

ITT/AV Performance Producer 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. Producers are required to ensure that ITT/AV supplied in Ontario is processed, refurbished or reused. Each year, you or your PRO, will have to report on the extent to which you were able to achieve your management requirement.

This guide will assist ITT/AV producers 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?

ITT/AV producers, or PROs on their behalf, are required to report the following information annually:

- Total weight of ITT/AV collected
- Total weight of collected ITT/AV that were refurbished
- Input the weight of materials recovered from processing the collected ITT/AV (e.g. metals, plastics, etc.)

Note: If a PRO submits the report on your behalf, as a producer you are still legally responsible to meet your requirements under the EEE Regulation.

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).

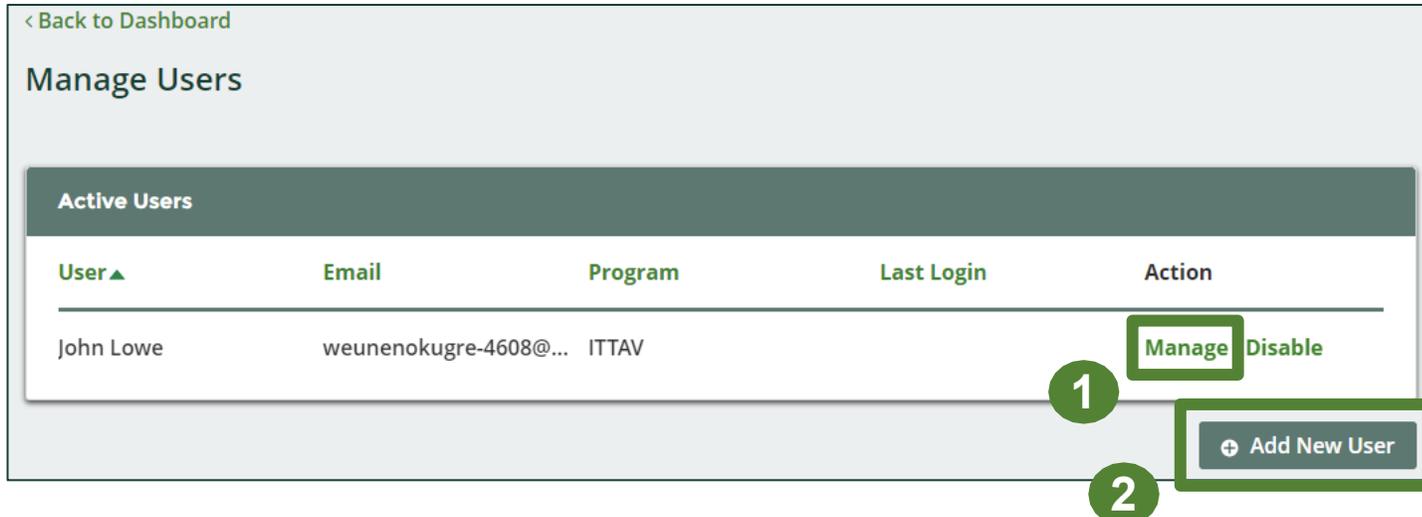
To manage contacts on your Registry account, please see the following steps:

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.



