

ITT/AV Performance PRO Reporting Guide



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Introduction



What is ITT/AV performance reporting?

PROs reporting on their own performance

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

PROs reporting on behalf of producers

Producers are required to ensure that ITT/AV is processed, refurbished or reused. As a PRO, you will have to report every year on the extent to which you were able to achieve the management requirement on behalf of your producer clients.

This guide will assist ITT/AV PROs 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 RPRA'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 PROs are required to report the following information annually:

Reporting on their own performance

- Weight of ITT/AV collected.
- Weight of refurbished ITT/AV.
- Weight of recovered materials from processing the collected ITT/AV.

Reporting on behalf of producers

- 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.).

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:

- The Registry **will not work** with the Internet Explorer web browser. Google Chrome is the recommended web browser to use.
- If you have an existing Registry account, 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. Click **Add New User** to add an additional user to your account.
2. Under **Manage Users**, fill in user contact information.
3. Click “I hereby authorize this user to create/modify data.” to grant permission.
4. Click **Save**.

The screenshot displays the 'Manage Users' interface. On the left, a table titled 'Active Users' is shown with columns for 'User', 'Email', 'Last Login', and 'Action'. The table currently displays 'No Results'. A green circle with the number '1' highlights the 'Add New User' button at the bottom right of the table. On the right, a modal form titled 'Manage Users' is shown. A green circle with the number '2' highlights the top of the form. The form contains fields for 'Email' (pre-filled with 'ITT.AVPRO@gmail.com'), 'First Name', 'Last Name', 'Job Title', 'Preferred Language' (a dropdown menu), 'Business Phone Number', 'Phone Extension', and 'Mobile Phone Number'. There is also a checkbox labeled 'Same as Business Phone Number'. A green circle with the number '3' highlights the checkbox area. At the bottom of the form, there is a 'Cancel' button and a 'Save' button. A green circle with the number '4' highlights the 'Save' button.

< Back to Dashboard

Manage Users

Active Users			
User ▲	Email	Last Login	Action
No Results			

+ Add New User

Manage Users

Email
ITT.AVPRO@gmail.com

First Name Last Name

Job Title Preferred Language

Business Phone Number Phone Extension

Mobile Phone Number ☐ Same as Business Phone Number

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

Cancel Save

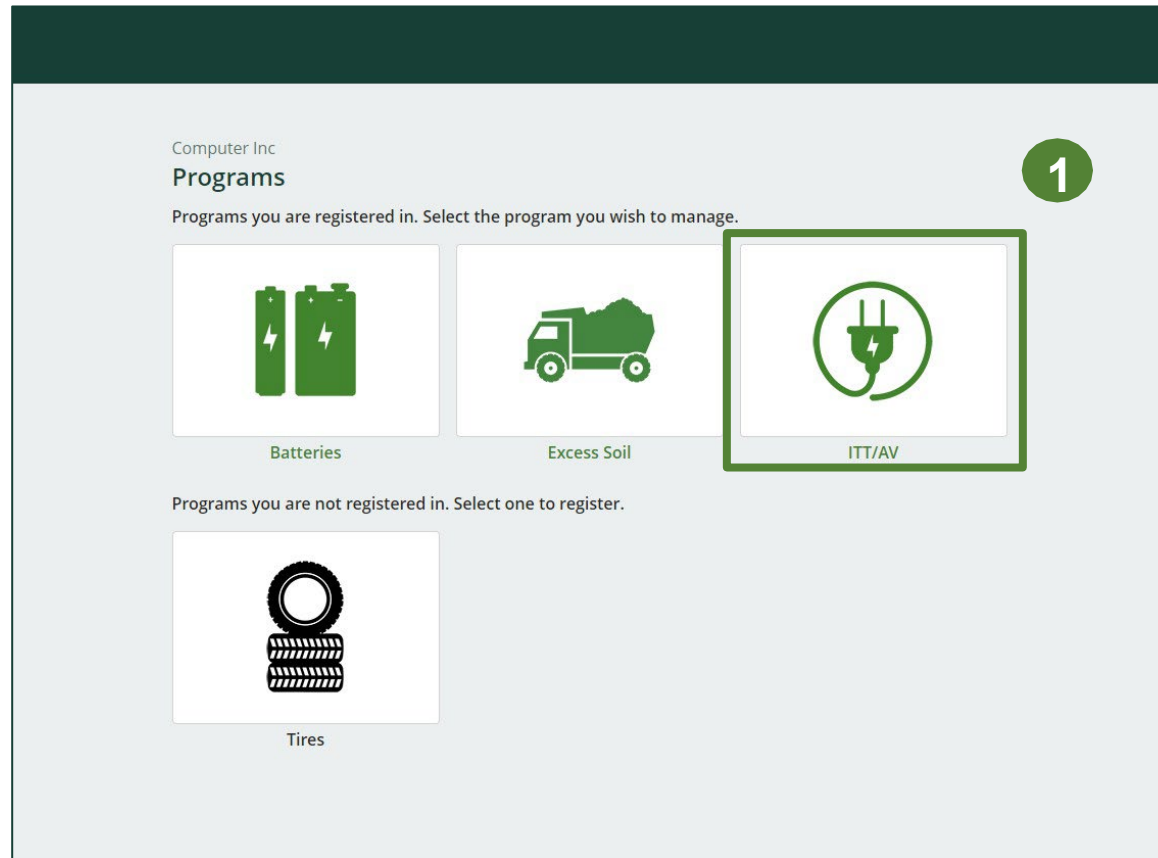
How to submit your PRO Performance Report



