

ITT/AV Producer Supply Reporting Guide

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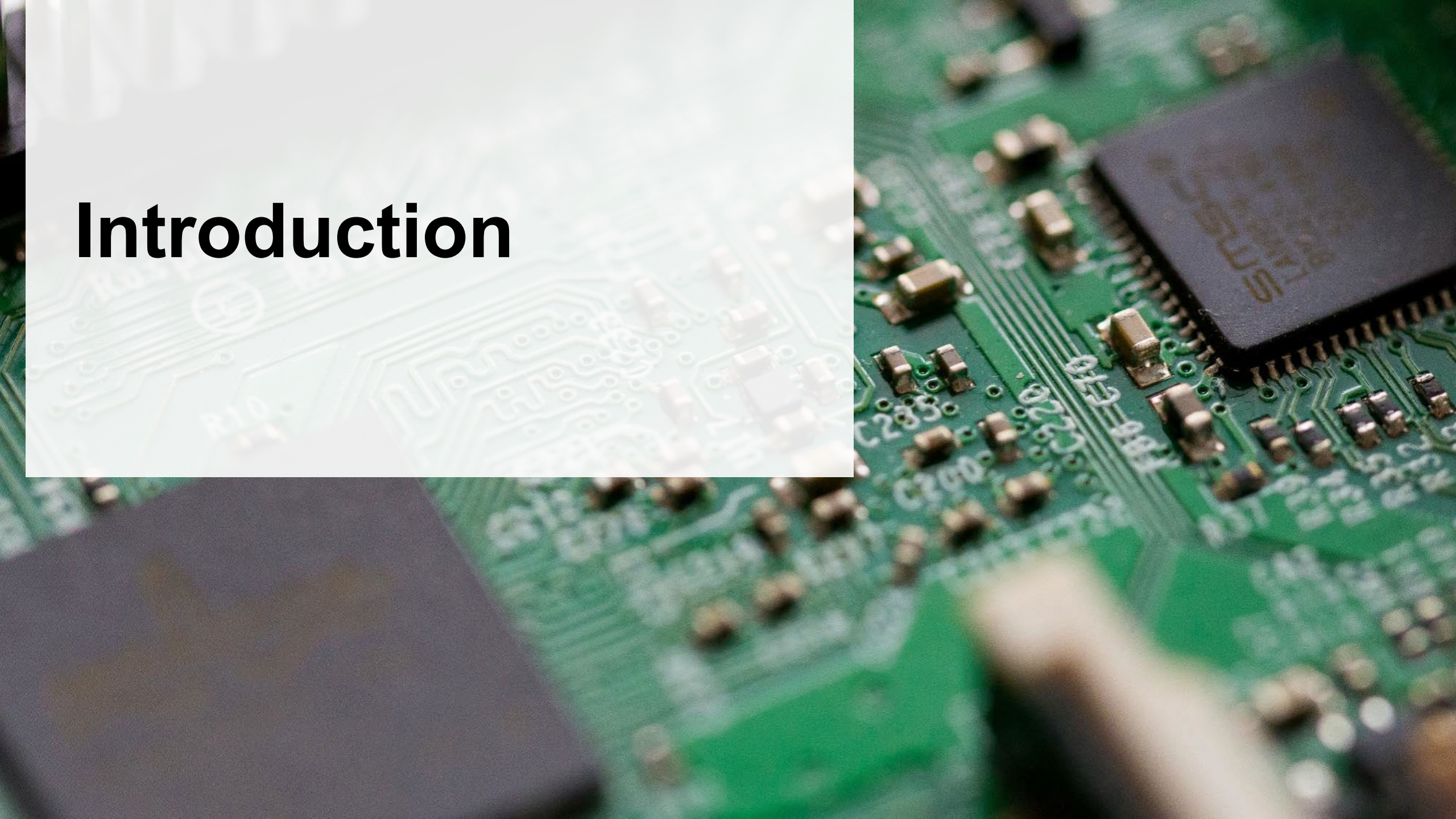
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Introduction



What is ITT/AV supply data reporting?

ITT/AV supply data is an annual report that producers with obligations under the Electrical and Electronic Equipment (EEE) Regulation complete to report on the weight of ITT/AV supplied into Ontario from two years prior.

Submitting supply data determines a producers management requirements for the following year.

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 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 **1-833-600-0530**.

What data needs to be reported?

If you are a producer of **ITT/AV**, you are required to report:

- The weight of ITT/AV supplied in Ontario from the previous two years prior
- If applicable, the weight of post-consumer recycled content or products eligible for a reduction of management requirements (i.e., manufacturer's warranty, repair) supplied in Ontario from two years prior

For more information on post-consumer recycled content, manufacturer's warranty, repair and reduction of management requirements, visit our [EEE Verification and Audit Procedure](#).

