

# 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](mailto: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](https://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   |            | <a href="#">Manage</a> <a href="#">Disable</a> |

[+ Add New User](#)

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

⚠ Saving will replace the current Primary Fake Account

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

[Cancel](#) [Save](#)

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

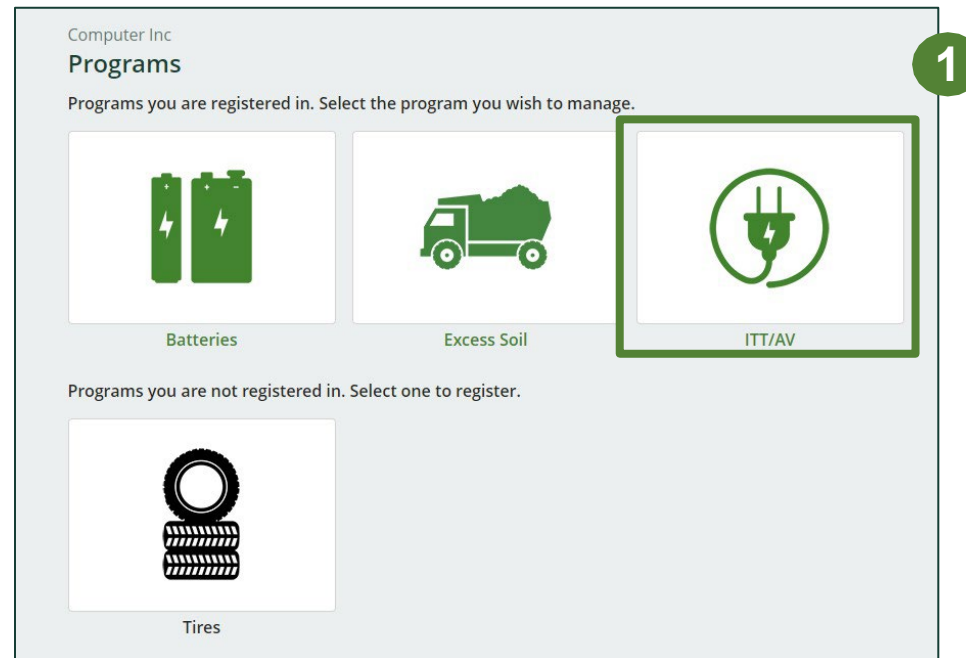
# How to submit your Performance Report



# 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 displays the ITT/AV Homepage for Computer Inc. The page includes a header with the company name, registration number, and a logo. A notification banner at the top states: "An asterisk (\*) indicates that you have incomplete items to address in the tab." Below this, a navigation bar contains tabs for "Producer \*", "Hauler \*", "Refurbisher \*", "Processor \*", "PRO Status", and "Add Roles". The "Processor \*" tab is highlighted with a green box and a green circle with the number "1". Below the navigation bar, a table lists reports with columns for "Report", "Status", "Last Updated By", and "Action". The first row shows "2021 ITT/AV Performance - Proce..." with a status of "Not Started" and a due date of "Apr 30, 2022". The "Action" column for this row contains a "Start" button, which is highlighted with a green box and a green circle with the number "2". Below the table, there are two sections: "Processing Sites" with a "Manage" button and a description "List the address of each site where ITT/AV is processed.", and "Processed Materials" with a "Manage" button and a description "Identify the materials that you recover or process."

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<br>Due Date: Apr 30, 2022 |                 | <b>Start</b> |