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 own report

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

PRO
ITT/AV Homepage

Registration #:0000
ITT/AV
Switch Programs

PRO Reporting Producers Producer Reports

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

ITT/AV Collection Services
Identify any curbside collection, direct collection programs or collection events you have performed. [Manage](#)

Collection Sites
List the address of each site in your network where ITT/AV are collected. [Manage](#)

ITT/AV Management Systems
Identify the haulers, processors and refurbishers you have contracted. [Manage](#)

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

Attention

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

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

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.

< Back to Dashboard

Computer Inc
2021 ITT/AV Performance - PRO

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.

2021 ITT/AV Performance - PRO
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**

The form is titled "2021 ITT/AV Performance - PRO" and includes a subtitle "Enter your data and click **Save & Next** to move to the next reporting screen." The form is divided into sections. The "Weight of ITT/AV Collected" section has a "Collected" tab. Below this, there are fields for "Total Weight Collected" and "ITT/AV". A checkbox labeled "I did not collect any ITT/AV." is also present. To the right, there is a "Total Kilograms" field with a value of "0". At the bottom right, there are two buttons: "Clear Form" and "Save & Next". Three green circles with numbers 1, 2, and 3 are overlaid on the form. Circle 1 points to the "Total Kilograms" field. Circle 2 points to the checkbox "I did not collect any ITT/AV.". Circle 3 points to the "Save & Next" button.

Performance report

Enter your refurbished ITT/AV data

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

Note: In the case of refurbishment, where the producer utilizes the services of a refurbisher located inside Ontario, the weight if ITT/AV may be counted two times its actual weight. [Refer to s.17\(3\) for more information.](#)

The screenshot displays the '2021 ITT/AV Performance - PRO' reporting interface. It features a header section for 'Weight of Refurbished ITT/AV' with a 'Refurbished' tab selected. Below this, there is a text prompt: 'Total weight of collected ITT/AV that were refurbished.' The form includes two main input areas: 'Total Weight Refurbished' and 'Total Kilograms'. A 'Start' button is located in the bottom right corner of this section, highlighted with a green box and a circled '1'. The lower portion of the screen shows the '2021 ITT/AV Performance - PRO' title and a sub-header 'Enter your data and click Save & Next to move to the next reporting screen.' This section contains the same 'Weight of Refurbished ITT/AV' header and 'Refurbished' tab. It also includes the text prompt and input fields. A checkbox labeled 'None of my ITT/AV were refurbished.' is present, highlighted with a green box and a circled '2'. The 'Total Kilograms' field is highlighted with a green box and a circled '3'. At the bottom right, there are 'Clear Form' and 'Save & Next' buttons, with the 'Save & Next' button highlighted by a green box and a circled '4'.