How to log into the Registry as an account admin

The supply data report is completed online through 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:

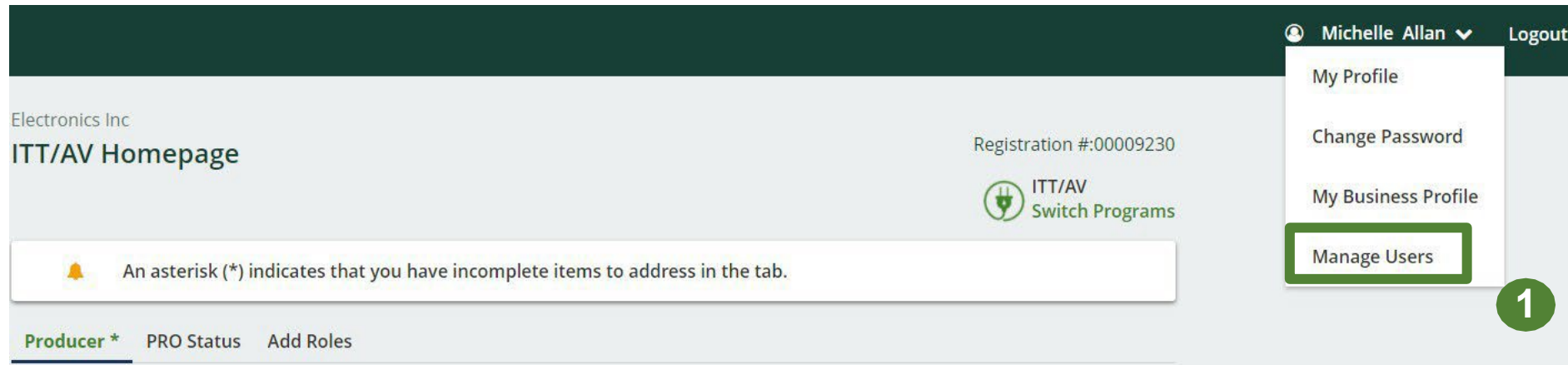
- If you already have an existing Tires account, you do not need to create a new one.
 - Simply log into your existing account, which will bring you to the homepage where you will see all programs you are enrolled in
 - If you have forgotten your password, click "Forgot Password" on the login screen and follow the instructions provided

How to manage contacts on your Registry account

If Primary Contacts will be submitting the Supply Report, Account Admins must add any new, or manage existing, Primary 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

