

ITT/AV Performance Processor Reporting Guide



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Introduction



What is ITT/AV performance reporting?

ITT/AV performance reporting is an annual report that haulers with obligations under the [Electrical and Electronic Equipment \(EEE\) Regulation](#) complete to report on their recovery and management activities in the previous calendar year.

This guide will assist ITT/AV 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 EEE Regulation can be found on the Authority's website:
<https://rpra.ca/programs/ittav/>

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 ITT/AV**, you are required to report:

- Actual weight of ITT/AV received from each hauler
- Processing methods used for resource recovery of ITT/AV
- Actual weight of processed materials (e.g. paper, plastic, metal, chemicals, other)
- Total weight of ITT/AV 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
- Recycling efficiency rate (RER) percentage

Note: The Authority has developed a weight conversion procedure to determine the calculated weight of obligated ITT/AV. Please refer to this document to determine the total weight of ITT/AV and for more information on RER:

<https://rpra.ca/programs/ittav/registry-resources-for-ittav/>

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).

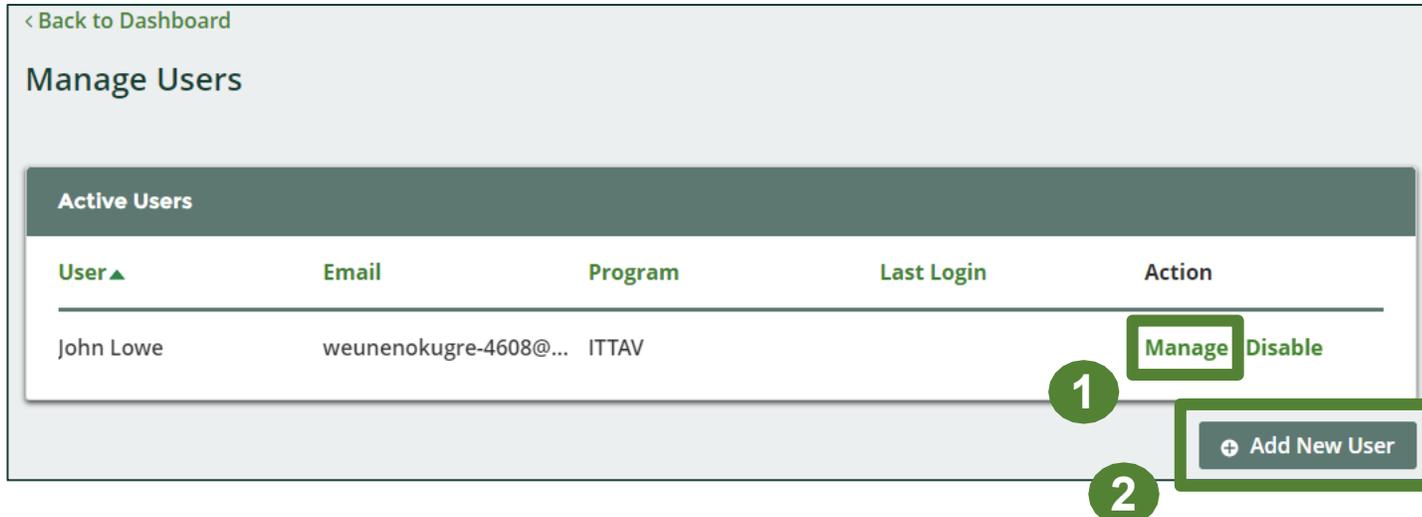
To Manage contacts on your Registry account, please see the following steps:

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 preferences of existing users.
2. Click **Add New User** to add an additional user to your account.



