

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**.

< Back to Dashboard

Manage Users

Active Users

User ▲	Email	Last Login	Action
No Results			

[+ Add New User](#)

1

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.

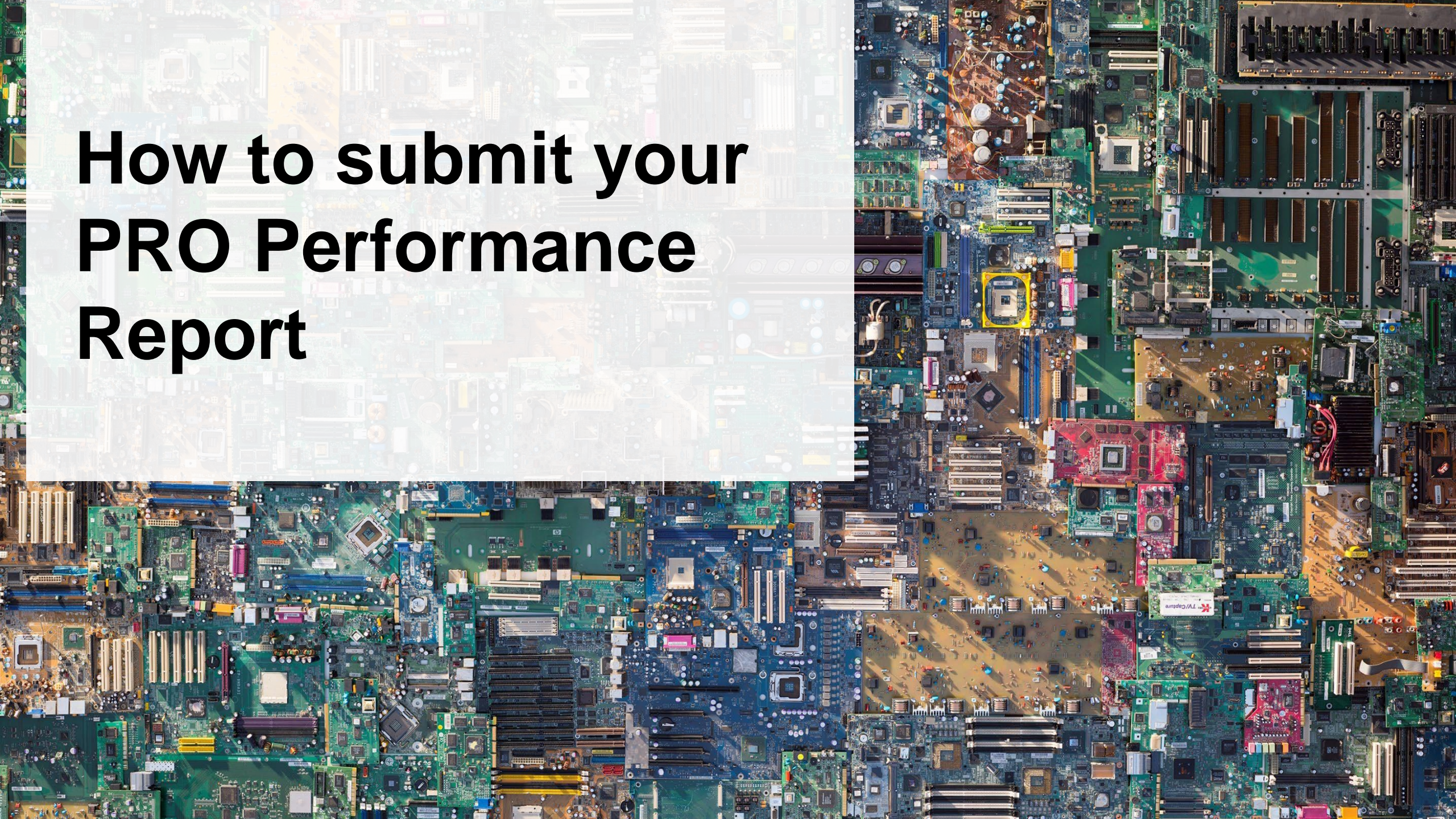
Cancel

2

3

4

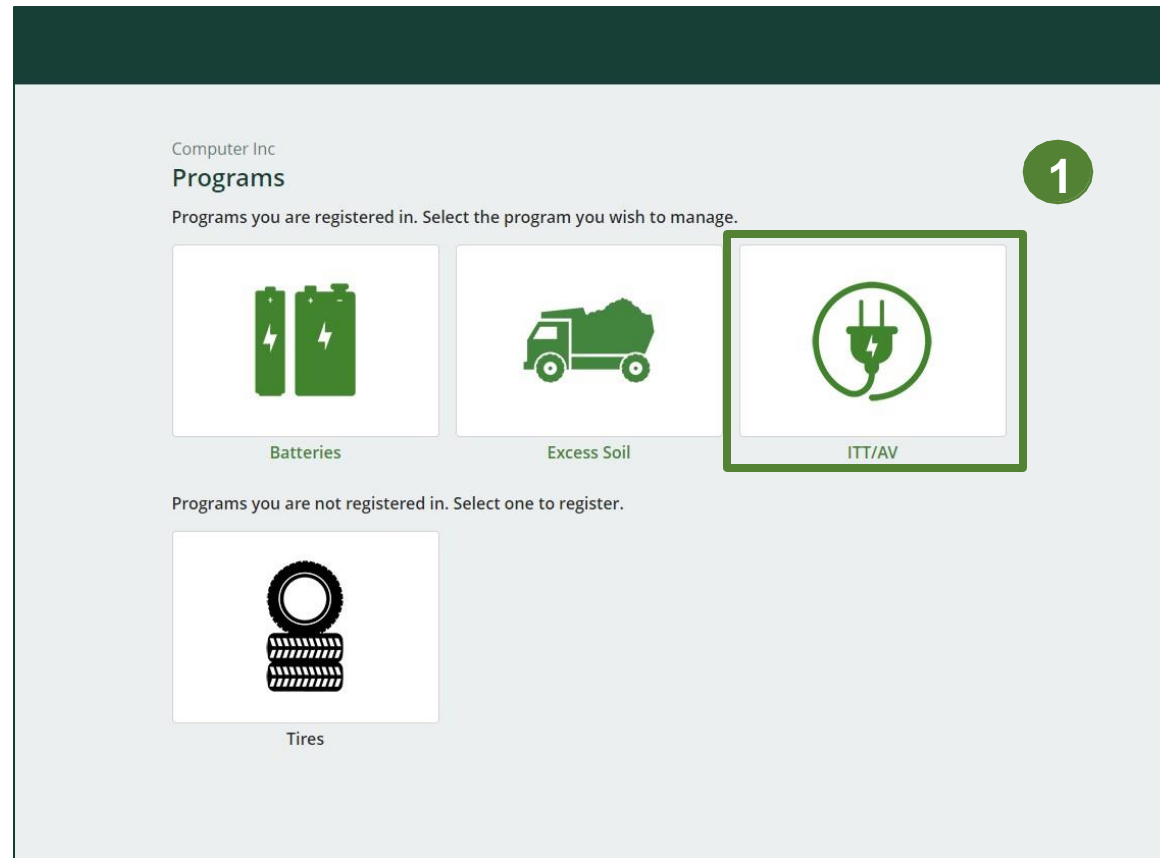
How to submit your PRO Performance Report



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**.

The screenshot shows the 'ITT/AV Home' page for a 'PRO' user. At the top right, it displays 'Registration #:0000' and the 'ITT/AV Switch Programs' logo. The navigation menu includes 'PRO Reporting', 'Producers', and 'Producer Reports'. A table lists reports with columns for 'Report', 'Status', 'Last Updated By', and 'Action'. The first row, '2021 ITT/AV Performance - PRO', is highlighted with a green box and has a 'Start' button in the 'Action' column. Below the table are three sections: 'ITT/AV Collection Services', 'Collection Sites', and 'ITT/AV Management Systems', each with a 'Manage' button. At the bottom, there is a footer with links for 'Registry Help & Support' and 'Contact Us'. A green circle with the number '1' is overlaid on the 'Start' button.

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](#)

The screenshot shows a dialog box titled 'Attention'. The text inside reads: 'It is an offence if you submit false or misleading information to the Authority.' At the bottom left, there is a green 'Cancel' link. At the bottom right, there is a green 'Proceed' button highlighted with a green box. A green circle with the number '2' is overlaid on the 'Proceed' button.

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 screenshot shows a web form titled "2021 ITT/AV Performance - PRO". At the top, it says "Enter your data and click Save & Next to move to the next reporting screen." Below this is a section titled "Weight of ITT/AV Collected" with a tab labeled "Collected". There are three main input areas: "Total Weight Collected", "ITT/AV", and "Total Kilograms". The "Total Kilograms" field contains the number "0". Below the "ITT/AV" field is a checkbox labeled "I did not collect any ITT/AV.". 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 is next to the "Collected" tab. Circle 2 is next to the "I did not collect any ITT/AV." checkbox. Circle 3 is next 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 of ITT/AV may be counted two times its actual weight. [Refer to s.17\(3\) for more information.](#)

The image displays two screenshots of a web form titled "2021 ITT/AV Performance - PRO".

The top screenshot shows the "Weight of Refurbished ITT/AV" section. A "Refurbished" tab is selected. Below the tab, it says "Total weight of collected ITT/AV that were refurbished." There are two columns: "Total Weight Refurbished" and "Total Kilograms". Under "Total Kilograms", there is a "Start" button highlighted with a green box and a "1" in a green circle.

