer responsibility transfer agreement with one of the WEEE producer organisations. More information is available [here](#).

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If the company has not placed batteries and/or accumulators falling into the scope of the batteries directive during some reporting period, a zero-report needs to be submitted for this period - otherwise the reporting period will remain open and cause a reminder fee for the producer.

The producer organization has the right to check the accuracy of the reporting at any time. Recser Oy is liable for any costs incurred by inspections carried out at the initiative of Recser Oy. In the event that omissions or shortcomings are discovered in the reporting, the inspection costs will be charged to the company.

3. Reporting periods

The annual reporting cycle is as follows:

- amounts placed on the market between 1 January – 31 March (reporting by 30 April)
- amounts placed on the market between 1 April – 30 June (reporting by 31 July)
- amounts placed on the market between 1 July – 30 September (reporting by 31 October)
- amounts placed on the market between 1 October – 31 December (reporting by 31 January - due to the strict deadlines of the annual financial statements, reporting by 15 January, if possible)

The report for each reporting period must be filled in by the end of the month following the reporting period in question. Recser Ltd will invoice companies for any administrative costs incurred from the collection of overdue reports in accordance with the terms of agreement (€150 / reminder invoice).

Each producer company only reports products that it bears producer responsibility for in Finland. Products exported from Finland or products bought from a Finnish importer need not to be reported.

Note! If the company places also EE-appliances on the Finnish market, the net weight of the appliance without a battery/accumulator will be reported to the WEEE community. Finnish Car Recycling Ltd bears the producer responsibility for traction batteries used in electric cars. You can read more about other producer responsibilities on the [website of the Centre for Economic Development, Transport and the Environment](#).

3.1. Annual reporting for small producers in 2022

Annual reporting, i.e. the option of reporting the batteries and accumulators placed on the market across the whole year in one go, is currently being trialled for the producers that place very small amounts (less than 100 kg) on the market. For automotive and industrial lead-acid batteries, this limit is 1,000 kg. Through this, the producer corporations want to make it easier for the producers that only place small amounts on the market to fulfil their producer responsibility.

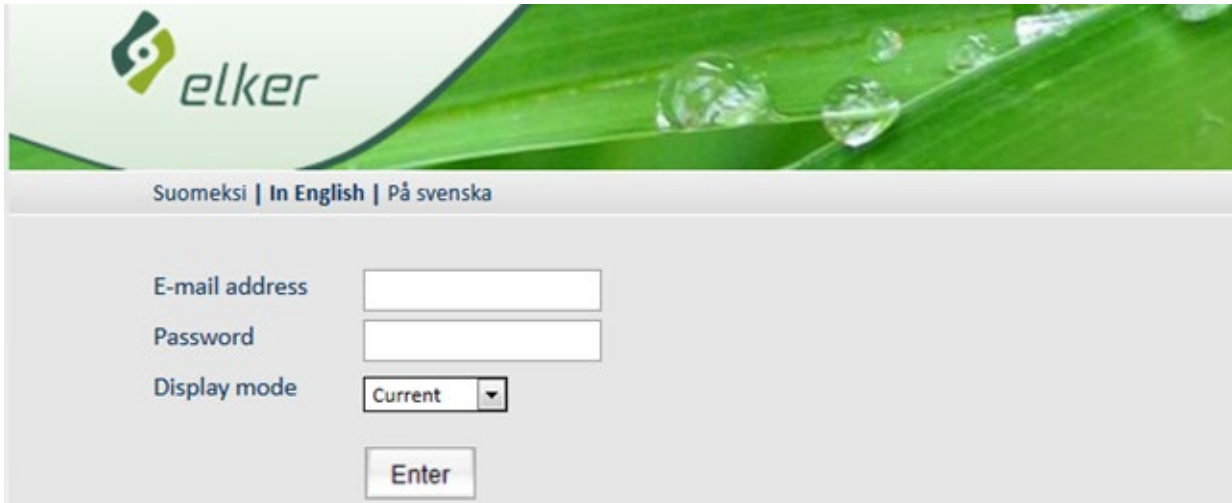
The amounts of batteries and accumulators placed on the market in 2022 must be reported through annual reporting by 31 January 2023. The reporting view will open to producers in the online reporting system on 1 January 2023. Please make sure that your company's contact information is up to date, so that you can receive automated reminders about the reporting.