< Back to Dashboard

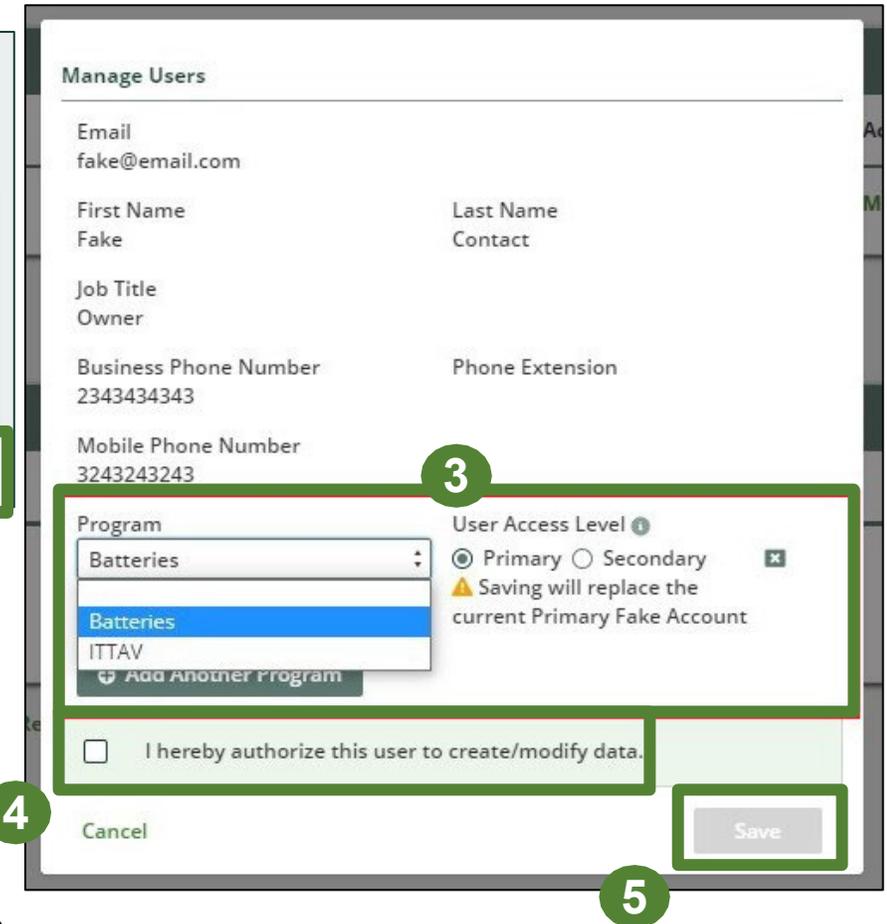
Manage Users

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

+ Add New User

Annotations: 1 points to the 'Manage' button in the user row; 2 points to the '+ Add New User' button.

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

I hereby authorize this user to create/modify data.

Cancel Save

Annotations: 3 points to the 'Program' dropdown menu; 4 points to the authorization checkbox; 5 points to the 'Save' button.

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

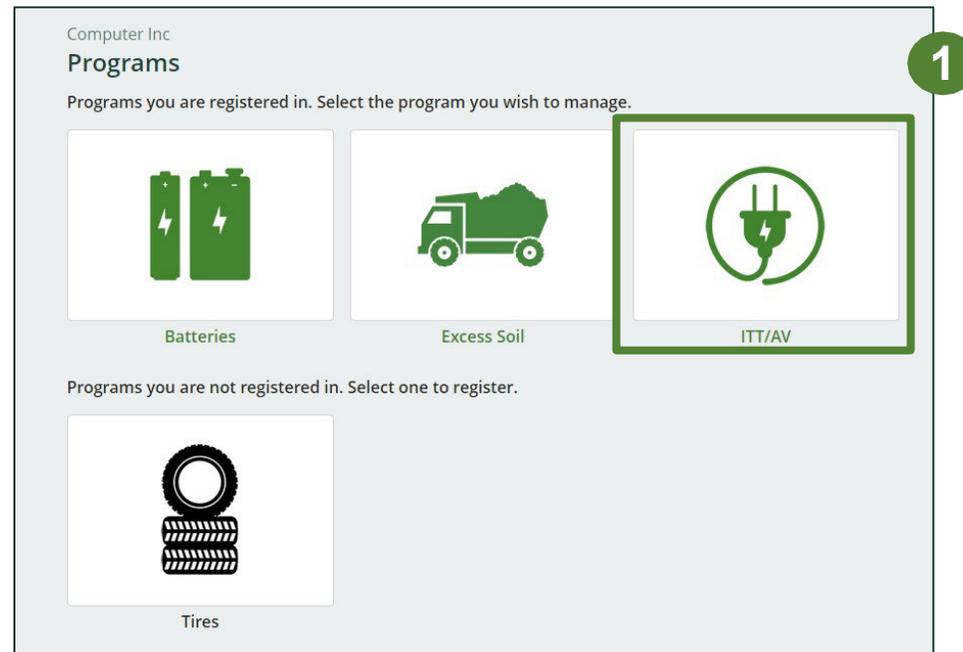
How to submit your Performance Report



Performance report

Accessing your program

1. After logging in, click on the icon for the **ITT/AV** program on your dashboard.



Performance report

Starting your report

1. On the ITT/AV 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 ITT/AV Performance – Processor.

The screenshot shows the ITT/AV homepage for 'Computer Inc' with registration number 0000. The 'Processor' role tab is selected and highlighted with a green box and a '1' in a green circle. A notification banner states: 'An asterisk (*) indicates that you have incomplete items to address in the tab.' Below the navigation tabs, a table lists reports. The first report is '2021 ITT/AV Performance - Proce...' with a status of 'Not Started' and a due date of 'Apr 30, 2022'. The 'Start' button in the 'Action' column is highlighted with a green box and a '2' in a green circle. Below the table, there are sections for 'Processing Sites' and 'Processed Materials', each with a 'Manage' button.