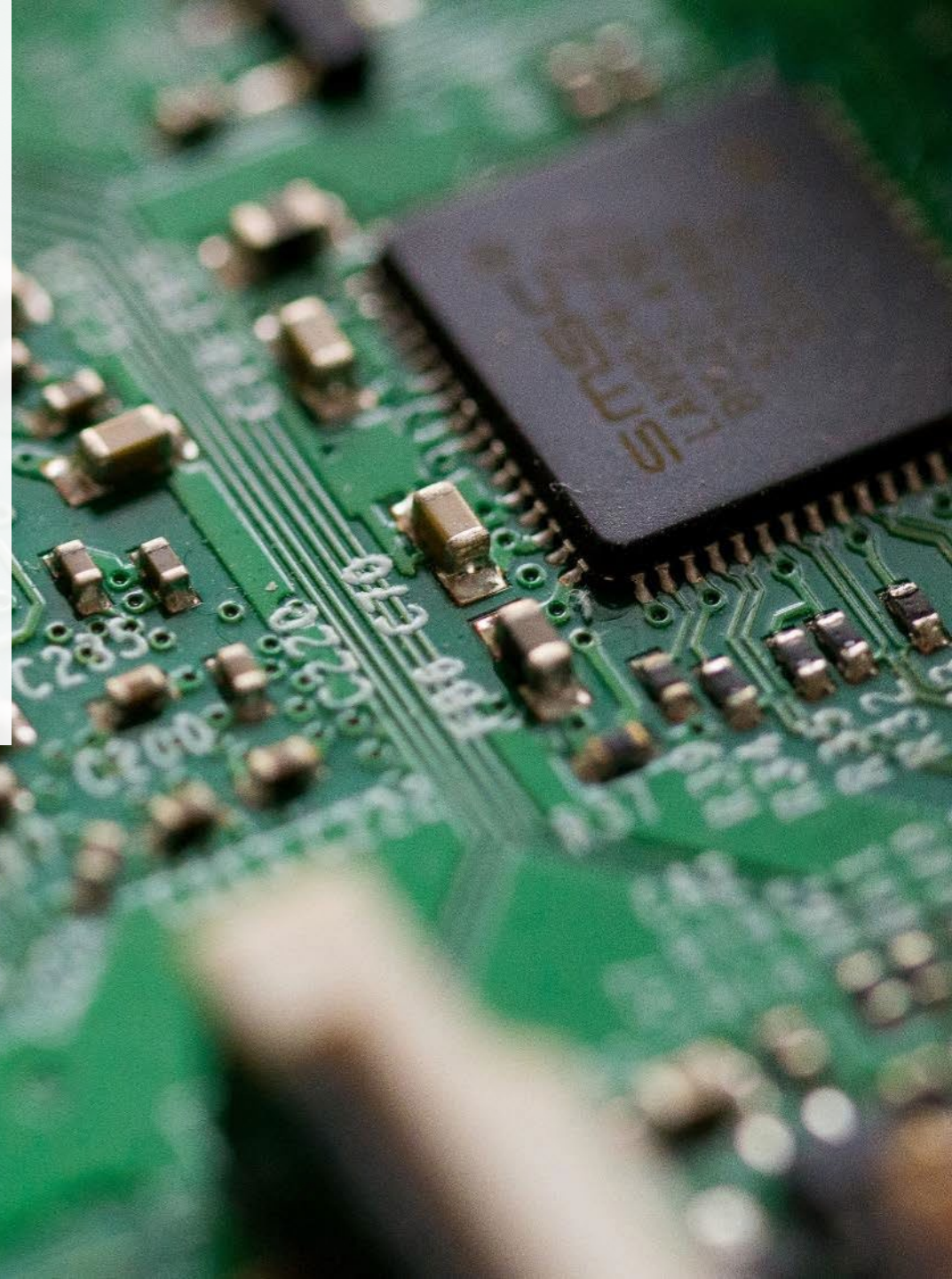
User Access Level
☒ Primary ☐ Secondary

Saving will replace the current Primary Fake Account

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

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

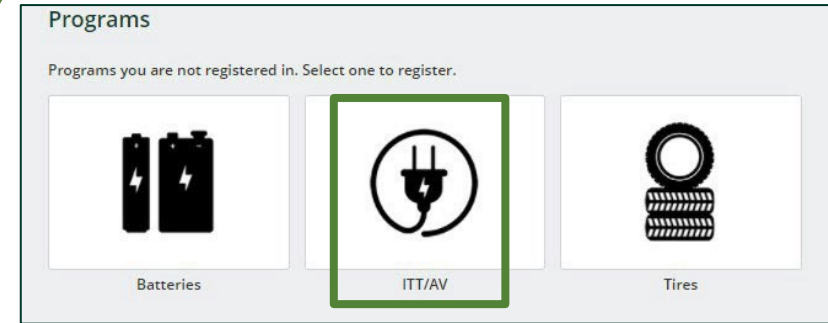
Registry Program Enrollment for New Registrants



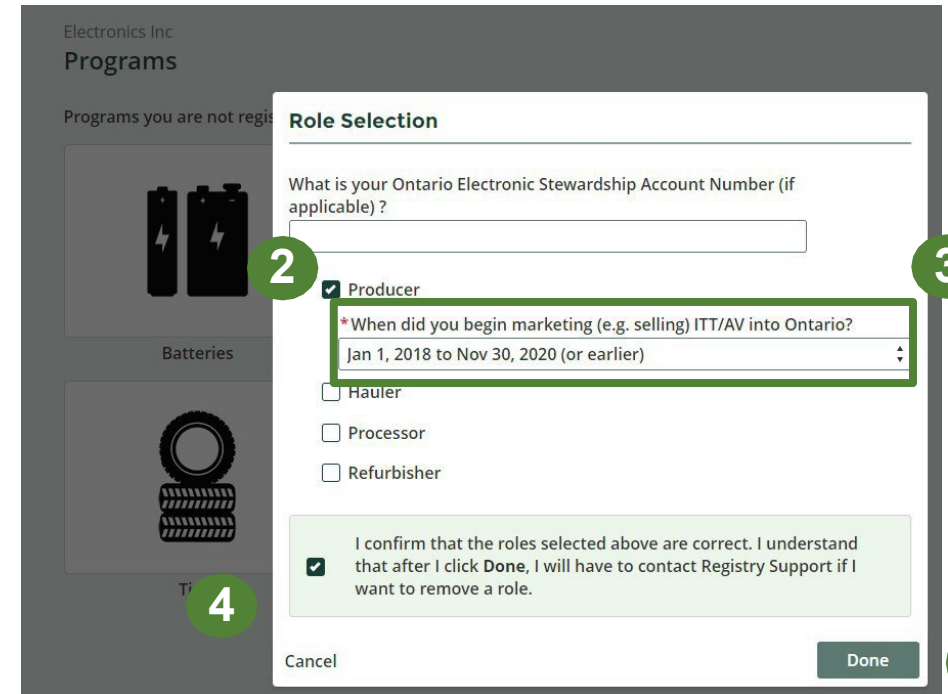
How to enroll in the ITT/AV program as a new registrant