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4. Logging in to reporting

Link to web-reporting is found at this address: <https://www.paristokierratys.fi/en/for-producers/reporting/>

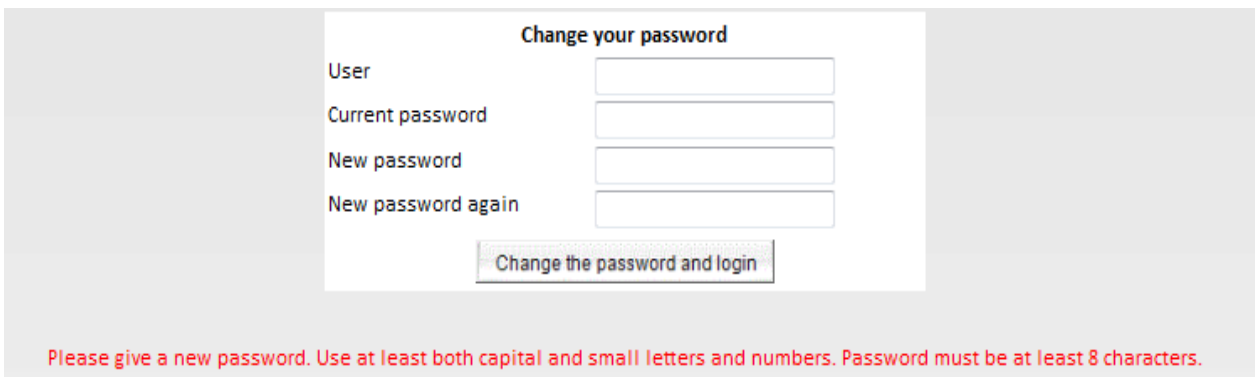
Link to the reporting portal: <http://elker.service.innofactor.com/>.



Insert your e-mail address in the field "E-mail address" and insert the password you have received in the field "Password". Choice in "Display mode" is either "Current" or "Full screen". "Current" opens the reporting form in the same window, and "Full screen" in a new window. (pop-up window). **Note:** if you choose "Current", do not use the browser's "Back" button in reporting but only by the buttons provided in the actual reporting portal. Click "Enter".

If after having clicked "Enter" a window flashes on the screen but the reporting system does not open, quite possibly the pop-up windows are blocked in your browser and you have tried to enter with the choice "Full screen". Try logging in again by choosing "Current" as Display mode.

The password is changed when you log in for the first time.



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The new password needs to meet the following criteria:

- must contain capital letters
- must contain lowercase letters
- must contain digits
- must be at least 8 characters long.

The system does not accept passwords that don't meet all the four criteria! The password may be, for example, of form "June123". After having changed the password, you are able to continue to reporting. **Note:** do not use a comma (,), a dot (.) or a hyphen (-) as special characters in your new password.

5. Forgotten password

If you forget your password, you can get a new one by clicking the "Forgotten password" link below the login menu. Enter your e-mail address in the "User name" field and then click "Send".

User information

Please enter your username and click send. The new password will be sent to the e-mail address you have supplied.

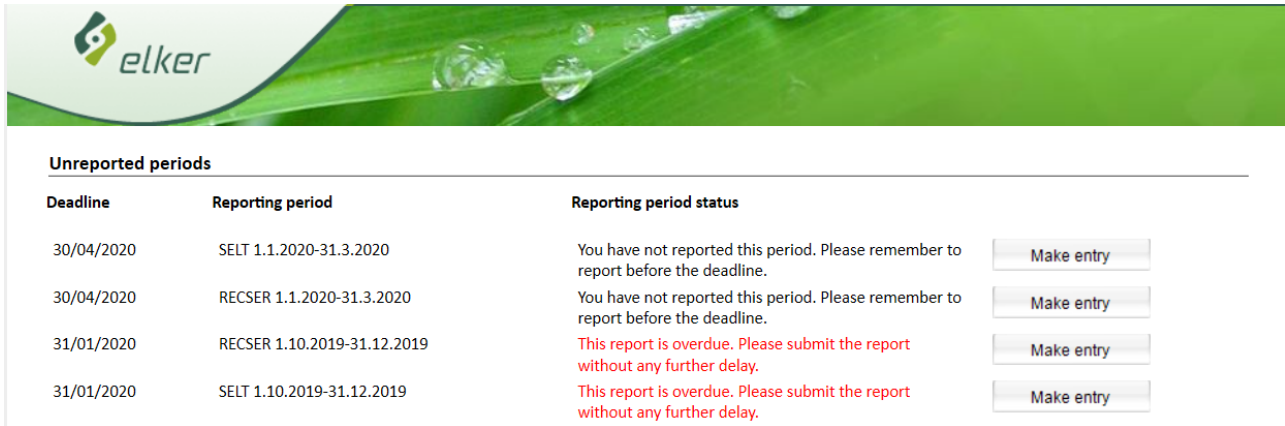
User name:

If you fail to receive the new password to your email, check the trash mail folder. If the reporting system emails end up in trash mail folder, add the sender address no-reply@recser.fi to your accepted senders list.

If the system email is not to be found either in the trash mail folder, you can contact Elker (membersupport@elker.fi). If you are copying the password from email, make sure you don't accidentally include any empty spaces in the password.

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6. Reporting period view



Deadline	Reporting period	Reporting period status	
30/04/2020	SELT 1.1.2020-31.3.2020	You have not reported this period. Please remember to report before the deadline.	<input type="button" value="Make entry"/>
30/04/2020	RECSER 1.1.2020-31.3.2020	You have not reported this period. Please remember to report before the deadline.	<input type="button" value="Make entry"/>
31/01/2020	RECSER 1.10.2019-31.12.2019	This report is overdue. Please submit the report without any further delay.	<input type="button" value="Make entry"/>
31/01/2020	SELT 1.10.2019-31.12.2019	This report is overdue. Please submit the report without any further delay.	<input type="button" value="Make entry"/>

After you have logged in you can see a list of the periods that have already been reported and that have not yet been reported. The battery and accumulator reports (RECSER/AKKUKIERRÄTYS PB) and WEEE reports (SELT / ICT / FLIP) are submitted via separate reporting forms.

If the company places both batteries & accumulators and EE-appliances on the Finnish market (including batteries inside the appliances) two separate reports are required for each reporting period: a RECSER report for batteries/accumulators and SELT-/ICT/FLIP report for EE-appliances. If a report is late, the reporting period in question is written in red.

Reporting of batteries and accumulators placed on the market

Report portable batteries and accumulators your company has put on the market of continental Finland and Åland islands. All portable batteries and accumulators should be reported (whether in products or sold separately). Producer organization audits and invoices reported amounts.

Company name
Reporting period status You have not reported this period. Please remember to report before the deadline.
Reporting person
Reporting period RECSER 1.1.2020-31.3.2020
Report made
Sum 0,00
Purchase number (in case needed on the invoice)

Company name Name of the producer whose report you are submitting
Reporting period status The status shows if the report is overdue
Reporting person Shows who is logged in/whose credentials are being used
Reporting period The name of the reporting period consists of the producer organisation name and the reporting period
Report made The date when the report has been submitted
Sum The recycling fee in total of the report in question
Purchase number (in case needed on the invoice) A PO number or text can be inserted in this field. In case of a fixed PO please send it directly to laskut@recser.fi. The information will also be automatically forwarded to Akkukierrätys Pb Oy.

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7. Filling in the form

To submit a report for a certain reporting period click "Make entry" on that reporting period in question. This opens a reporting form. Batteries and accumulators are reported under three categories: portable batteries and accumulators, industrial accumulators, and automotive batteries.

Portable lead-acid batteries intended for use by consumers must be reported under the category "Sealed lead acid batteries (Pb)" (product code 2061). Lead-acid batteries intended for industrial and professional use are reported under "Industrial lead batteries (Pb)" (product code 7004). Lead-based starter batteries are reported under the category "Vehicle lead batteries" (product code 7001).

Fill in the amounts the company has placed on the market in fields marked "Continental Finland"/"Åland Islands". Amounts are reported per kilogram and per piece.