Computer Inc
ITT/AV Homepage
Registration #:0000
ITT/AV Switch Programs

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

1

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

Report	Status	Last Updated By	Action
2021 ITT/AV Performance - Proce...	Not Started Due Date: Apr 30, 2022		Start

2

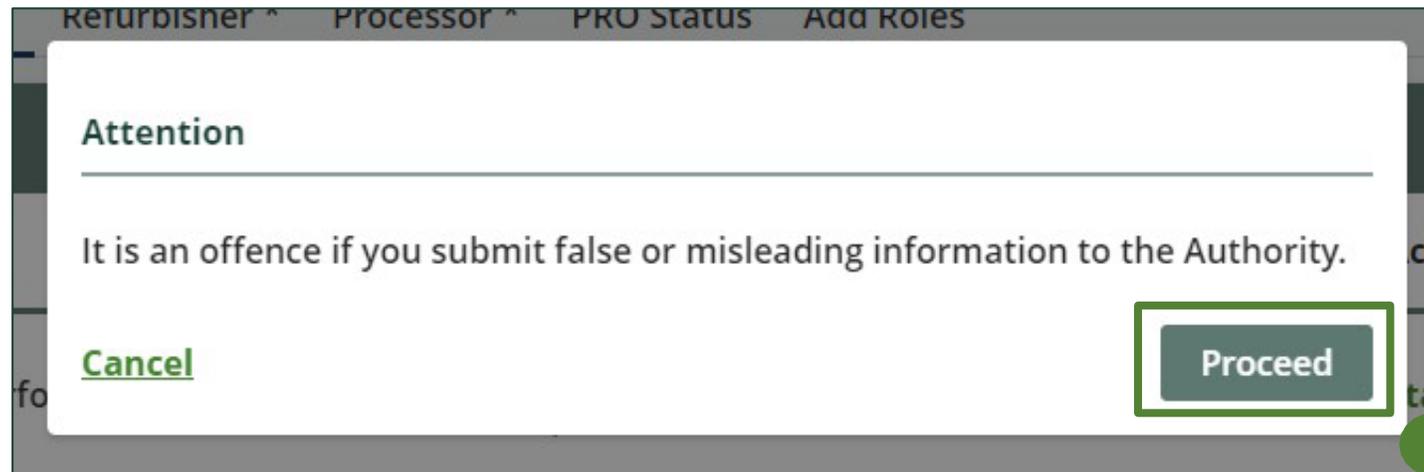
Processing Sites
List the address of each site where ITT/AV is processed. [Manage](#)

Processed Materials
Identify the materials that you recover or process. [Manage](#)

Performance report

Starting your report

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



Performance report

Begin ITT/AV 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 **ITT/AV** received from each hauler.

< Back to Dashboard

Computer Inc
2021 ITT/AV Performance - Processor

Received from Hauler

Received from Hauler	Total Kilograms
ITT/AV	

Start

Report Status
In Progress

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 **ITT/AV** 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.

[<Back to Report](#)

Computer Inc
2021 ITT/AV Performance - Processor
Follow the steps below to identify and enter data for all the haulers you received 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

computer

Registration #	Company Name	Primary Contact	Address	Action
0000	Computer Inc	Mary Jane	2510 Hard Drive, Miss.	Add

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	ITT/AV	Action
0000	Computer Inc	0	Enter Remove

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

Performance report

How to begin entering in actual weight of ITT/AV received from each hauler

1. Under **Action**, click **Enter** to add the total weight in kg of each applicable type of **ITT/AV** 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	ITT/AV	Action
0000	Computer Inc	0	Enter Remove

1

Continue only when you have finished entering data for all of your haulers [Continue >](#)

Performance report

Enter in actual weight of ITT/AV received from each hauler

1. Under **Total Kilograms**, enter the total actual weight of ITT/AV received from the hauler.
2. Click **Save & Next**.

