

ITT/AV Performance Refurbisher Reporting Guide



RPRA Resource Productivity
& Recovery Authority

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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 refurbishers 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 **refurbisher of ITT/AV**, you are required to report:

- Weight of ITT/AV received from each hauler
- Weight of ITT/AV that was refurbished
- Weight of ITT/AV sent for processing

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](#)

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.

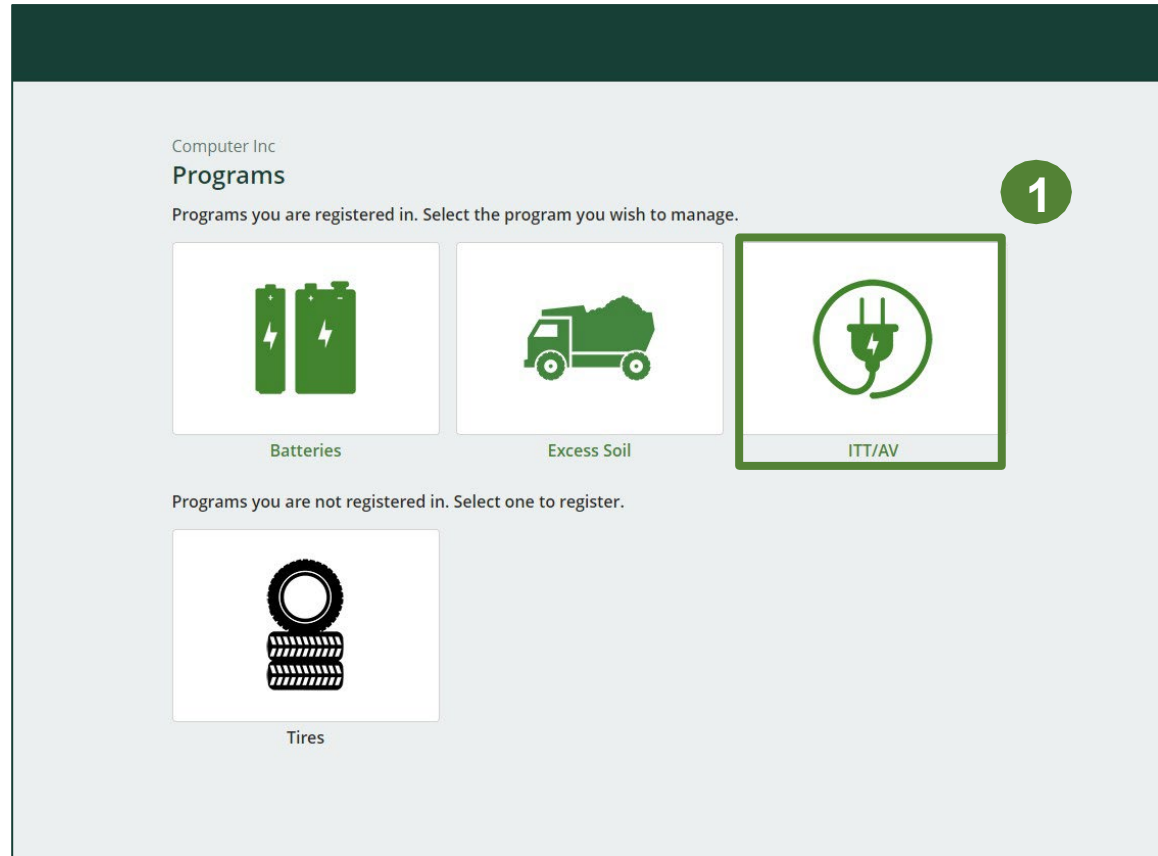
How to submit your Performance Report



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 **Refurbisher** tab to navigate to the refurbisher reports.

Note: Only the roles you are enrolled in will be clickable (e.g. if you are only a refurbisher, you cannot click into the other role tabs.).