Decimal separator is (,). Do not use dots. If you don't have anything to report for some reporting period you can leave the fields empty but remember to send also the empty form – otherwise the reporting period will remain unreported and causes a reminder fee for the producer.

By hovering the mouse pointer over a product code you will see the information text of that product code.

Product group

Batteries and accumulators

Price group	Price	Continental Finland	Åland islands	add.info	Sum
2011 Alkaline batteries	0,670 EUR/kg	<input type="text"/>	<input type="text"/> kg	<input type="text"/> pcs	0,00 EUR
2021 Lithium batteries	Alkaline, zinc-carbon, zinc air and similar primary (non-chargeable) batteries (AAA, AA, C, D, etc.)	<input type="text"/>	<input type="text"/> kg	<input type="text"/> pcs	0,00 EUR
2031 Nickel-cadmium batteries (NiCd)	2,000 EUR/kg	<input type="text"/> kg	<input type="text"/> kg	<input type="text"/> pcs	0,00 EUR
2041 Nickel-metal hydrid batteries (NiMH)	0,150 EUR/kg	<input type="text"/> kg	<input type="text"/> kg	<input type="text"/> pcs	0,00 EUR
2051 Small cobalt-containing lithium batteries (Li-Ion, Li-Pol, under 0,5 kg)	0,050 EUR/kg	<input type="text"/> kg	<input type="text"/> kg	<input type="text"/> pcs	0,00 EUR
2081 Other small lithium batteries (Li-ion, Li-Pol, etc, under 0,5 kg)	0,250 EUR/kg	<input type="text"/> kg	<input type="text"/> kg	<input type="text"/> pcs	0,00 EUR
9101 Large lithium accumulators (Li-Ion, Li-Pol, over 0,5 kg)	0,450 EUR/kg	<input type="text"/> kg	<input type="text"/> kg	<input type="text"/> pcs	0,00 EUR
2061 Sealed lead acid accumulators for consumer use (Pb)	0,100 EUR/kg	<input type="text"/> kg	<input type="text"/> kg	<input type="text"/> pcs	0,00 EUR
2071 Silver oxide batteries	0,010 EUR/kg	<input type="text"/> kg	<input type="text"/> kg	<input type="text"/> pcs	0,00 EUR
2095 Portable lithium industrial accumulators (Li-ion, etc)	0,450 EUR/kg	<input type="text"/> kg	<input type="text"/> kg	<input type="text"/> pcs	0,00 EUR

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8. Price groups

Portable batteries and accumulators

A portable battery or accumulator refers to a consumer-grade battery, accumulator or battery unit that is sealed, can be carried manually and is not an industrial or automotive battery or accumulator.

2011 Alkaline batteries

Alkaline, zinc-carbon, zinc air and similar primary batteries (AAA, AA, C, D, etc.)

2021 Lithium primary (Li)

Lithium button cells and other lithium primary batteries (non-rechargeable)

2031 Nickel-cadmium batteries (NiCd)

2041 Nickel-metal hydride batteries (NiMH)

2051 Small cobalt-containing lithium batteries (Li-ion, Li-Pol, etc., less than 0.5 kg)

Cobalt-containing lithium batteries (e.g. the batteries of mobile phones, laptop computers and other portable IT devices and digital cameras, incl. cathode materials LCO, NMC)

2081 Other small lithium batteries (Li-ion, Li-Pol, etc., less than 0.5 kg)

Other lithium batteries weighing less than 0.5 kg than those mentioned in product group 2051 (e.g. the batteries of electric and electronic tools, incl. cathode materials LMO, LFP, LTO)

9101 Large lithium accumulators (Li-ion, Li-Pol, etc., 0.5 kg and above)

All lithium accumulators weighing 0.5 kg or more. Note! Traction batteries of electric motorcycles, etc. are reported in the class "Portable lithium industrial accumulators" and lithium starter batteries for e.g. mopeds in the class "Portable lithium automotive batteries and accumulators".

2061 Sealed lead accumulators for consumer use (Pb)

Note! Portable industrial lead accumulators have their own price group under the 'industrial accumulators' main group.

2071 Silver Oxide batteries

Silver oxide batteries for watches, calculators, etc.