<Back to Report

Computer Inc

2021 ITT/AV Performance - Processor

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

Received from Hauler

Received from Hauler

ITT/AV

Total Kilograms

Clear Form **Save & Next**

1

2

Performance report

Processing methods used for resource recovery of ITT/AV

Identify the processing methods used to recover the core resources contained within the ITT/AV 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**.

The screenshot shows a web form titled 'Processing Methods' with a sub-header 'Identify the processing methods you use.' Below this, there is a list of four processing methods, each with an unchecked checkbox: 'Shredding', 'Smelting', 'Breaking down chemical components', and 'Other (Specify Process)'. At the bottom right of the form, there is an 'Edit' button highlighted with a green box. A green circle with the number '1' is positioned to the right of the 'Edit' button.

The screenshot shows the same 'Processing Methods' form, but now with the 'Shredding' checkbox checked. The 'Save & Next' button at the bottom right is highlighted with a green box. A green circle with the number '2' is positioned to the left of the form, and a green circle with the number '3' is positioned to the right of the 'Save & Next' button. The form also includes a 'Clear Form' button and a footer that reads: 'Processing Methods data last updated by: Mary Jane on Jan 31, 2022 10:29 AM'.

Performance report

Entering actual weight of processed materials

Report the weight of material output from processing the ITT/AV dropped off by haulers.

1. To begin entering data of recovered *core materials* from processing, click **Start**.
2. Under the **ITT/AV** tab, enter the total kilograms of each of the *core materials* received from processing.
 - If applicable, If applicable, list out any materials included under “other”.
3. Click **Save & Next**.

Processed Material Data

ITT/AV

ITT/AV	Total Kilograms
Precious Metals	
Metals	
Plastic	
Rare Earth Metals	
Glass	
Batteries	
Mercury	
Printed Circuit Boards (PCBs)	
Bulbs	
Other	
Total	

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

Start

1

Computer, Inc.
2021 ITT/AV Performance - Processor
Enter your data and click **Save & Next** to move to the next reporting screen.

Processed Material Data

ITT/AV

ITT/AV	Total Kilograms
Precious Metals	<input type="text"/>
Metals	<input type="text" value="0"/>
Plastic	<input type="text" value="0"/>
Rare Earth Metals	<input type="text" value="0"/>
Glass	<input type="text" value="0"/>
Batteries	<input type="text" value="0"/>
Mercury	<input type="text" value="0"/>
Printed Circuit Boards (PCBs)	<input type="text" value="0"/>
Bulbs	<input type="text" value="0"/>
Other	<input type="text" value="0"/>

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

Clear Form Save & Next

2

3

Performance report

Entering total weight of ITT/AV received but not processed

1. To begin entering total weight of ITT/AV sent for reuse, click **Start**.
2. Under the **ITT/AV sent for reuse** tab, enter the total kilograms of ITT/AV sent to a different processor.
3. If the above is not applicable, check **I did not send any ITT/AV to a different processor**.
4. Click **Save & Next**.

ITT/AV Received but not Processed

ITT/AV Sent for Reuse ITT/AV Sent to Different Processor

Total weight of ITT/AV sent for reuse.

ITT/AV Sent for Reuse	Total Kilograms
ITT/AV	0

ITT/AV Sent for Reuse data last updated by: Mary Jane on Jan 31, 2022 10:32 AM

Start

1

Computer Inc

2021 ITT/AV Performance - Processor

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

ITT/AV Received but not Processed

ITT/AV Sent for Reuse ITT/AV Sent to Different Processor

Total weight of ITT/AV sent for reuse.

ITT/AV Sent for Reuse	Total Kilograms
ITT/AV	<input type="text" value="0"/>

I did not send any ITT/AV for reuse.

Save & Next

Clear Form

ITT/AV Sent for Reuse data last updated by: Mary Jane on Jan 31, 2022 10:32 AM

2

3

4

Performance report

Entering total weight of ITT/AV received but not processed

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

Computer Inc
2021 ITT/AV Performance - Processor
Enter your data and click **Save & Next** to move to the next reporting screen.

ITT/AV Received but not Processed

1 ITT/AV Sent for Reuse ITT/AV Sent to Different Processor

Total weight of ITT/AV sent for processing by a different processor.

ITT/AV Sent to Different Processor	Total Kilograms
ITT/AV	<input type="text" value="0"/>

2 I did not send any ITT/AV to a different processor.

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

Performance report

Entering weight of processed material outputs

1. Report the total weight of the processed materials recovered from ITT/AV 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
2. Under the **Further Processing**, enter the total kilograms of the listed processed materials.
 - If applicable, list out any materials included under “other”.