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 **ITT/AV**, 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

2021 ITT/AV Performance - PRO

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**

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](#) PRO

2021 ITT/AV Performance - PRO

Report Summary

Weight of ITT/AV Collected

✓ Collected

Total Weight Collected

ITT/AV

450

Total Kilograms

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

ITT/AV

0

Total Kilograms

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

Report Status

In Progress

Submit Report

Submit Report

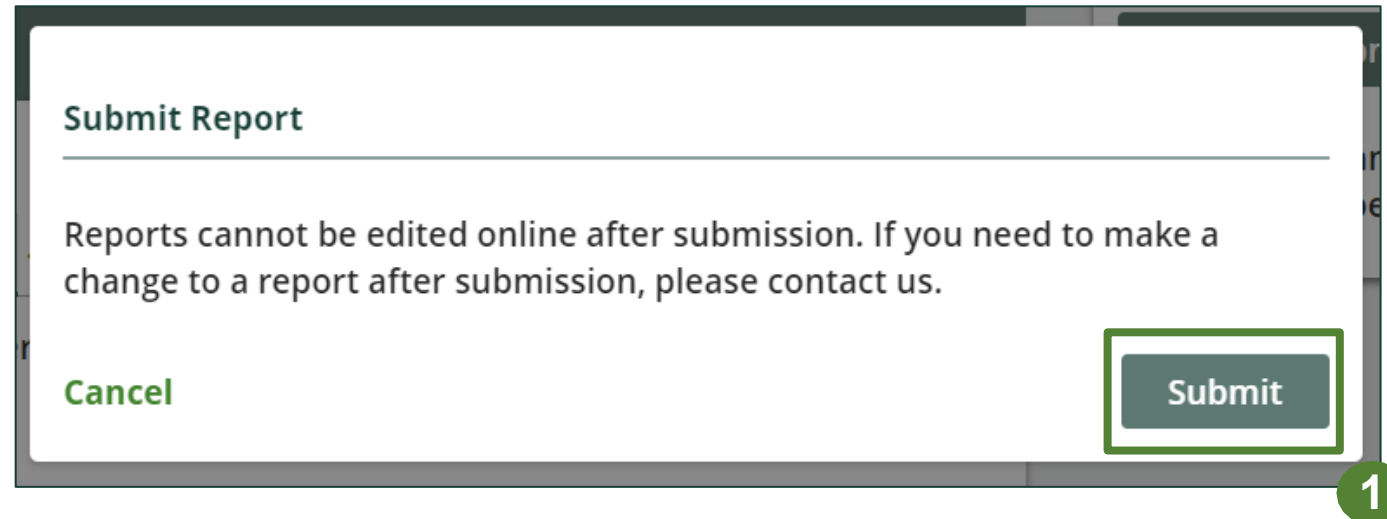
Make sure to provide all the required data before submitting.

1 1 1 2

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

1. On the **ITT/AV Homepage**, your ITT/AV Performance - PRO 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.

PRO
ITT/AV Homepage

Registration #:0000
ITT/AV
Switch Programs

PRO Reporting Producers Producer Reports

Report ▼	Status	Last Updated By	Action
2021 ITT/AV Performance - PRO	Submitted Feb 17, 2022 11:28 AM	Circular Economy PRO	View Download

1

ITT/AV Collection Services
Identify any curbside collection, direct collection programs or collection events you have performed. [Manage](#)

Collection Sites
List the address of each site in your network where ITT/AV are collected. [Manage](#)

ITT/AV Management Systems
Identify the haulers, processors and refurbishers you have contracted. [Manage](#)

2

How to submit Performance Reports on behalf of producers



Performance report on behalf of producers

Starting a producer report

1. Click on the **Producers** tab to see all producers you have retained.
2. Click **Producer Reports** tab.
3. Under the **Producer Reports** tab, select the year for which you would like to submit a report for.
4. Click **Start** next to the producer you would like to begin reporting on behalf of.

Note: Producers must identify their PRO in their Registry account in order for the report to show in your PRO account. If you are missing a producers report in your account, it is recommended to reach out to the producer directly.

PRO
ITT/AV Homepage

Registration #:0000
ITT/AV
Switch Programs

PRO Reporting **Producers** Producer Reports

Producers		
Producer ▲	Registration #	Action
Computer Inc	00008689	View
The Fake Tires	00008365	View

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

This screenshot shows the 'Producers' tab selected in the 'PRO Reporting' section. A green box and the number '1' highlight the 'Producers' tab. Below it, a table lists two producers: 'Computer Inc' and 'The Fake Tires', each with a 'View' link.