2

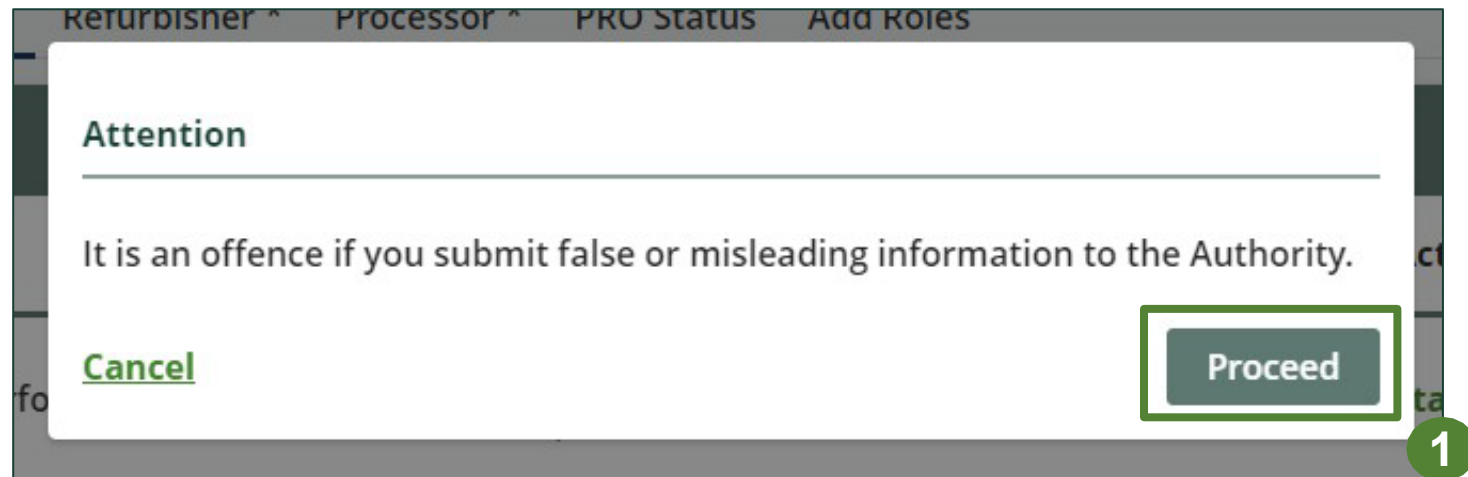
**Processing Sites** Manage  
List the address of each site where ITT/AV is processed.

**Processed Materials** Manage  
Identify the materials that you recover or process.

# 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** 1

**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. | <input type="button" value="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      | <a href="#">Enter</a> <a href="#">Remove</a> |

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      | <b>Enter</b> 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**.

The screenshot shows a web form titled "2021 ITT/AV Performance - Processor" for "Computer Inc". It includes a "<Back to Report" link and instructions to "Enter your data and click **Save & Next** to move to the next reporting screen." The form contains a tab labeled "Received from Hauler". Below the tab, there is a label "Received from Hauler" and a sub-label "ITT/AV". To the right of these labels is a text input field. A green box labeled "1" highlights this input field, which is also labeled "Total Kilograms". At the bottom of the form, there are two buttons: "Clear Form" and "Save & Next". A green box labeled "2" highlights the "Save & Next" button.

<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

# 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**.

**Processing Methods**

Identify the processing methods you use.

**Processing Methods**

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

**Edit**

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

**✓ Processing Methods**

Identify the processing methods you use.

**Processing Methods**

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

**Clear Form** **Save & Next**

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**

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**

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

# 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.

**Clear Form** **Save & Next**

# 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.

This screenshot shows the 'Processed Material Disposal Data' form with the 'Land Disposed' tab selected. The form includes a list of material categories: Precious Metals, Metals, Plastic, Rare Earth Metals, Glass, Batteries, Mercury, Printed Circuit Boards (PCBs), Bulbs, and Other. A 'Total Kilograms' column is on the right. Below the list is a text area for 'Other' materials and a 'Start' button. A green circle with the number '1' is placed over the 'Start' button.

This screenshot shows the 'Processed Material Disposal Data' form with the 'Land Disposed' tab selected. The form includes a list of material categories: Precious Metals, Metals, Plastic, Rare Earth Metals, Glass, Batteries, Mercury, Printed Circuit Boards (PCBs), Bulbs, and Other. A 'Total Kilograms' column is on the right. Below the list is a text area for 'Other' materials and a checkbox for 'I did not send any material for land disposal.' A 'Save & Next' button is at the bottom right. A green circle with the number '2' is placed over the 'Save & Next' button.