1. After you log into the **Registry**, you will land on the **Programs** screen. This screen will show all programs available to register in
2. Click **ITT/AV**
3. Select the **Producer** role and the year that you began marketing ITT/AV
 - Selecting from this drop-down list will determine if you are required to report on previous years, in addition to the current year
4. Confirm **the role you have selected is correct**
5. Click **Done**

1



2



The screenshot shows the 'Role Selection' dialog box. It contains a text input field for the 'Ontario Electronic Stewardship Account Number'. Below this, the 'Producer' role is selected with a checked checkbox. A green box highlights the dropdown menu for 'When did you begin marketing (e.g. selling) ITT/AV into Ontario?', which shows the range 'Jan 1, 2018 to Nov 30, 2020 (or earlier)'. Other roles like Hauler, Processor, and Refurbisher are listed with unchecked checkboxes. At the bottom, there is a confirmation statement: 'I confirm that the roles selected above are correct. I understand that after I click Done, I will have to contact Registry Support if I want to remove a role.' with a checked checkbox. The dialog has 'Cancel' and 'Done' buttons at the bottom.

3

4

5

Supply Reporting



Supply report

Starting your report


1. On the **ITT/AV homepage**, you will be able to see all reports that require action
2. Reports must be completed in chronological order
 - If you select the current year (e.g., 2021) and have an overdue report for 2020, you will get an error message


1

Electronics Inc

ITT/AV Homepage

Registration #:00009230

 ITT/AV
Switch Programs

 An asterisk (*) indicates that you have incomplete items to address in the tab.

Producer *


PRO Status

Add Roles

Report ▼	Status	Last Updated By	Action
2021 ITT/AV Supply Report	Not Started Due Date: Apr 30, 2021		Start
2020 ITT/AV Supply Report	Not Started Due Date: Apr 30, 2020		Start

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

2

 Reports must be submitted in chronological order. Return to the dashboard to complete your previous year's report.

[< Back to Dashboard](#)

Supply report

Starting your report

1. Under Action, click **Start** on the earliest required report
2. A window about submitting false or misleading information will then pop up, click **Proceed**

Electronics Inc
ITT/AV Homepage

Registration #:00009230

ITT/AV
Switch Programs

An asterisk (*) indicates that you have incomplete items to address in the tab.

Producer * PRO Status Add Roles

Report ▼	Status	Last Updated By	Action
2021 ITT/AV Supply Report	Not Started Due Date: Apr 30, 2021		Start
2020 ITT/AV Supply Report	Not Started Due Date: Apr 30, 2020		Start

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

1

Report ▼	Status	Last Updated By	Action
2021 ITT/AV Supply Rep	Not Started		Start
2020 ITT/AV Supply Rep	Not Started		Start

Attention

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

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

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

2

Supply report

Entering your supply data

1. On the **ITT/AV Supply Report** screen, enter in your supply data for the applicable report.

* see [slide 5](#) for which data needs to be reported

2. Click **Open** to use our weight conversion tool to determine weights

3. Click **Save & Next**

1

Electronics Inc

2021 ITT/AV Supply Report

Enter your data and click **Save & Next** to move to the next reporting screen. Click **Previous** to return to the previous reporting screen. You will be able to view your collection system requirements and minimum management requirements before confirming payment.

Supply Data > Mgmt. Reduction > Brand Supply > Confirm and Pay

2018 ☒ 2019

Click **Open** to use our conversion tool to calculate the weight of ITT/AV from the number of units supplied.

Weight (in kg)	Weight From Conversion Tool	Total Kilograms
<input type="text" value="15500"/>	<input type="text" value="0"/>	15,500

☐ No ITT/AV supplied [Clear Form](#)

You can enter either the actual weight or your own calculated weight of ITT/AV in the **Weight (in kg)** box. Provide the details of the method used to calculate the weight of ITT/AV if not using the Weight Conversion Tool (max. 250 characters).

Press **Save & Next** to continue to Management Reductions

[Previous](#) [Save & Next](#)

2019 data last updated by: John Lowe on Sep 16, 2021 12:25 PM

2

Weight Conversion Tool - ITT/AV Supplied 2018

Click the icon (i) next to each category for examples of included items. The listed examples do not capture all obligated products and equipment. If you supply ITT/AV products in a category not listed here, you must report the actual weight in your supply data.