< Back to Dashboard

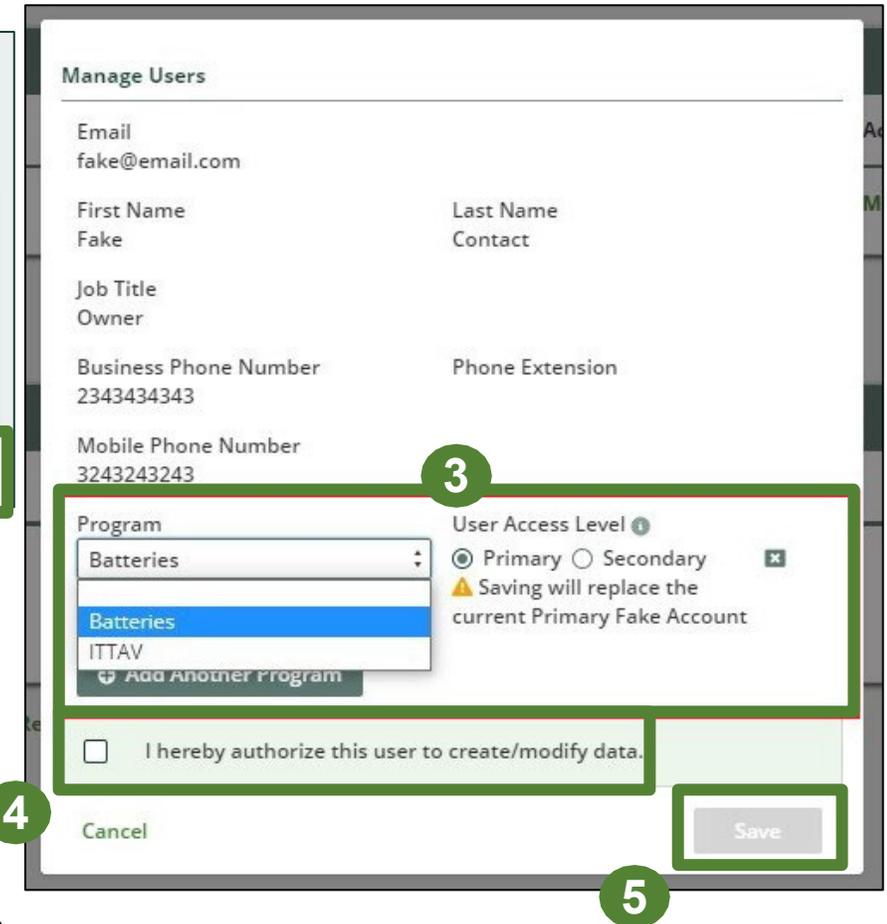
Manage Users

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

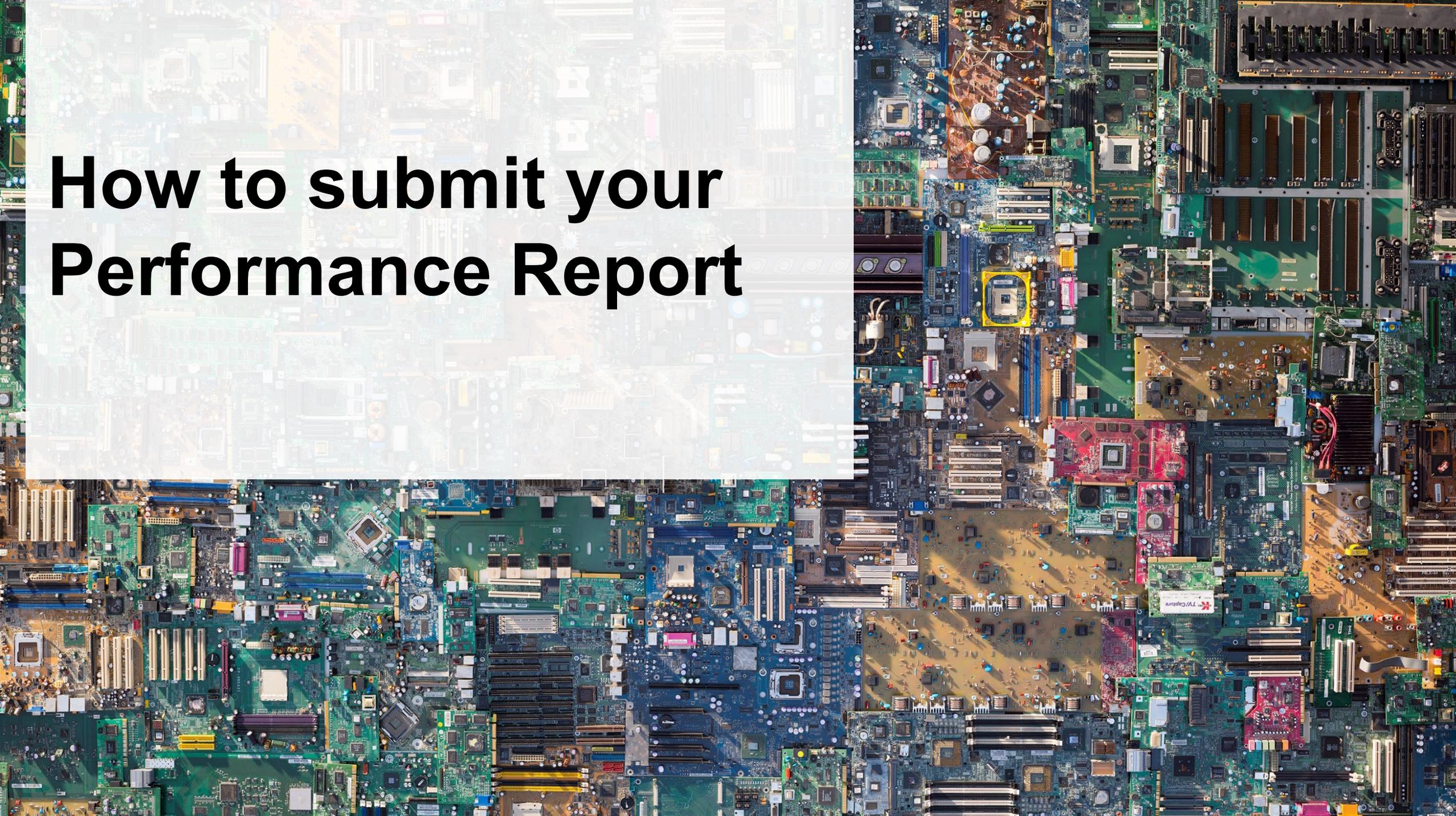
I hereby authorize this user to create/modify data.