PRO Reporting Producers **Producer Reports**

Performance reports from your Producer Responsibility Organizations (PROs).
Select a performance year:

2021

Producer ▲	Status	Last Updated By	Action
Computer Inc	Not Started Due Date: Apr 30, 2022		Start

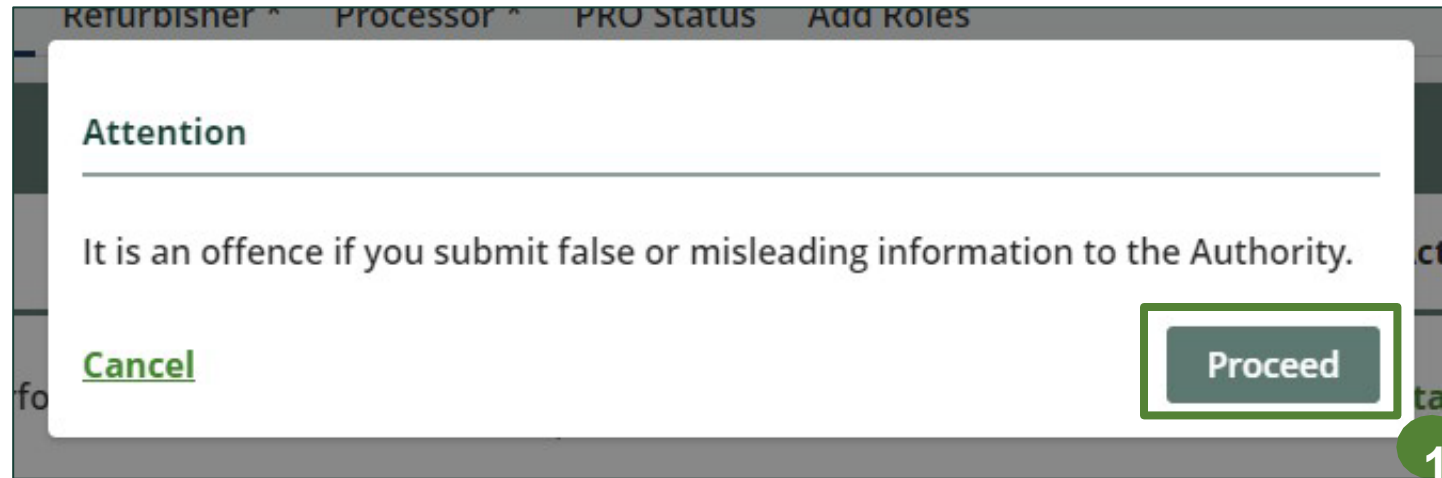
Need help? Search our [Registry Help & Support](#). Can't find an answer? [Contact Us](#)

This screenshot shows the 'Producer Reports' tab selected. A green box and the number '2' highlight the 'Producer Reports' tab. Below it, a dropdown menu shows '2021' selected, with a green box and the number '3' highlighting the dropdown. Below the dropdown, a table lists 'Computer Inc' with a status of 'Not Started' and a 'Start' button highlighted with a green box and the number '4'.

Performance report on behalf of producers

Starting a producer report

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



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.

< Back to Dashboard

Computer Inc
2021 ITT/AV Performance - Producer

Report Summary

Weight of ITT/AV Collected

Collected

Total Weight Collected

ITT/AV

Total Kilograms

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.

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

The form is titled "2021 ITT/AV Performance - Producer" and includes a subtitle "Enter your data and click **Save & Next** to move to the next reporting screen." The form is divided into sections. The "Weight of ITT/AV Collected" section has a "Collected" tab. Below this, there are fields for "Total Weight Collected" and "ITT/AV". A checkbox labeled "I did not collect any ITT/AV." is also present. To the right, there is a "Total Kilograms" field with a value of "0". At the bottom right, there are two buttons: "Clear Form" and "Save & Next". Three green circles with numbers 1, 2, and 3 are overlaid on the form. Circle 1 points to the "Total Kilograms" field. Circle 2 points to the checkbox "I did not collect any ITT/AV.". Circle 3 points to the "Save & Next" button.

Performance report

Enter your refurbished ITT/AV data

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

Weight of Refurbished ITT/AV

Refurbished

Total weight of collected ITT/AV that were refurbished.