Industrial batteries and accumulators

Industrial batteries and accumulators are batteries and accumulators designed exclusively for industrial or professional use or used in electric vehicles. Portable industrial batteries and accumulators include all lithium automotive batteries and accumulators whose size allows for easy manual carrying, while the others are considered large industrial accumulators. Note! Traction batteries of electrically powered vehicles, such as electric and hybrid cars, are reported to Finnish Car Recycling Ltd (www.autokierrätys.fi/en/).

2095 Portable lithium industrial accumulators (Li-ion, etc.)

Incl. traction batteries and accumulators for electric means of transportation, such as electric bicycles and electric scooters, etc.

2117 Portable alkaline industrial batteries

2118 Portable nickel-cadmium industrial batteries (NiCd)

2119 Portable nickel-metal hydride industrial batteries (NiMH)

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2120 Large industrial alkaline batteries

2121 Large industrial lithium accumulators (Li-ion, etc.)

2122 Large industrial nickel-cadmium accumulators (NiCd)

2123 Large industrial nickel-metal-hydride accumulators (NiMh)

7004 Industrial lead accumulators (Pb)

All industrial lead accumulators designed solely for industrial and professional use. Recser Oy forwards recycling fees and information to Akkukierrätys Pb Oy, which takes care of collecting and recycling industrial lead accumulators.

Automotive batteries

An automotive battery or accumulator refers to a battery or accumulator used for automotive starter, lighting or ignition power. Note! Traction batteries and accumulators used in electric means of transportation, such as electric bicycles, have their own price group under the 'industrial accumulators' main group.

2096 Portable lithium automotive batteries and accumulators

All lithium automotive batteries and accumulators whose size allows for easy manual carrying. Incl. starter batteries and accumulators for motorcycles, ATVs, scooters, mopeds and ride-on lawn mowers.

7001 Automotive lead batteries and accumulators

Recser Oy forwards recycling fees and information to Akkukierrätys Pb Oy, which takes care of collecting and recycling automotive lead batteries and accumulators.

After having filled in the form click "To confirmation page" to see a summary of your report. Check the information you have inserted. If you need to correct the report, click "Edit" to go back to the form. When you have made sure that all information inserted is correct, click "Send." **Make sure that you remember to send the form before logging out! The system does not save any information before clicking "Send".**

When you go to the front page you can see the report you just filled in under "Reported periods". The reporting system sends a summary of the report you just filled into your e-mail. It is advisable to keep this confirmation e-mail that contains a summary of your report.

When you have submitted the necessary reports, you can log out by clicking "Log out" in the upper right corner. In case the company has unreported or overdue reports, the system requires a confirmation that you want to log out even though you have not reported the periods listed in the pop-up window. Remember to fill in the unreported periods before the deadlines.

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9. Correcting a report after submission

If you notice that you have made a mistake while filling in the report, you can still correct it after submission. To correct a report that you have filled in that has not yet been invoiced, go to the reporting period menu and select the report that you want to edit. Click on View entry, correct any mistakes and re-submit the correct report. A report that has already been invoiced can also be corrected retroactively. Click on View entry under the period that you wish to correct. This will open the report that you submitted. Click on Modify to open a form through which you can make changes to the information that you reported. Once you have entered the correct information, click "To confirmation page", check the information one more time and then click on Send. The corrected report will replace your previously filled in report. A credit note will be prepared for the invoice issued for the period and a new invoice will be issued based on the information on the corrected report.

Reporting of batteries and accumulators placed on the market

Company name

Reporting period status

Period has been invoiced. You can review the report and modify incorrectly reported invoiced period if necessary.

10. Registering a new reporting person

You can register a new reporting person in the system by clicking on "New reporting user or new registration for producer responsibility" on the front page. Fill in all the fields on the form and then click "Register". Confirm your registration by clicking the link sent to you by e-mail; it is valid for 30 minutes. After this, also confirm your registration with the PIN code sent to the phone number you provided on the form. You will then receive your password by text message and can log in to the reporting system with your new user name.



The screenshot shows the registration page for elker. At the top left is the elker logo. Below it are language options: "Suomeksi | In English | På svenska". The main heading is "Registration". There are four input fields: "First name", "Last name", "E-mail", and "Phone". Below these fields is a "Register" button. At the bottom left, there is a link: "Return to the 'Log in' page".