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



Managing a PRO

Reporting responsibility selection

As a Producer, you can **add a PRO** to report on your behalf.

1. This PRO will either be responsible for **all or part of your report**.
2. You will select the **year of service start and end date**. Once you have added them, the PRO will see the reports they are required to complete.
3. To add additional PROs, click **Add PRO**.
4. Confirm that you authorize the PROs to access your performance report(s).
5. Click **Done**.

Note: only Account Admins can select PROs.

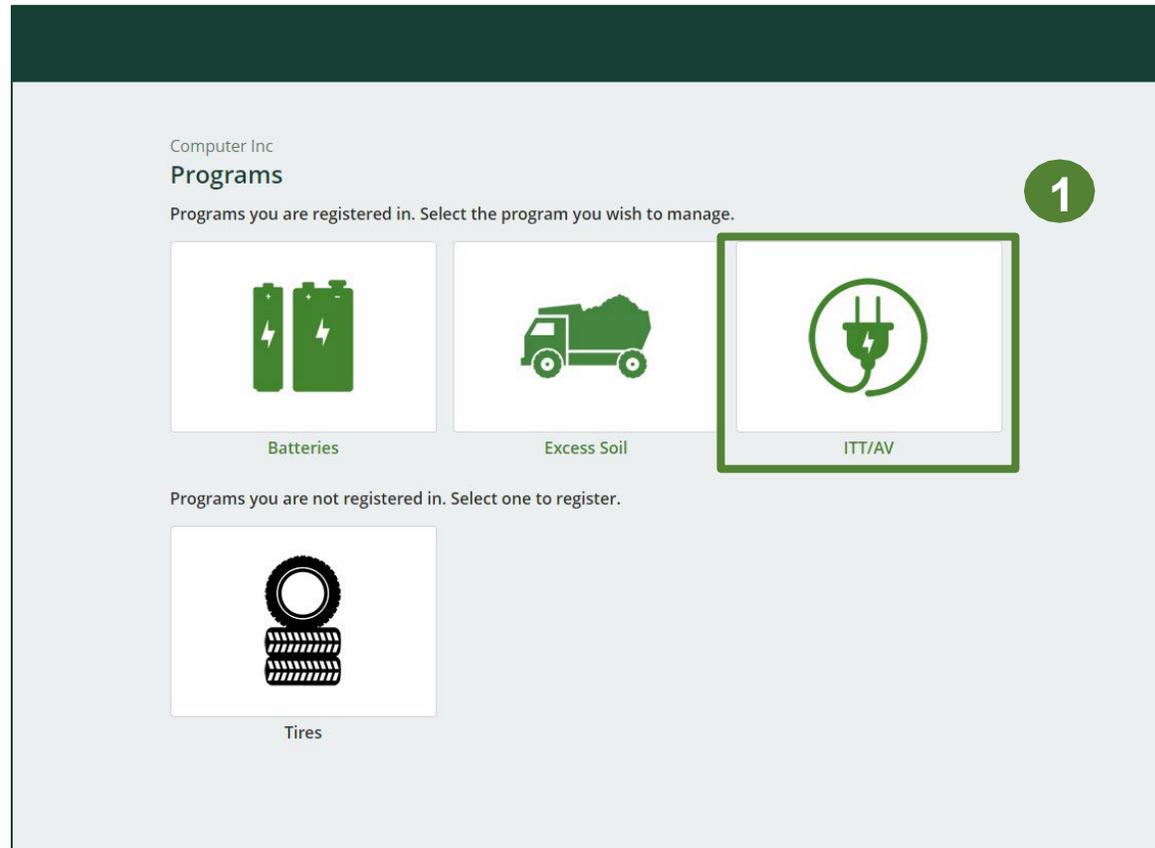
The screenshot shows a web form titled "Manage Reporting Responsibilities" with the following elements:

- 1**: A box containing two dropdown menus. The first is labeled "Responsible for Performance Report" and the second is "Responsible for Collection and Management Report". Both are currently set to "Reports in part". Below each dropdown is a note: "If you select 'reports in part', you must select 'reports in part' for at least one PRO."
- 2**: A table with columns for "PRO", "Service Start Date", "Service Stop Date", and "Responsible for Performance Report". The "Responsible for Collection and Management Report" column is also present. The first row shows "French PRO Account" with a service start date of "18-Aug-2021" and a dropdown set to "Reports in part".
- 3**: An "Add PRO" button with a plus icon.
- 4**: A confirmation checkbox with the text: "I confirm that I have a contract with the PROs identified and authorize them to have access to report performance, collection and management data on my behalf." The checkbox is checked.
- 5**: "Cancel" and "Done" buttons at the bottom.

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. Under **Action**, click on **Start** to begin completing the report for ITT/AV Performance – Producer.
2. After clicking **Start**, the below notice will appear. After reading the notice, click **Proceed**.

Computer Inc
ITT/AV Homepage

Registration #:000
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
2022 ITT/AV Supply Report	Submitted Feb 07, 2022 11:17 AM	Mary Jane	View Download
2021 ITT/AV Supply Report	Submitted Feb 04, 2022 11:13 AM	Mary Jane	View Download
2021 ITT/AV Performance - Producer	Not Started Due Date: Apr 30, 2022		Start
2021 ITT/AV Performance - Total	PRO Reporting See PRO Status tab		Download
2020 ITT/AV Supply Report	Submitted Feb 03, 2022 11:59 AM	Mary Jane	View Download

1

Refurbisher * Processor * PRO Status Add Roles

Attention

It is an offence if you submit false or misleading information to the Authority.

[Cancel](#) [Proceed](#)

2

Performance report

Report summary page

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 **Weight of ITT/AV Collected**, click **Start** to begin entering the total weight of ITT/AV collected.

Computer Inc
2021 ITT/AV Performance - Producer

Report Summary

Weight of ITT/AV Collected

Collected

Total Weight Collected Total Kilograms

ITT/AV

Start

Report Status
Not Started

Submit Report

Submit Report

Make sure to provide all the required data before submitting.

1

Performance report

Enter your weight of ITT/AV collected data

1. Under **Collected**, enter the total kilograms of ITT/AV collected under the **Total Kilograms**.
2. If you did not collect ITT/AV, leave the kilograms field blank and check box for '**I did not collect any ITT/AV**'.
3. Click **Save & Next** to proceed.

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

Weight of ITT/AV Collected

Collected

Total Weight Collected

ITT/AV

I did not collect any ITT/AV.

Total Kilograms

0

Clear Form

Save & Next

1

2

3

Performance report

Start the ITT/AV collected data section

1. Under **Weight of Refurbished ITT/AV**, click **Start** to enter weights.

Weight of Refurbished ITT/AV

Refurbished

Total weight of collected ITT/AV that were refurbished.

Total Weight Refurbished	Total Kilograms
ITT/AV	

Start

1

Performance report

Enter your refurbished ITT/AV data

1. Under **Refurbished**, enter the total kilograms of ITT/AV collected under the **Total Kilograms**.
2. If you did not refurbish ITT/AV, leave the kilograms field blank and check box for '**None of my ITT/AV were refurbished**'.
3. Click **Save & Next** to proceed.

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

Weight of Refurbished ITT/AV

Refurbished

Total weight of collected ITT/AV that were refurbished.

Total Weight Refurbished

ITT/AV

None of my ITT/AV were refurbished.