# 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**.

**RER**

Enter the recycling efficiency rate (RER) in percentage (%) for ITT/AV.

ITT/AV 0

**Start**

Computer Inc

**2021 ITT/AV Performance - Processor**

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

**RER**

Enter the recycling efficiency rate (RER) in percentage (%) for ITT/AV.

ITT/AV

**Clear Form** **Save & Next**

RER data last updated by: Mary Jane on Feb 01, 2022 12:56 PM

# Performance report

## Submit your report

Under the **Received from Hauler** 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)

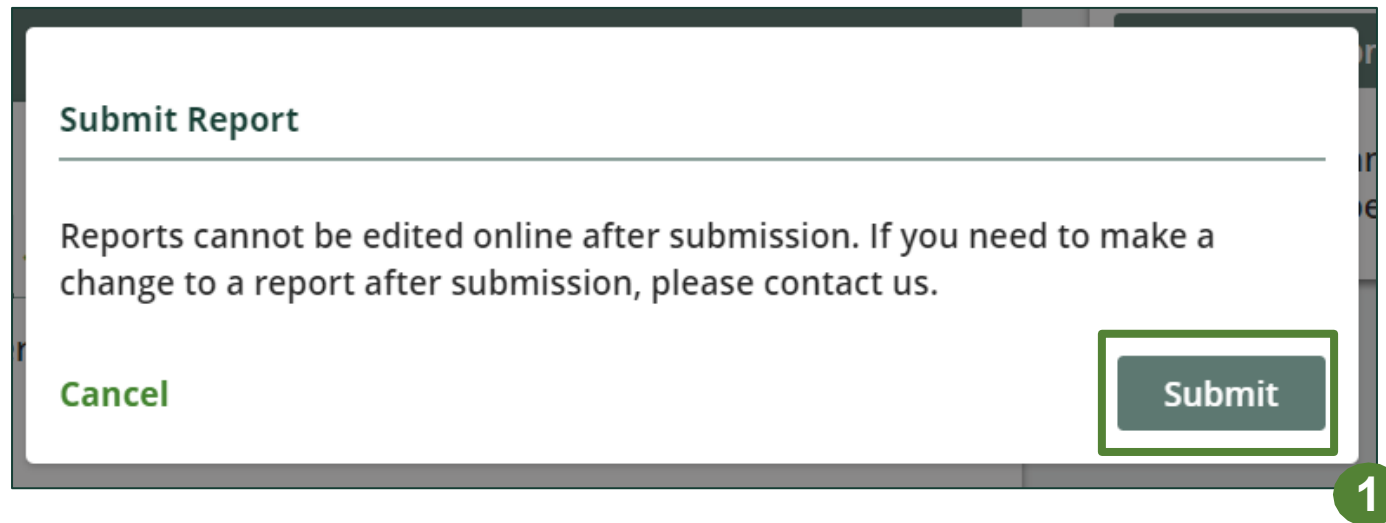
Processing Methods data last updated by: Mary Jane on Jan 31, 2022 10:29 AM

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.

1

Report Status  
**Submitted**  
Mar 14, 2022 11:02 AM

2

[< Back to Dashboard](#)

Computer Inc  
2021 ITT/AV Performance - Processor

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.

The screenshot displays the ITT/AV Homepage for Computer Inc. The page includes a header with the company name, registration number, and a logo. A notification banner states: "An asterisk (\*) indicates that you have incomplete items to address in the tab." Below this, a navigation bar shows tabs for Producer, Hauler, Refurbisher, Processor (selected), PRO Status, and Add Roles. A table lists performance reports with columns for Report, Status, Last Updated By, and Action. The first row shows a report titled "2021 ITT/AV Performance - Proce..." with a status of "Submitted" (dated Feb 01, 2022 11:14 AM) and updated by "Mary Jane". The Action column for this row contains "View" and "Download" links. Red callout boxes with numbers 1 and 2 highlight the "Report" column header and the "View/Download" action links, respectively. A footer section provides links for help and support.

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