If the above is not applicable, check **I did not send any material for further processing.**

1. Click **Save & Next**.

Computer Inc
2021 ITT/AV 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.

2 **3**

Performance report

Entering actual weight of processed material disposal data

Report the total weight of processed materials retrieved from ITT/AV 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

Land Disposed Incinerated Used as Fuel Stockpiled

Includes material sent to landfills and dumps.

Land Disposed	Total Kilograms
Precious Metals	
Metals	
Plastic	
Rare Earth Metals	
Glass	
Batteries	
Mercury	
Printed Circuit Boards (PCBs)	
Bulbs	
Other	
Total	

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

Start

1

Computer Inc

2021 ITT/AV Performance - Processor

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

Processed Material Disposal Data

Land Disposed Incinerated Used as Fuel Stockpiled

Includes material sent to landfills and dumps.

Land Disposed	Total Kilograms
Precious Metals	<input type="text" value="0"/>
Metals	<input type="text" value="0"/>
Plastic	<input type="text" value="0"/>
Rare Earth Metals	<input type="text" value="0"/>
Glass	<input type="text" value="0"/>
Batteries	<input type="text" value="0"/>
Mercury	<input type="text" value="0"/>
Printed Circuit Boards (PCBs)	<input type="text" value="0"/>
Bulbs	<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.

Save & Next

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

Start

Computer Inc
2021 ITT/AV 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 details of the products that you create out of processed materials (max. 250 characters).

My Products

Clear Form Save & Next

Computer Inc
2021 ITT/AV 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 details of the products made from materials you sent to a downstream processor (max. 250 characters).

Downstream Processor Products

Clear Form Previous Save & Next

Performance report

Entering recycling efficiency rate (RER) percentage

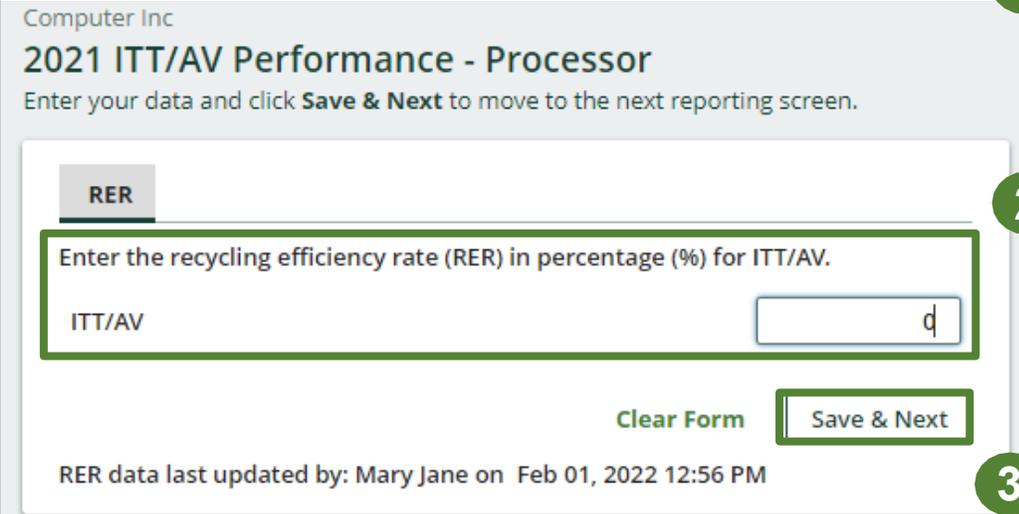
Provide the calculated RER based on the weight of the recovered resources derived from ITT/AV against the total weight of ITT/AV received from haulers in a calendar year.

Refer to the verification and audit procedure to calculate RER: [EEE Verification and Audit Procedure](#)

1. Click **Start** to begin entering your calculated RER percentage.
2. Enter the RER already submitted to RPRA in previous years, a new RER your company may have calculated, or zero.
3. Click **Save & Next**.



A screenshot of a web form titled "RER". The form contains the text "Enter the recycling efficiency rate (RER) in percentage (%) for ITT/AV." and a text input field labeled "ITT/AV" with the value "0". A "Start" button is highlighted with a green box. A green circle with the number "1" is positioned to the right of the form.