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Once you have logged in to the reporting system, click the "Own information" button in the top right corner and then the "Edit" button. Write down your company's name and business ID on the form and then click "Send". Once the new reporting person's information has been verified with the company in question, you will receive a confirmation message and reporting instructions by e-mail.

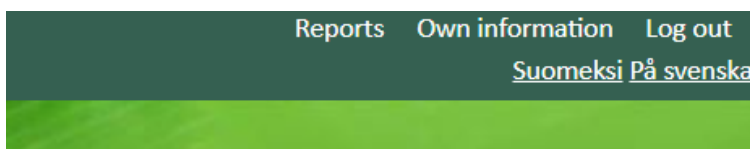
Add a company to producer responsibility or search with a business ID from those who have previously registered

Name	y-id	Role
<input type="text"/>	<input type="text"/>	Reporter <input type="button" value="v"/>
<input type="button" value="Search"/>		

Add secondary trade names and subsidiaries

11. Editing your information

You can edit your information, such as your name, e-mail address and phone number, in the reporting system and name a new reporting person as your replacement. First, log in to the reporting system with your user name and password. You can then see the "Own information" button in the upper right corner.



Click on the button to see your information and edit it by clicking the "Edit" button in the lower left corner. Once you have made the necessary changes, click "Send" at the bottom of the page to send the request to change your information. The changes will become effective once you receive a confirmation e-mail.

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12. Additional registrations (adding new product groups)

You can add new product groups to an existing producer responsibility transfer agreement with Recser Ltd by registering the product groups either by using the form available on our website or through the reporting system.

If you complete the additional registration through the reporting system, first log in with your user name and password. Click the "Own information" button in the upper right corner and then "Edit". Write the information on the form and provide the name, job title and e-mail address of the agreement's signatory in the "Additional information" field. Once you have entered all the necessary information, click "Send". We will send you the updated transfer agreement to sign through an online signature service.

Add a company to producer responsibility or search with a business ID from those who have previously registered

Name	y-id	Role
<input type="text"/>	<input type="text"/>	Reporter <input type="text"/>
<input type="button" value="Search"/>		

Add secondary trade names and subsidiaries

Our company launches on the Finnish market

<input type="checkbox"/> Portable batteries	<input type="checkbox"/> Our company puts on the Finnish market Electrical and electronic equipment
<input type="checkbox"/> Industrial batteries	
<input type="checkbox"/> Lead-acid batteries used in vehicles and industry	

Producers responsibility areas information

Batteries/accumulators <ul style="list-style-type: none"><input type="checkbox"/> Portable batteries or accumulators<input type="checkbox"/> Portable industrial accumulators<input type="checkbox"/> Portable lithium automotive batteries and accumulators<input type="checkbox"/> Large industrial accumulators	Electrical and electronic equipment <ul style="list-style-type: none"><input type="checkbox"/> Large household appliances<input type="checkbox"/> Små hushållsapparater<input type="checkbox"/> IT and telecommunications equipment<input type="checkbox"/> Consumer equipment and photovoltaic panels<input type="checkbox"/> Lighting equipment<input type="checkbox"/> Lamps<input type="checkbox"/> Electrical and electronic tools<input type="checkbox"/> Toys and sports equipment<input type="checkbox"/> Medical devices<input type="checkbox"/> Monitoring and control instruments and Fire alarms<input type="checkbox"/> Automatics
Lead-acid batteries used in vehicles and industry <ul style="list-style-type: none"><input type="checkbox"/> Vehicle lead batteries<input type="checkbox"/> Industrial lead batteries	

13. Always keep the reporter's and company's contact details up-to-date

When there is a change of reporter **always** remember to notify Recser of this by sending an e-mail to membersupport@elker.fi or info@recser.fi. Also remember to inform of other changes to the same e-mail address (company name, invoicing address, etc).

14. Questions and problems

You can get help by contacting Elker Ltd's member support, membersupport@elker.fi, tel. +358-10 249 1700, or Recser Ltd, info@recser.fi, tel. +358-10 249 1717.