2. Under **Action**, click on **Start** to begin completing the report for ITT/AV Performance – Refurbisher.

The screenshot shows 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 is a navigation bar with tabs for Producer *, Hauler, Refurbisher *, Processor *, PRO Status, and Add Roles. The Refurbisher * tab is selected and highlighted with a green box and a green circle with the number 1. Below the navigation bar is a table with columns: Report, Status, Last Updated By, and Action. The first row shows "2021 ITT/AV Performance - Refurbisher" 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 is a section titled "Refurbishing sites" with a description "List the address of each site where ITTAV are refurbished." and 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 - Refurbisher	Not Started Due Date: Apr 30, 2022		2 Start

Refurbishing sites

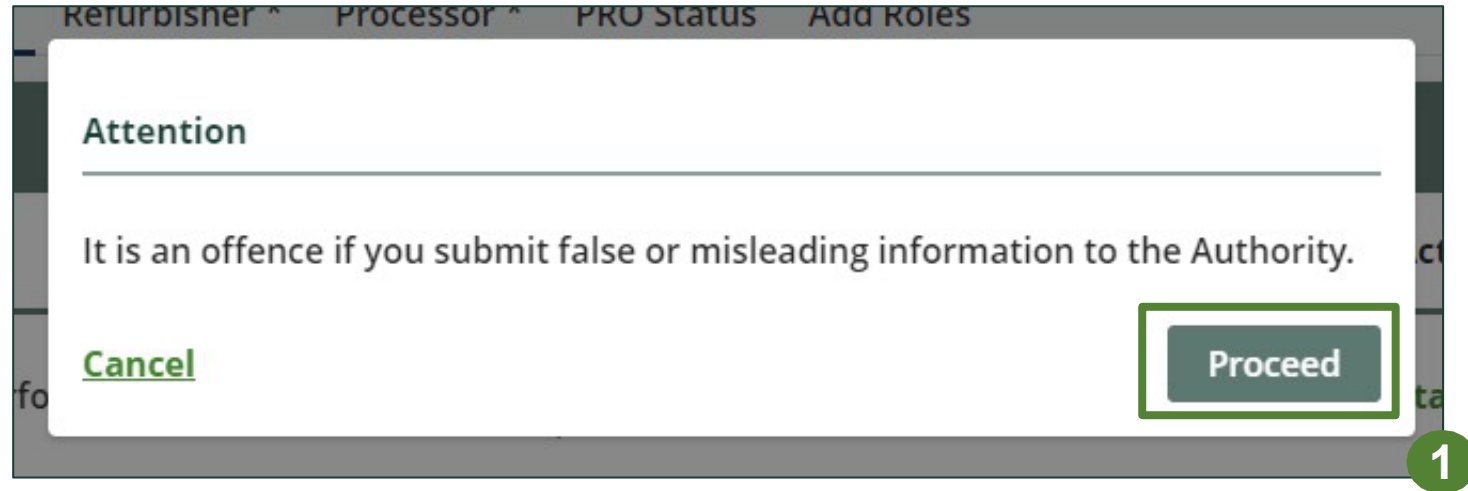
List the address of each site where ITTAV are refurbished.

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 - Refurbisher

Received from Hauler

Total Weight of ITT/AV received.

Received from Hauler	Total Kilograms
ITT/AV	

Start

Report Status
Not Started

Submit Report

Make sure to provide all the required data before submitting.

1

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 - Refurbisher
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

compu

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

Continue >

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 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**.

Computer Inc

2021 ITT/AV Performance - Refurbisher

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

Received from Hauler

Total Weight of ITT/AV received.

Received from Hauler

ITT/AV

Total Kilograms

0

Clear Form

Save & Next

1

2

Performance report

Enter your ITT/AV data for weight refurbished

1. Under **Materials Tracking**, click **Start** to enter the weights for refurbished ITT/AV and ITT/AV sent for processing.

Materials Tracking

Weight Refurbished

Sent for Processing

Total weight of ITT/AV refurbished.

Weight Refurbished	Total Kilograms
ITT/AV	

Start

1

Performance report

Enter your ITT/AV data for weight refurbished

1. Under **Weight Refurbished**, enter the total kilograms for ITT/AV in the **Total Kilograms** fields.
2. Click **Save & Next** to proceed.