ITT/AV Category	Units	Conversion Factor	Kilograms
1 - Small IT Equipment/Computer Peripherals	<input type="text" value="0"/>	x 0.4 kg	0
2 - Desktop PCs	<input type="text" value="0"/>	x 8.77 kg	0
3 - Portable Computers (Laptops and Tablets)	<input type="text" value="0"/>	x 0.85 kg	0
4 - Desktop/Countertop Printers (includes printer cartridges sold with)	<input type="text" value="0"/>	x 10.32 kg	0
5 - Desktop Printer Ink Cartridges	<input type="text" value="0"/>	x 0.12 kg	0
6 - Non-Cellular Telephone and Answering Machines	<input type="text" value="0"/>	x 0.45 kg	0
7 - Mobile Phones	<input type="text" value="0"/>	x 0.09 kg	0
8 - IT Equipment, including wide format printers	<input type="text" value="0"/>	x 48.02 kg	0
9 - Floor Standing Printers	<input type="text" value="0"/>	x 122.86 kg	0
10 - Toner Cartridges for floor standing multi-functional equipment	<input type="text" value="0"/>	x 0.84 kg	0
11 - Flat Display Panel Monitors	<input type="text" value="0"/>	x 5.5 kg	0
12 - Small Personal Electronics	<input type="text" value="0"/>	x 0.39 kg	0
13 - Portable Audio and Video	<input type="text" value="0"/>	x 0.23 kg	0
14 - Non-Portable Audio Recording and Playing Devices	<input type="text" value="0"/>	x 3.73 kg	0
15 - Video and Projectors (incl. antennas and receivers)	<input type="text" value="0"/>	x 2.7 kg	0
16 - Speakers	<input type="text" value="0"/>	x 2.14 kg	0
17 - Cameras	<input type="text" value="0"/>	x 0.29 kg	0
18 - Flat Display Panel TVs	<input type="text" value="0"/>	x 10.2 kg	0
19 - Video Game Devices	<input type="text" value="0"/>	x 0.48 kg	0

[Cancel](#) [Next](#)

3

Supply report

Management reduction

After saving the **Supply Data**, the report will navigate to the **Mgmt. Reduction** tab.

1. Click **yes** or **no** if your ITT/AV contained recycled content
2. If you clicked **yes**, enter the **weight of recycled content**

Note: if there was any data on recycled content input into a previous year's report, it will show up on the **Summary** with a green lock icon beside it as it can not be edited

- Any recycled content amount exceeding more than 50% of the supply data, will be ignored and will not count towards reducing a producers management requirement

Electronics Inc

2021 ITT/AV Supply Report

Enter your data and click **Save & Next** to move to the next reporting screen. Click **Previous** to return to the previous reporting screen. You will be able to view your collection system requirements and minimum management requirements before confirming payment.

Supply Data > **Mgmt. Reduction** > **Brand Supply** > **Confirm and Pay**

Management Reduction

Recycled Content

* Did your ITT/AV products contain post-consumer recycled glass or plastic content or supplied batteries with your products that contain post-consumer recycled content (i.e., content that was recovered from products or packaging that were used by consumers)?

☐ No
☒ Yes

Enter the total weight of post-consumer recycled content contained in products, including glass, plastic and batteries.

Summary	Weight of Recycled Content (kg)
2019 ITT/AV	<input type="text" value="0"/>

Repair

* Did you make information available to the consumer at no charge, and make tools and parts available, at no charge or on a cost recovery basis, to repair ITT/AV products?

☐ No
☐ Yes

Manufacturer's Warranty

* Did you provide a warranty that covers the ongoing functionality of an ITT/AV product beyond one year from the date of purchase at no additional charge to a consumer?

☐ No
☐ Yes

Press **Save & Next** to continue to Brand Supply

Previous **Save & Next**

Supply report

Management reduction

1. Under **Repair**, Click **yes or no** if you offered repair of ITT/AV
2. If you clicked **yes**, enter the weight of repaired products
3. Under **Manufacturer's Warranty**, click **yes or no** if you offered a manufacturer's warranty on ITT/AV at no additional cost to consumers
4. If you clicked **yes**, enter the **weight of the products supplied for each year of warranty**
5. Click **Save & Next**

Electronics Inc

2021 ITT/AV Supply Report

Enter your data and click **Save & Next** to move to the next reporting screen. Click Previous to return to the previous reporting screen. You will be able to view your collection system requirements and minimum management requirements before confirming payment.

Supply Data > Mgmt. Reduction > Brand Supply > Confirm and Pay

Management Reduction

Recycled Content

*Did your ITT/AV products contain post-consumer recycled glass or plastic content or supplied batteries with your products that contain post-consumer recycled content (i.e., content that was recovered from products or packaging that were used by consumers)?

☐ No
☒ Yes

Enter the total weight of post-consumer recycled content contained in products, including glass, plastic and batteries.

Summary	Weight of Recycled Content (kg)
2019 ITT/AV	<input type="text" value="1500"/>

Repair

*Did you make information available to the consumer at no charge, and make tools and parts available, at no charge or on a cost recovery basis, to repair ITT/AV products?

☐ No
☒ Yes

Enter the total weight of products supplied for which you answered "yes".

Summary	Product Weight (kg)
2019 ITT/AV	<input type="text" value="500"/>

Manufacturer's Warranty

*Did you provide a warranty that covers the ongoing functionality of an ITT/AV product beyond one year from the date of purchase at no additional charge to a consumer?