A screenshot of a web form titled "Computer Inc 2021 ITT/AV Performance - Processor". The form contains the text "Enter your data and click **Save & Next** to move to the next reporting screen." and a text input field labeled "ITT/AV" with the value "0". A "Save & Next" button is highlighted with a green box. A green circle with the number "2" is positioned to the right of the form. At the bottom of the form, it says "RER data last updated by: Mary Jane on Feb 01, 2022 12:56 PM". A green circle with the number "3" is positioned to the right of the form.

Performance report

Submit your report

Under the **Received from Hauler** and **Processing Methods** and **Processing Methods** tabs, 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

[< Back to Dashboard](#)

Computer Inc
2021 ITT/AV Performance - Processor

Report Status
In Progress

Submit Report

Make sure to provide all the required data before submitting.

✓ Received from Hauler

Received from Hauler	Total Kilograms
ITT/AV	5,000

Received from Hauler data last updated by: Mary Jane on Feb 01, 2022 12:58 PM

1 Edit

✓ Processing Methods

Identify the processing methods you use.

Processing Methods

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

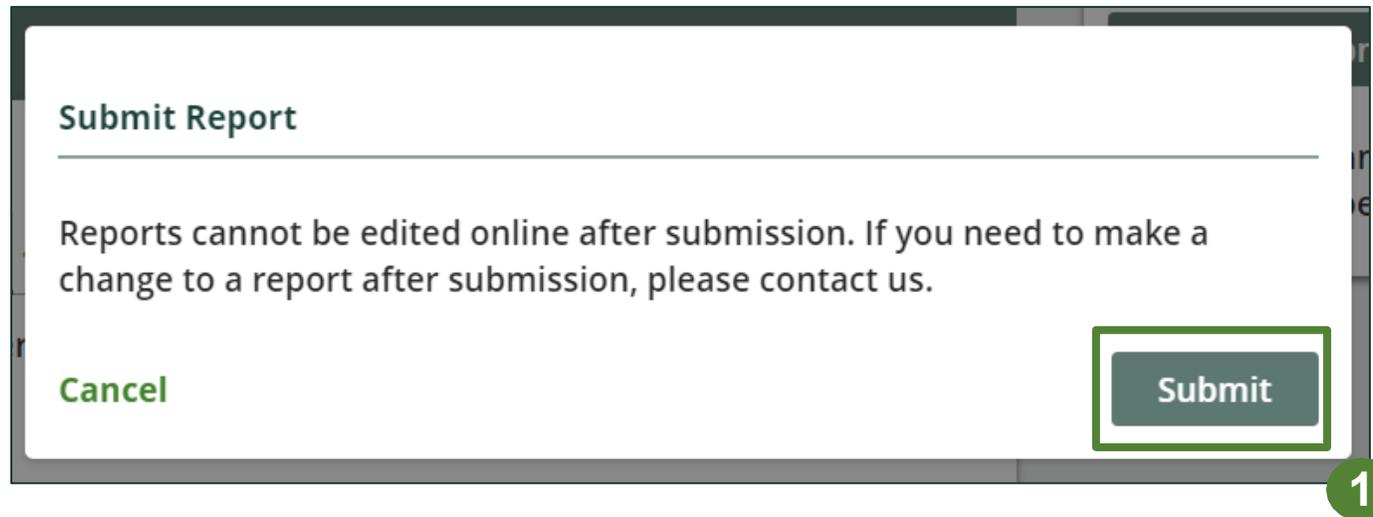
Processing Methods data last updated by: Mary Jane on Jan 31, 2022 10:29 AM

1 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 ITT/AV homepage.

< Back to Dashboard

Computer Inc
2021 ITT/AV Performance - Processor

Report Status
Submitted
Mar 14, 2022 11:02 AM

Received from Hauler

Received from Hauler	Total Kilograms
ITT/AV	5,000

Received from Hauler data last updated by: Mary Jane on Mar 14, 2022 11:02 AM

View

Processing Methods

Identify the processing methods you use.

Processing Methods

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

Processing Methods data last updated by: Mary Jane on Mar 14, 2022 11:02 AM

Performance report

View submitted report

1. On the **ITT/AV Homepage** under the **Processor** tab, your ITT/AV Performance - Processor 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.

Computer Inc
ITT/AV Homepage
Registration #:0000
ITT/AV Switch Programs

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

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

Report	Status	Last Updated By	Action
2021 ITT/AV Performance - Proce...	Submitted Feb 01, 2022 11:14 AM	Mary Jane	View Download

Need help? Search our [Registry Help & Support](#). Can't find an answer? [Contact Us](#)