Computer Inc

2021 ITT/AV Performance - Refurbisher

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

Materials Tracking

Weight Refurbished Sent for Processing

Total weight of ITT/AV refurbished.

Weight Refurbished

ITT/AV

Total Kilograms

Clear Form

Save & Next

Performance report

Enter your ITT/AV data sent for processing

1. Under **Sent for Processing**, enter the total kilograms for ITT/AV in the fields in the **Total Kilograms** fields.
2. If you did not send any ITT/AV for processing, click on the check box marked '**I did not send any ITT/AV for processing**'.
3. Click **Save & Next** to proceed.

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

Materials Tracking

✓Weight Refurbished **Sent for Processing**

Total weight of ITT/AV sent for processing.

Sent for Processing

ITT/AV

☐ I did not send any ITT/AV for processing.

Total Kilograms

0

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

The screenshot shows a web form titled '2021 ITT/AV Performance - Refurbisher' for 'Computer Inc'. It includes a header with instructions to 'Enter your data and click Save & Next to move to the next reporting screen.' The form is divided into a 'Materials Tracking' section with two tabs: 'Weight Refurbished' (active) and 'Sent for Processing'. Below the tabs, there are input fields for 'Total weight of ITT/AV sent for processing.', 'Sent for Processing', and 'ITT/AV'. A checkbox labeled 'I did not send any ITT/AV for processing.' is also present. To the right, a 'Total Kilograms' field displays the value '0'. At the bottom, there are three buttons: 'Clear Form', 'Previous', and 'Save & Next'. Three green circular callouts with numbers 1, 2, and 3 are overlaid on the form. Callout 1 points to the 'Total Kilograms' field. Callout 2 points to the checkbox. Callout 3 points to the 'Save & Next' button.

Performance report

Review and submit your report

1. Under **Report Summary**, you can review the data previously entered.
2. Click on **Edit**, if you need to make a change to the ITT/AV weight.
3. Click on **Submit Report** once you are finished reviewing and ready to submit.

The screenshot shows a web interface for reviewing and submitting a performance report. It includes a navigation bar, a report status indicator, and two main data sections: 'Received from Hauler' and 'Materials Tracking'. Each section has an 'Edit' button. A 'Submit Report' button is located on the right side, accompanied by a warning message. Green circles with numbers 1 and 2 highlight specific elements: 1 points to the 'Received from Hauler' section and the 'Submit Report' button, while 2 points to the 'Edit' buttons in both data sections.

< Back to Dashboard

Computer Inc
2021 ITT/AV Performance - Refurbisher

Report Status
In Progress

1

2

1

2

Received from Hauler

✓Received from Hauler

Total Weight of ITT/AV received.

Received from Hauler	Total Kilograms
ITT/AV	4,500

Received from Hauler data last updated by: Mary Jane on Feb 02, 2022 04:13 PM

Edit

Materials Tracking

✓Weight Refurbished ✓Sent for Processing

Total weight of ITT/AV refurbished.