☐ No
☒ Yes

Manufacturer's Warranty

*Did you provide a warranty that covers the ongoing functionality of an ITT/AV product beyond one year from the date of purchase at no additional charge to a consumer?

☐ No
☒ Yes

Enter the total weight of products supplied for which you answered "yes," by the number of years of warranty provided.

Years of Warranty	Product Weight (kg)
2 Years of warranty	<input type="text" value="0"/>
3 Years of warranty	<input type="text" value="0"/>
4 Years of warranty	<input type="text" value="0"/>
5 Years of warranty	<input type="text" value="0"/>
6 Years of warranty	<input type="text" value="0"/>
7 Years of warranty	<input type="text" value="0"/>
8 Years of warranty	<input type="text" value="0"/>
9 Years of warranty	<input type="text" value="0"/>
10 Years of warranty	<input type="text" value="0"/>
11 Years of warranty	<input type="text" value="0"/>
12 Years of warranty	<input type="text" value="0"/>
13 Years of warranty	<input type="text" value="0"/>
14 Years of warranty	<input type="text" value="0"/>
15 Years of warranty	<input type="text" value="0"/>
16 Years of warranty	<input type="text" value="0"/>
17 Years of warranty	<input type="text" value="0"/>
18 Years of warranty	<input type="text" value="0"/>
19 Years of warranty	<input type="text" value="0"/>
20 Years of warranty	<input type="text" value="0"/>
21 Years of warranty	<input type="text" value="0"/>

Press **Save & Next** to continue to Brand Supply

Supply report

Brand supply

After saving the **Mgmt. Reduction** data, the report will navigate to the **Brand Supply** tab.

1. In the **search bar**, enter in the name of the ITT/AV brand(s) you supply
 - Type any **alphanumeric values** into the search bar to find the appropriate brand(s)
2. If you are not able to find the names of the brand(s) of ITT/AV supplied, you will add it in manually into the **open text field** at the bottom of the screen
3. Click **Save & Next**

Note: brands you selected in the current year will automatically populate under the **Selected Brands** list for future reports

1

Electronics Inc
2021 ITT/AV Supply Report
Enter your data and click **Save & Next** to move to the next reporting screen. Click **Previous** to return to the previous reporting screen. You will be able to view your collection system requirements and minimum management requirements before confirming payment.

Supply Data > Mgmt. Reduction > Brand Supply > Confirm and Pay

Add Brands

Enter all brands that you included in your supply regardless of why you are the producer for them (e.g., importer or brand holder). If you supply a large number of brands (more than 25) you can contact Registry Support to obtain an excel template to fill out instead.

Search Brands

Name	Action
1800 DUMMY CAMERA	Add
22 Miles	Add
2gig	Add
2GIG TECHNOLOGIES	Add
2K	Add

5+ < Page 1 of 448 > 5 entries per page ▾

2

Selected Brands

Name	Action
Kirkland	Remove
Electra Glide	Remove
Electronic	Remove

If you cannot find brands you supplied in the searchable list, add them here.

Click **Save & Next** to view the Report Summary and complete your report.

[Previous](#) [Save & Next](#)

3

Supply report

Summary review

1. When reviewing **Supply Report** data, you can edit before submitting
2. In the top left, you will see your **minimum management requirement** for the following year. This information will also be used to calculate whether you are a large or small ITT/AV producer for the purpose of submitting a Supply Data Verification Report in the next reporting cycle. Review the [Batteries and ITT/AV Supply Data Verification Procedure](#) to determine if you are a small or large producer.
3. Toggle between reporting years
 - Any year with a **green check mark** beside it can still be edited
 - Any year with a **green lock icon** will be read-only

Electronics Inc.
2021 ITT/AV Supply Report

2

Report Summary

Your minimum management requirements for 2022 are:
4,519 Kilograms ITT/AV

You must meet the collection system requirements of a Small Producer.
Your minimum management requirements are calculated in accordance with Section 14 of the Electrical and Electronic Equipment Regulation. Your collection system requirements are calculated in accordance with Part III of the Electrical and Electronic Equipment Regulation.

3

2018 2019

Weight (in kg)	Weight From Conversion Tool	Total Kilograms
2,500	0	2,500

This data cannot be edited because it was submitted as part of a previous report.

2018 data last updated by: John Lowe on Sep 16, 2021 11:41 AM

Management Reduction

Recycled Content

* Did your ITT/AV products contain post-consumer recycled glass or plastic content or supplied batteries with your products that contain post-consumer recycled content (i.e., content that was recovered from products or packaging that were used by consumers)?

☐ No
☒ Yes

Enter the total weight of post-consumer recycled content contained in products, including glass, plastic and batteries.

Summary	Weight of Recycled Content (kg)
2019 ITT/AV	1,500

Repair

* Did you make information available to the consumer at no charge, and make tools and parts available, at no charge or on a cost recovery basis, to repair ITT/AV products?

☐ No
☒ Yes

Enter the total weight of products supplied for which you answered "yes".

