Tire Performance
Reporting Guide for Haulers, Processors and Refurbishers

Updated March 2026

RPRA Resource Productivity & Recovery Authority

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Introduction

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What is tire performance reporting?

Tire performance reporting is an annual report that service providers with obligations under the Tires Regulation complete to report on their recovery and management activities in the previous calendar year.

This guide will assist haulers, processors and retreaders 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 Tires Regulation can be found on RPRA's website.

If you have further questions that are not answered in this guide, 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 do haulers need to report?

- Number and calculated weight of tires picked up in and outside of Ontario
- Calculated weight of tires dropped off
  - Sent for processing
  - Sent for retreading
- Number and calculated weight of tires sent for reuse
  - Sent to be reused on a vehicle
  - Sent for reuse for a new purpose (such as dock bumpers, agricultural bunkers, flowerpots and planters)

RPRA has developed a Weight Conversion Factors Procedure to determine the calculated weight of tires.
Common calculated used tire weights include:

- Passenger and light truck tire = 12.5 kg
- Medium truck tire = 50 kg

What data do processors need to report?

- Actual weight of tires received from each hauler
- Number and calculated weight of tires sent to be reused on a vehicle
- Number and calculated weight of tires sent for reuse for a new purpose (such as dock bumpers, agricultural bunkers or flowerpots and planters)
- Number and actual weight of tires disposed, by disposal type (such as land disposal, incineration, used as fuel or fuel supplement or stockpiled)
- Actual weight of processed materials, by material type*
- Actual weight of processed materials that were disposed, by material type*
- List of products made by you as the tire processor and weight of processed materials used, by material type*
- List of products made by another person and weight of processed materials sent to that person, by material type*

*Examples of material types include crumb rubber, tire-derived aggregate, tire-derived metal (no rims) or fluff and fibre.

RPRA has developed a Weight Conversion Factors Procedure to determine the calculated weight of tires. Common calculated used tire weights include:

- Passenger and light truck tire = 12.5 kg
- Medium truck tire = 50 kg

What data do retreaders need to report?

- Number and calculated weight of tires retreaded
- Number and calculated weight of tires sent to a processor
- Actual weight of shavings, strips, buffings and trimmings sent to a processor or for disposal
- Number and calculated weight of tires sent to be reused on a vehicle
- Number and calculated weight of tires sent for reuse for a new purpose (such as dock bumpers, agricultural bunkers or flowerpots and planters)
- Number and actual weight of tires disposed, by disposal type (such as land disposal, incineration, used as fuel or fuel supplement or stockpiled)
- Actual weight of tires received from haulers, by hauler

RPRA has developed a Weight Conversion Factors Procedure to determine the calculated weight of tires. Common calculated used tire weights include:

- Passenger and light truck tire = 12.5 kg
- Medium truck tire = 50 kg

How to log into the Registry as an account admin

The supply data 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:

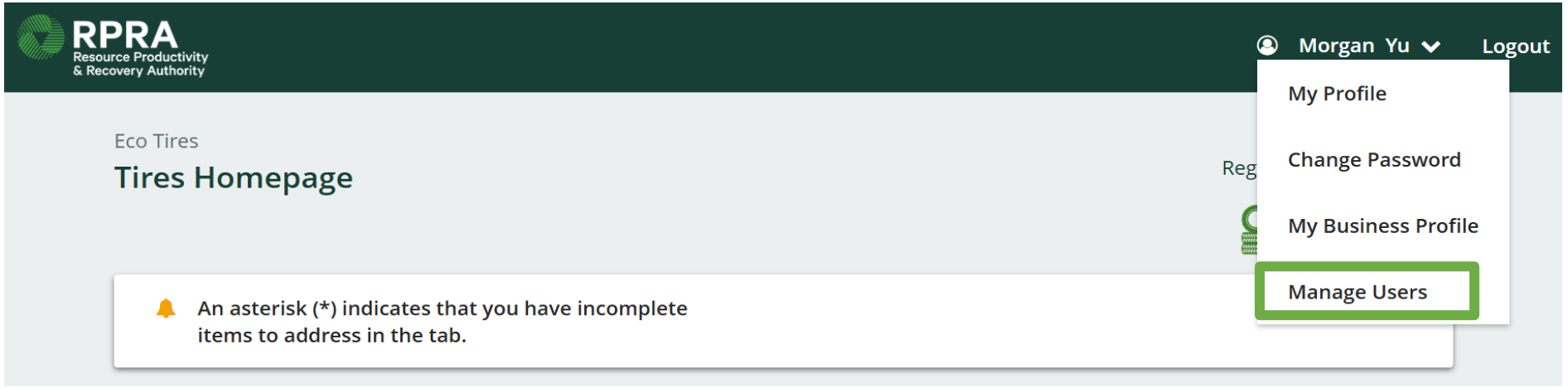
- If you already have an existing Tires account, you do not need to create a new one.
    - Simply log into your existing account, which will bring you to the homepage where you will see all programs you are enrolled in.
    - If you have forgotten your password, click "Forgot Password" on the login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

How to manage contacts on your Registry account

Account Admins must add any new, or manage existing, Primary Contacts under the program they wish to give them access to (e.g., permissions to view and complete Reports).