Total Weight Refurbished	Total Kilograms
ITT/AV	<input type="text"/>

Start

1

Computer Inc

2021 ITT/AV Performance - Producer

Weight of Refurbished ITT/AV

Refurbished

Total weight of collected ITT/AV that were refurbished.

Total Weight Refurbished	Total Kilograms
ITT/AV	<input type="text" value="0"/>

☐ None of my ITT/AV were refurbished.

Save & Next

Clear Form

2 3 4

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 **ITT/AV**, 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

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**

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 11:13 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.)

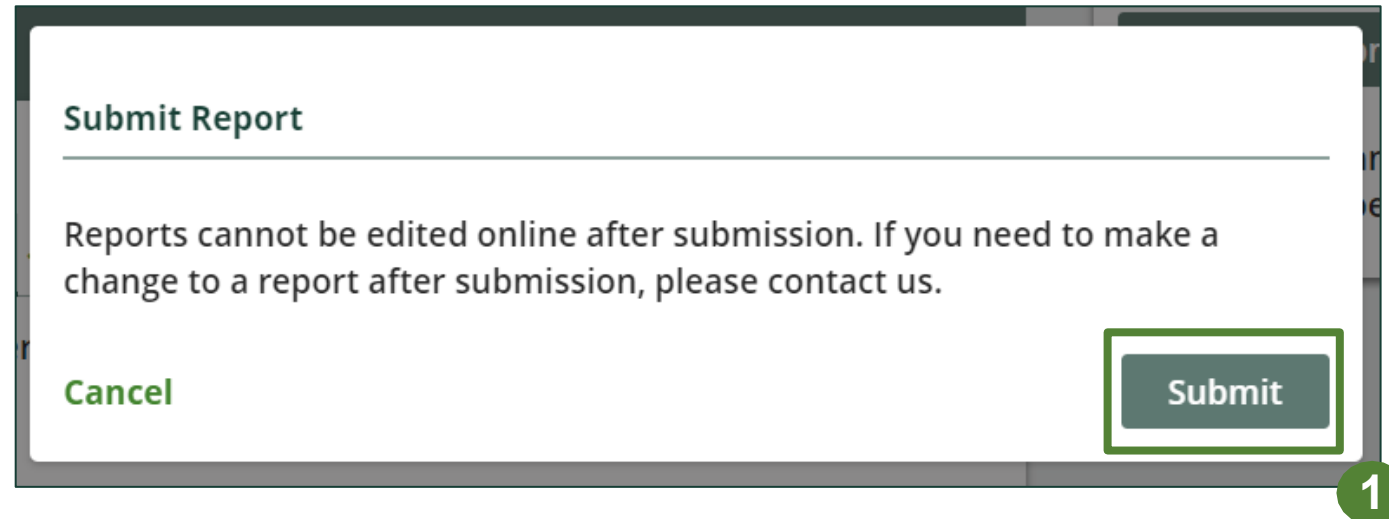
Total Processed Materials data last updated by: Mary Jane on Feb 17, 2022 11:22 AM

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** under the **Producer Reports** tab, reports submitted on behalf of producers will have a report status of **Submitted**, and who it was last updated by.
2. Under Action, you can click **View** to review the report submission.

The screenshot shows the 'Producer Reports' section of a web application. At the top, there are tabs for 'PRO Reporting', 'Producers', and 'Producer Reports' (which is selected). Below the tabs, there is a heading 'Performance reports from your Producer Responsibility Organizations (PROs)' and a prompt 'Select a performance year:' followed by a dropdown menu showing '2021'. Below this is a table with four columns: 'Producer', 'Status', 'Last Updated By', and 'Action'. The table has one data row for 'Computer Inc'. The 'Status' column for this row shows 'Submitted' with a timestamp 'Feb 17, 2022 11:28 AM'. The 'Last Updated By' column shows 'PRO'. The 'Action' column has a 'View' button. A green box highlights the 'Submitted' status and the 'View' button. A green circle with the number '1' is next to the 'Producer' column header, and a green circle with the number '2' is next to the 'View' button.

Producer▲	Status	Last Updated By	Action
Computer Inc	Submitted Feb 17, 2022 11:28 AM	PRO	View

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