The bottom screenshot shows the same form with more options. The "Refurbished" tab is still selected. Below the "Total Kilograms" field, there is a checkbox labeled "None of my ITT/AV were refurbished." highlighted with a green box and a "2" in a green circle. The "Total Kilograms" field contains the number "0" and is highlighted with a green box and a "3" in a green circle. At the bottom right, there is a "Clear Form" link and a "Save & Next" button highlighted with a green box and a "4" in a green circle.

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. 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

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**

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

PRO

2021 ITT/AV Performance - PRO

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

1

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 11:11 AM

Edit

1

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

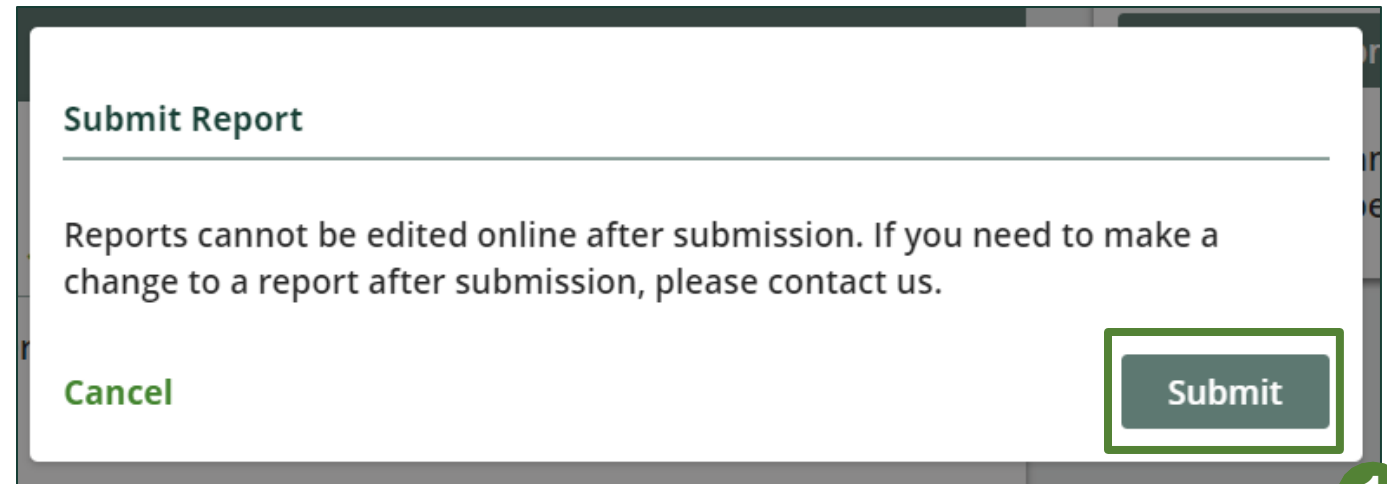
Edit

1

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
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

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.

The screenshot shows the ITT/AV Homepage for a PRO. The 'Producers' tab is highlighted with a green box and a circled '1'. Below the navigation tabs, there is a table with the following data:

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

At the bottom of the page, there is a footer with the text: 'Need help? Search our [Registry Help & Support](#). Can't find an answer? [Contact Us](#)'.

The screenshot shows the 'Producer Reports' page. The 'Producer Reports' tab is highlighted with a green box and a circled '2'. Below the navigation tabs, there is a section titled 'Performance reports from your Producer Responsibility Organizations (PROs). Select a performance year:' with a dropdown menu showing '2021' (highlighted with a green box and a circled '3'). Below this, there is a table with the following data:

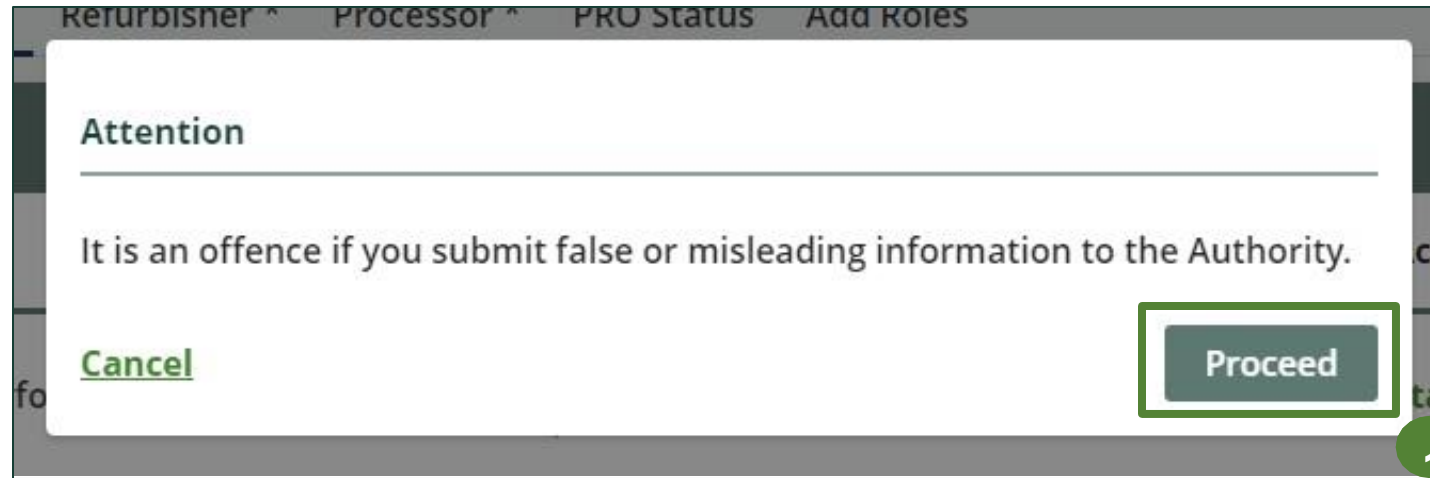
Producer ▲	Status	Last Updated By	Action
Computer Inc	Not Started Due Date: Apr 30, 2022		Start

At the bottom of the page, there is a footer with the text: 'Need help? Search our [Registry Help & Support](#). Can't find an answer? [Contact Us](#)'.

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	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 - 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

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	

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	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. 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. **2**

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 **1**

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 **1**

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.)

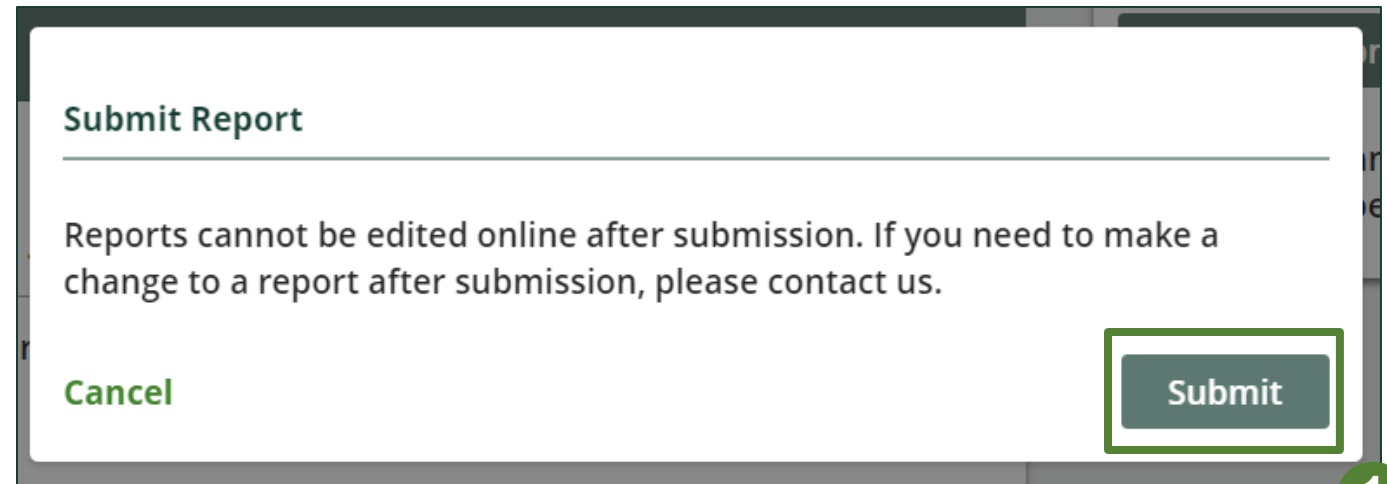
Total Processed Materials data last updated by: Mary Jane on Feb 17, 2022 11:22 AM

Edit **1**

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 navigation tabs: 'PRO Reporting', 'Producers', and 'Producer Reports' (which is active). Below the tabs, there is a heading 'Performance reports from your Producer Responsibility Organizations (PROs)' and a label 'Select a performance year:' followed by a dropdown menu showing '2021'. A table below displays report data with columns: 'Producer', 'Status', 'Last Updated By', and 'Action'. The first row shows 'Computer Inc' with a status of 'Submitted' (dated 'Feb 17, 2022 11:28 AM') and 'PRO' as the last updated by. A 'View' button is present in the 'Action' column. A green circle with the number '1' is placed to the left of the table, and a green circle with the number '2' is placed to the right of the 'View' button. At the bottom, there is a footer with the text 'Need help? Search our Registry Help & Support. Can't find an answer? Contact Us'.

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