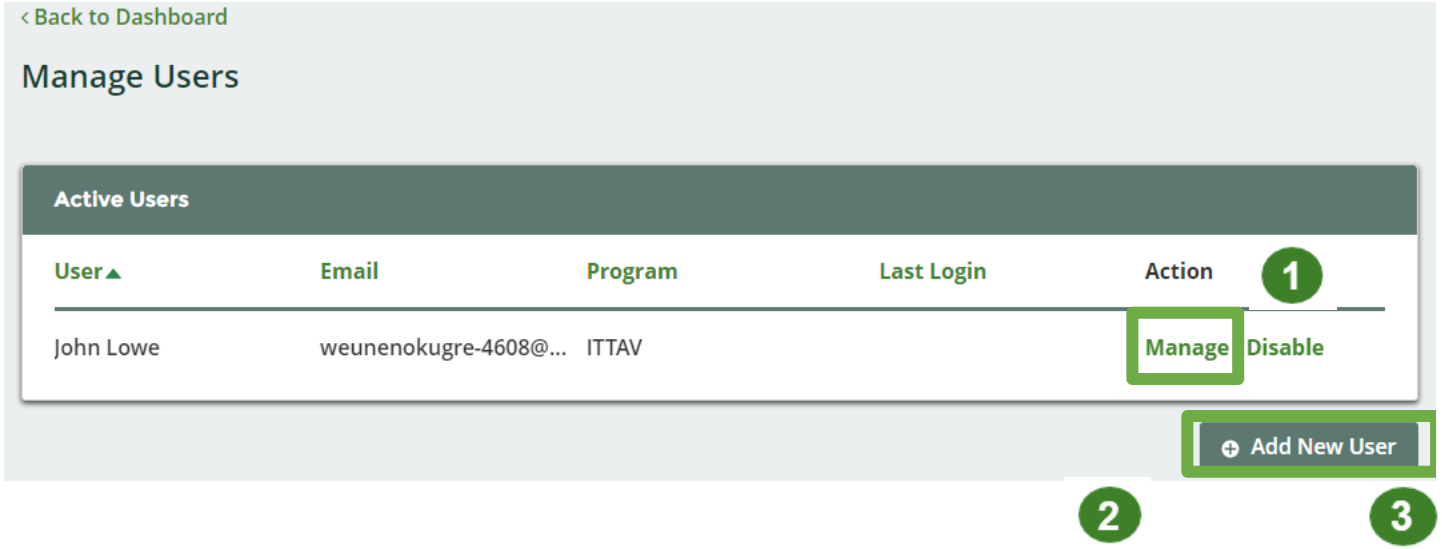
To manage contacts on your Registry account, please see the following steps:

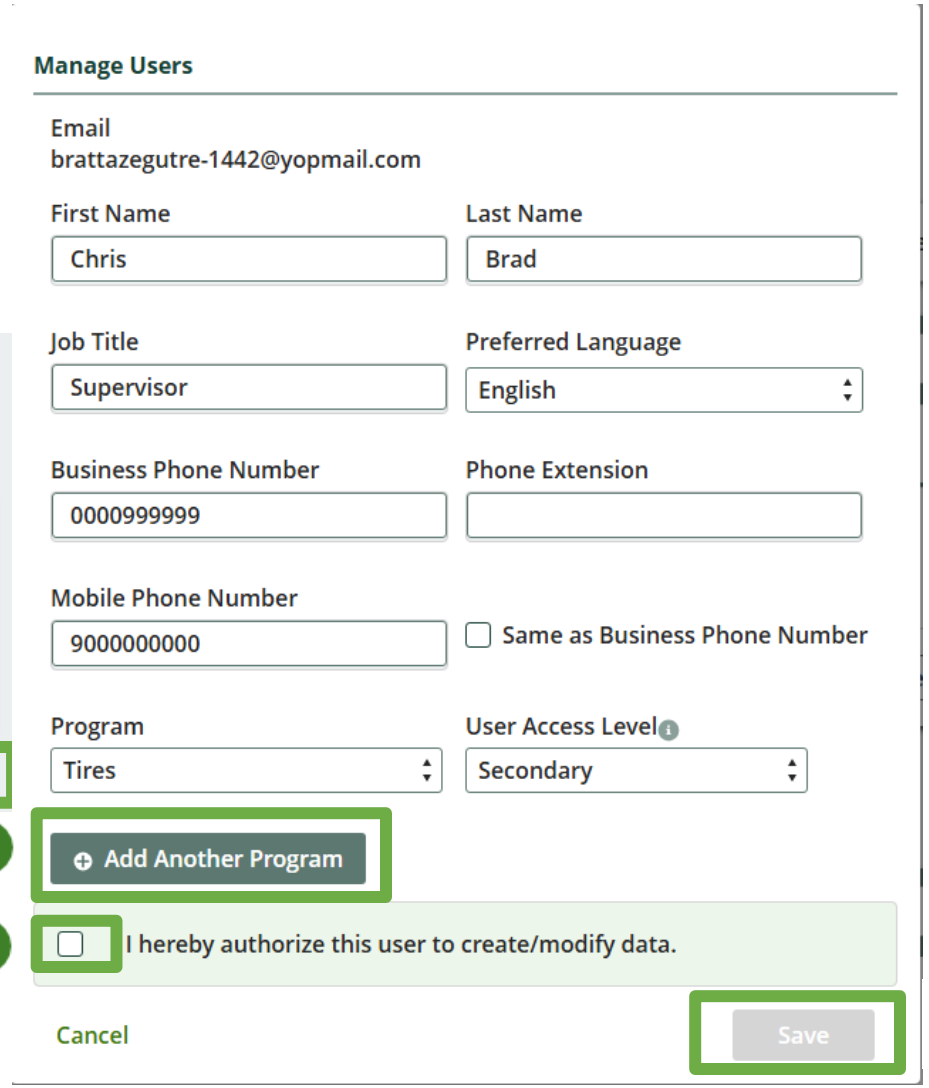
1. Once you are logged into your account, click on the drop-down arrow in the top right corner and select **Manage Users** as shown below.



How to manage contacts on your Registry account cont.

1. Under Actions, click **Manage** to update the preferences of existing users.
2. Click **Add New User** to add an additional user to your account.





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.**

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

Hauler Performance Reporting

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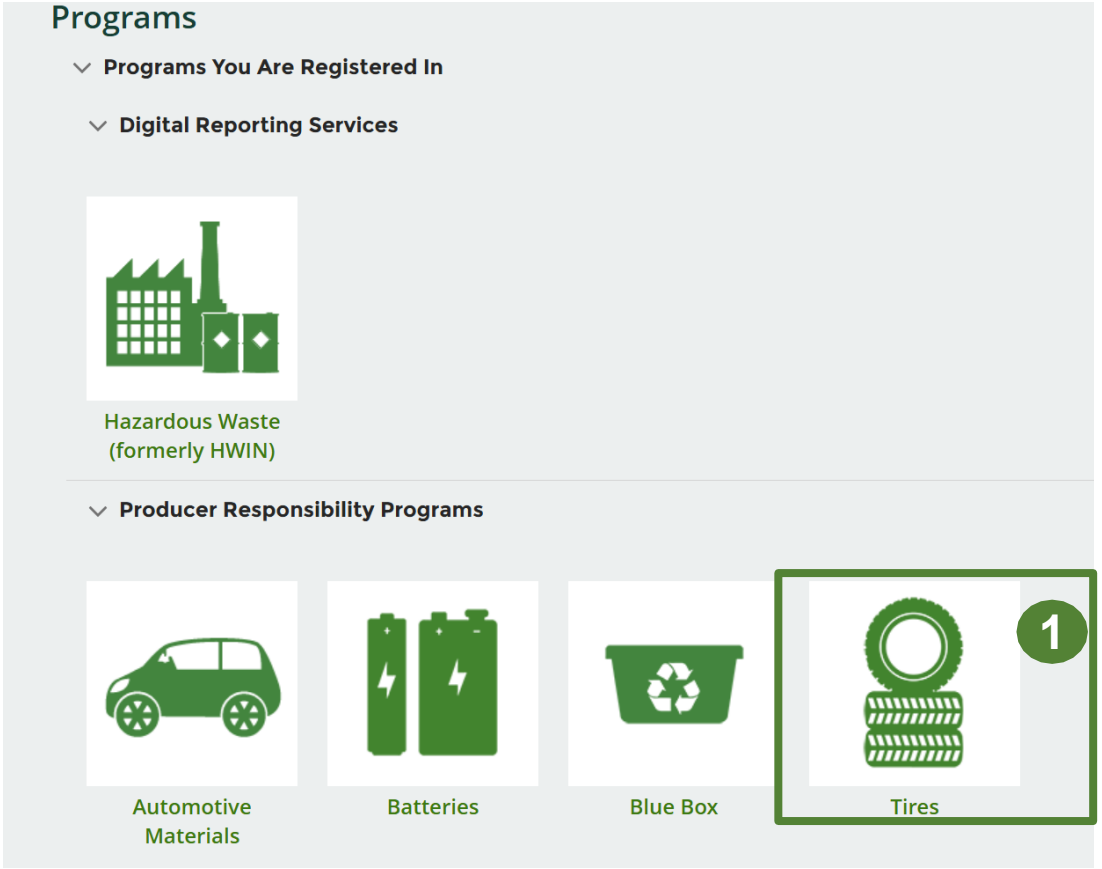
Accessing your program