Total Kilograms

0

Clear Form

Save & Next

1

2

3

Performance report

Enter your ITT/AV data for recovered materials

1. Under **Weight of Recovered Materials**, click **Start** to enter the weights of materials recovered from processing.
2. Under **Total Processed Materials**, enter the total weight of processed materials for each of the material(s) under **Total Kilograms**.
 - If applicable, specify the process included under “other”.
3. Click **Save & Next**.

Weight of Recovered Materials

Total Processed Materials

Input the weight of materials recovered from processing the collected ITT/AV.

Processed Materials	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 - Producer

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

Weight of Recovered Materials

Total Processed Materials

Input the weight of materials recovered from processing the collected ITT/AV.

Processed Materials	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.)

Clear Form **Save & Next**

2

3

Performance report

Submit your report

Under **Report Summary**, 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 - Producer

Report Status
In Progress

Submit Report

Submit Report

Make sure to provide all the required data before submitting.

Report Summary

Weight of ITT/AV Collected

✓ Collected

Total Weight Collected	Total Kilograms
ITT/AV	450

Collected data last updated by: Mary Jane on Feb 17, 2022 11:07 AM

Edit

Weight of Refurbished ITT/AV

✓ Refurbished

Total weight of collected ITT/AV that were refurbished.

Total Weight Refurbished	Total Kilograms
ITT/AV	0

Refurbished data last updated by: Mary Jane on Feb 17, 2022 11:07 AM

Edit

Weight of Recovered Materials

✓ Total Processed Materials

Input the weight of materials recovered from processing the collected ITT/AV.

Processed Materials	Total Kilograms
Precious Metals	45
Metals	55
Plastic	20
Rare Earth Metals	30
Glass	10
Batteries	15
Mercury	0
Printed Circuit Boards (PCBs)	20
Bulbs	10
Other	0
Total	205

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

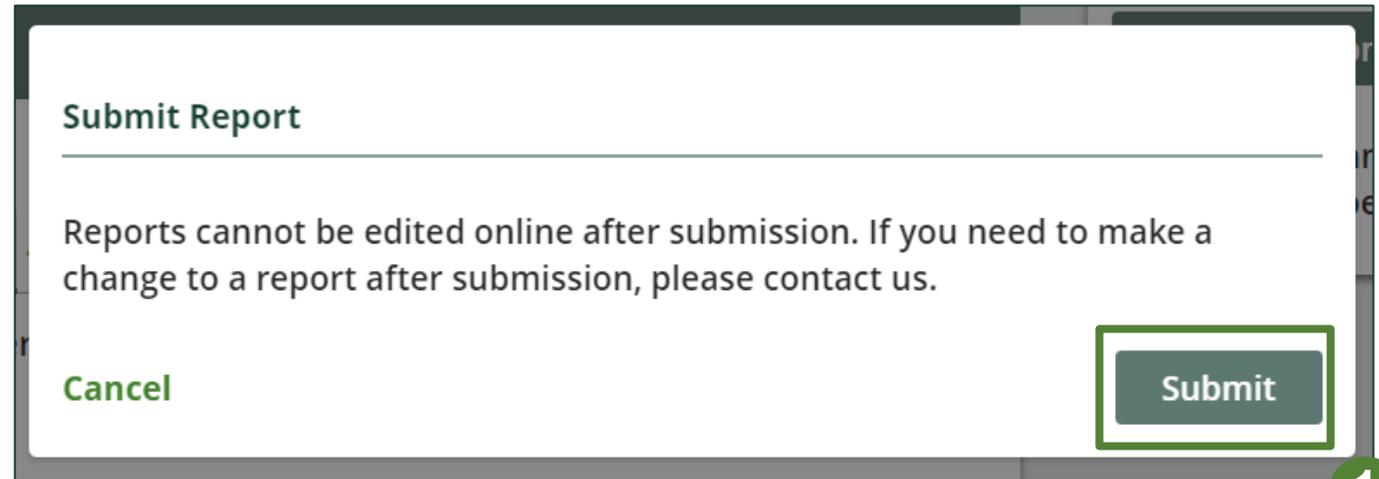
Total Processed Materials data last updated by: Mary Jane on Feb 17, 2022 11:22 AM

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

View submitted report(s)

1. On the **ITT/AV Homepage**, your ITT/AV Performance - Producer 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 #:000
ITT/AV Switch Programs

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