Summary	Product Weight (kg)
2019 ITT/AV	500

Manufacturer's Warranty

* Did you provide a warranty that covers the ongoing functionality of an ITT/AV product beyond one year from the date of purchase at no additional charge to a consumer?

☐ No
☒ Yes

Enter the total weight of products supplied for which you answered "yes," by the number of years of warranty provided.

Years of Warranty	Product Weight (kg)
4 Years of warranty	100

1

Edit Report

Supply report

Upload Verification Report

Starting in 2023, only large producers are required to submit a Verification Report.

1. Click the upload field to attach **a pdf** or **an image** to proceed to payment processing
2. Once the Verification Report is submitted, the Select Payment Method button will be highlighted in green
 - Clicking this button will take you to a drop-down menu of payment methods to complete the transaction

The screenshot displays a web interface for submitting a report. At the top, a box indicates 'Report Status' as 'In Progress'. Below this is a dark green header for 'Submit Report'. The main section is titled 'Upload Verification Report' with an information icon. It features a file upload field and a blue 'Upload' button, which is highlighted with a green circle containing the number '1'. Below the upload section, the 'Registry Fee Payment' is shown as '\$328.70' with an information icon. At the bottom, a grey button labeled 'Select Payment Method' is highlighted with a green circle containing the number '2'.

Section	Content
Report Status	In Progress
Submit Report	Header for the submission section
Upload Verification Report	Section for uploading the report, including an 'Upload' button (marked 1)
Registry Fee Payment	\$328.70
Select Payment Method	Button to proceed to payment methods (marked 2)

Supply report

Payment submission

Before submitting the report, you will need to select and submit payment for the **Registry Fee**. This amount has been calculated in the system based on the supply data you have provided.

1. Click select **payment method**
2. Click from the drop-down menu for your preferred method
 - If you choose any payment option other than credit card and bank withdrawal, you will receive an email with instructions on how to submit payment
3. Click **Submit**
 - Once the payment is submitted, the **Report Status** will change to **Submitted** and will provide a summary

The screenshot shows the 'Electronics Inc 2021 ITT/AV Supply Report' interface. The 'Report Status' is 'In Progress'. The 'Report Summary' section displays management requirements for 2022, including a minimum of 4,519 Kilograms for ITT/AV. A 'Submit Report' button is visible. A modal window titled 'Payment Method' is open, showing a 'Select Payment Method' dropdown menu with '--none--' selected. The modal also has 'Cancel' and 'Submit' buttons. A green box highlights the 'Select Payment Method' button in the top right corner, and another green box highlights the 'Submit' button in the modal. A third green box highlights the 'Submit' button in the modal.

The screenshot shows the 'Report Status' section, which is now 'Submitted' on Sep 16, 2021 12:36 PM. Below this, the 'Submit Report' section shows the 'Registry Fee Payment' of \$328.70 and the 'Payment Method' as 'Cheque'. A message states: 'Your submission has been received. You will be sent an email with information on how to complete your cheque payment.' At the bottom, there is a link to 'Download Invoice - Summary Report 16/09/2021'.

Supply report


Submitted

On the ITT/AV homepage, you can **view** and **download** your submitted reports and invoices.