Weight Refurbished	Total Kilograms
ITT/AV	1,000

Weight Refurbished data last updated by: Mary Jane on Feb 02, 2022 04:17 PM

Edit

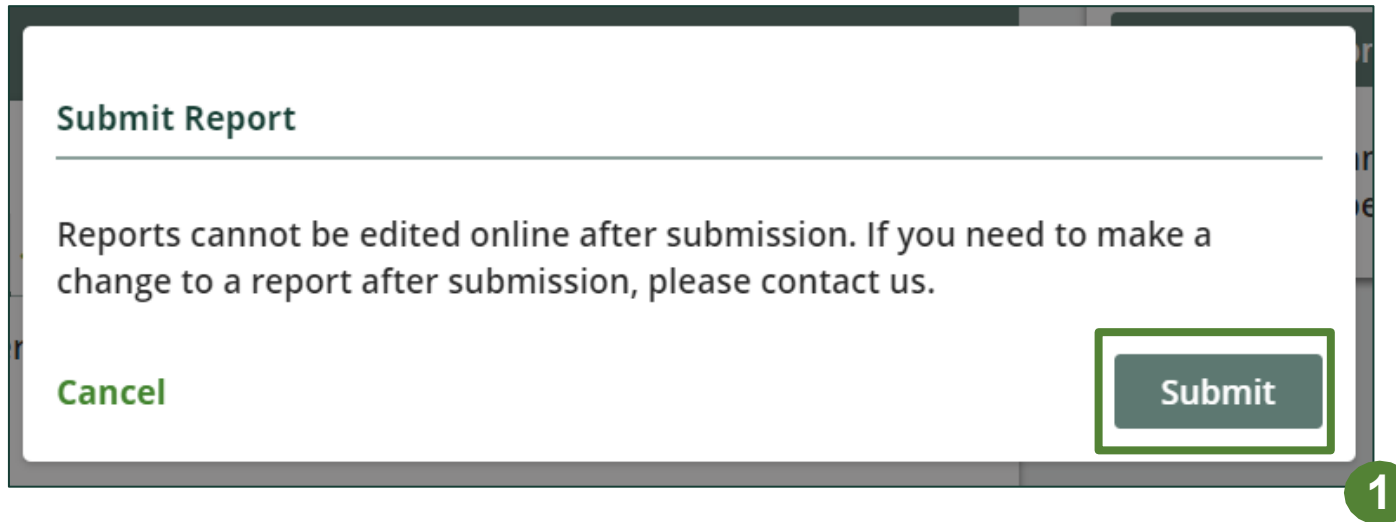
Submit Report

Make sure to provide all the required data before submitting.

Performance report

Submit your report

1. After clicking on **Submit Report**, the notice below will appear. After reading the notice, click **Submit**.



Performance report

Submitted report

1. Your report status should now be changed to **Submitted**.
2. Click on **Back to Dashboard** to return to the ITT/AV homepage to view all reports.

The screenshot displays a dashboard for 'Computer Inc' titled '2021 ITT/AV Performance - Refurbisher'. A green box labeled '1' highlights the 'Report Status' section in the top right, which shows 'Submitted' as of 'Feb 02, 2022 01:07 PM'. A green box labeled '2' highlights the '< Back to Dashboard' link in the top left. The main content area features two sections: 'Received from Hauler' and 'Materials Tracking'. The 'Received from Hauler' section shows a total weight of 4,500 kilograms for ITT/AV, with data last updated by Mary Jane on Feb 02, 2022 at 04:13 PM. The 'Materials Tracking' section shows a total weight of 1,000 kilograms for ITT/AV, with data last updated by Mary Jane on Feb 02, 2022 at 04:17 PM. Both sections include a 'View' button.

< Back to Dashboard

Computer Inc
2021 ITT/AV Performance - Refurbisher

Report Status
Submitted
Feb 02, 2022 01:07 PM

✓ Received from Hauler

Total Weight of ITT/AV received.

Received from Hauler	Total Kilograms
ITT/AV	4,500

Received from Hauler data last updated by: Mary Jane on Feb 02, 2022 04:13 PM

View

Materials Tracking

✓ Weight Refurbished ✓ Sent for Processing

Total weight of ITT/AV refurbished.

Weight Refurbished	Total Kilograms
ITT/AV	1,000

Weight Refurbished data last updated by: Mary Jane on Feb 02, 2022 04:17 PM

View

Performance report

View submitted report

1. On the **ITT/AV Homepage** under the **Refurbisher** tab, your ITT/AV Performance - Refurbisher 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' with registration number 00001. The 'Refurbisher' tab is selected, marked with an asterisk. A table lists the '2021 ITT/AV Performance - Refurbisher' report with a status of 'Submitted' (dated Feb 02, 2022 01:07 PM) and last updated by 'Mary Jane'. The 'Action' column for this report contains 'View' and 'Download' links. Below the table, a section titled 'Refurbishing sites' includes a description and a 'Manage' button. Green callout boxes with numbers 1 and 2 highlight the report row and the 'View/Download' links, respectively.

Computer Inc
ITT/AV Homepage

Registration #:00001

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 - Refurbisher	Submitted Feb 02, 2022 01:07 PM	Mary Jane	View Download

1

Refurbishing sites

List the address of each site where ITTAV are refurbished.

Manage

2