Electronics Inc

ITT/AV Homepage

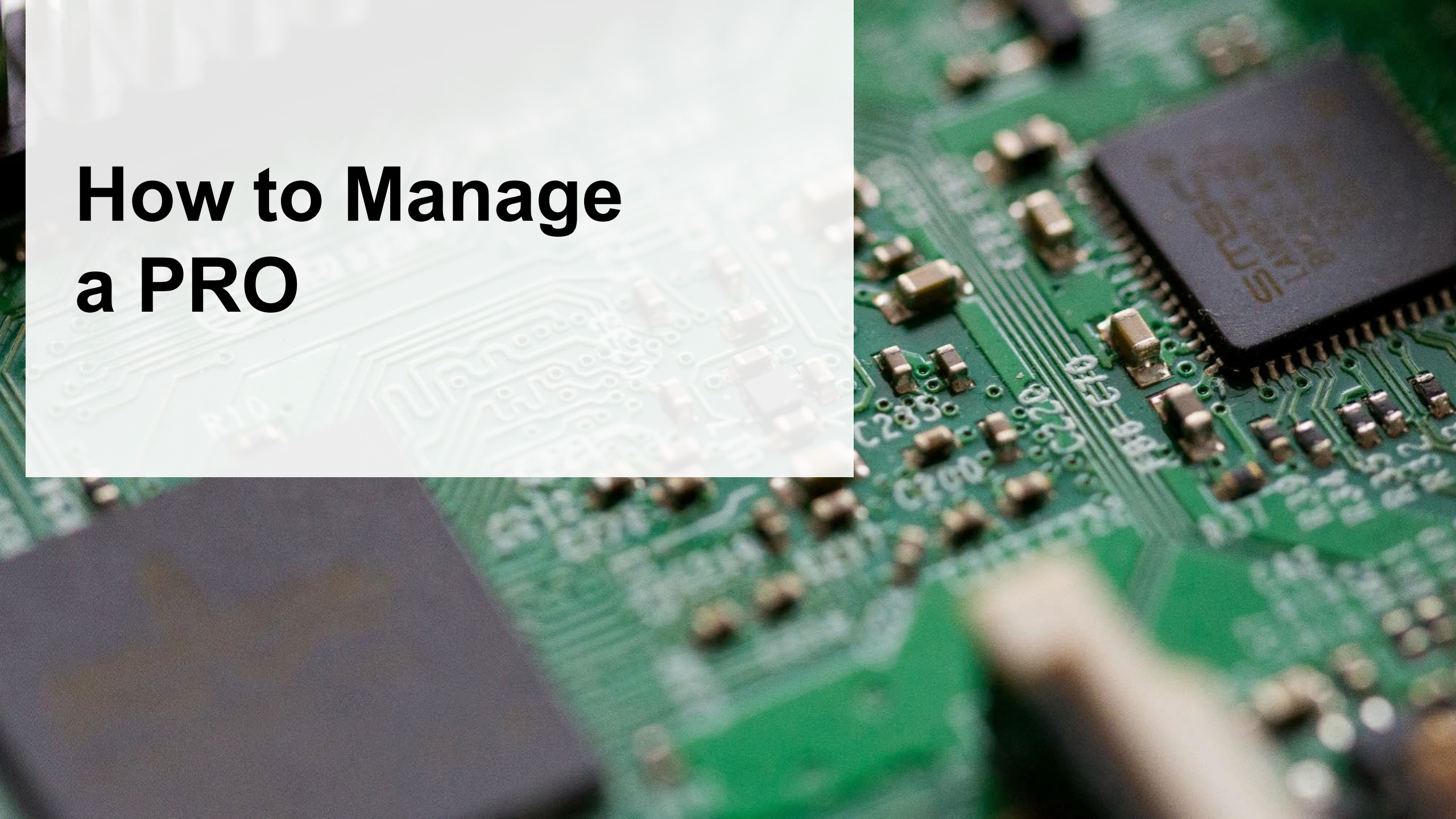
Registration #:00009231

 ITT/AV
Switch Programs

[Producer](#) [PRO Status](#) [Add Roles](#)

Report▼	Status	Last Updated By	Action
2021 ITT/AV Supply Report	Submitted Sep 16, 2021 12:36 PM	John Lowe	View Download
2020 ITT/AV Supply Report	Submitted Sep 16, 2021 11:41 AM	John Lowe	View Download

How to Manage a PRO



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**

Note: only Account Admins can select PROs

Manage Reporting Responsibilities

Indicate whether you will be reporting your own performance, collection and management in part or in whole. If a PRO will be reporting on your behalf, select "Does not report" from the dropdown list.

Producer

Bose Limited

Responsible for Performance Report: Reports in part

Responsible for Collection and Management Report: Reports in part

Select the PROs that will be reporting on your behalf. If you have multiple PROs reporting your performance or collection and management, select "Reports in part" from the dropdown list.

PRO	Service Start Date	Service Stop Date	Responsible for Performance Report	Responsible for Collection and Management Report
ERS International	25-Jun-2021	25-Jun-2024	Reports in part	Reports in part

+ Add PRO

☐ 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.

Cancel Done

FAQs



Frequently Asked Questions

1. If I do not know my actual weights of ITT/AV, can I use the weight conversion table?
 - Yes. You can use our weight conversion calculator to determine weights, in which case you will need to determine the number of units sold into Ontario. For more information, visit our [EEE Verification and Audit Procedure](#).
2. Can I reduce my ITT/AV management requirements? If so, how?
 - Yes. Producers may only reduce their management requirement by a maximum of 50% if they offer recycled content, manufacturer's warranty and/or repair. For more information on reduction of management requirements, visit our [EEE Verification and Audit Procedure](#).
3. How do I view my management requirement?
 - To view your minimum management requirement, follow these steps:
 1. Go to your Dashboard
 2. Under Action, click View for the report year you'd like to see
 3. Under Report Summary, you will see your minimum management requirement for the following year

Frequently Asked Questions cont.

4. For annual Supply Data Verification Reporting, how do I know if I am a small or large ITT/AV producer?

For the purposes of ITT/AV supply data verification:

- “Large ITT/AV producer” means an ITT/AV producer with a minimum management requirement greater than or equal to 200,000 kilograms in the previous calendar year.

Beginning in 2023, only large producers are required to submit a Supply Data Verification Report. Small producers will no longer be required to submit a verification report but will be subject to inspections. Review the [Batteries and ITT/AV Supply Data Verification Procedure](#) for more information.