1. After logging in, click on the icon for the **Tires** program on your dashboard.

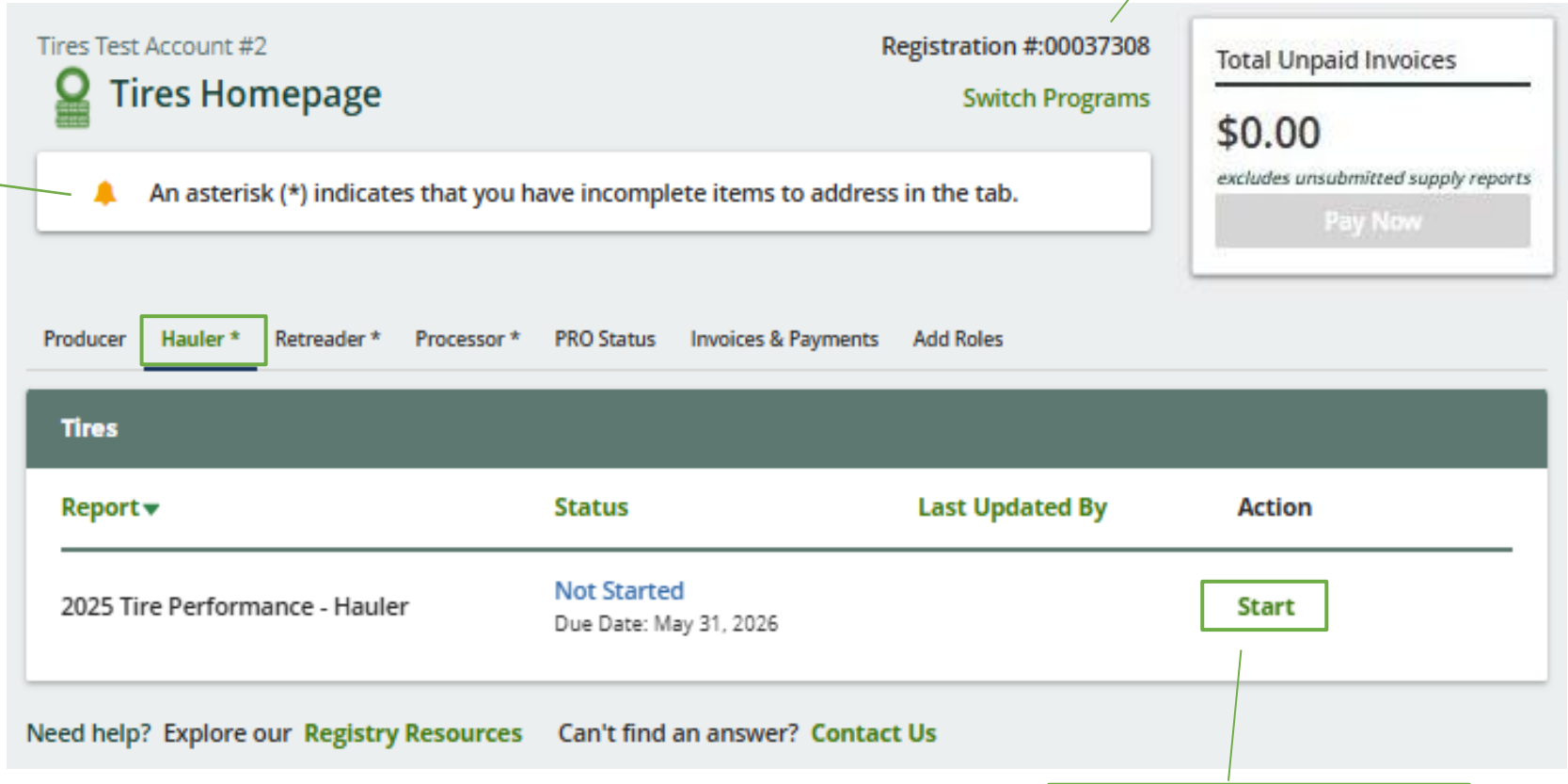


Locate the report on your Registry dashboard

Once you log into the Registry you will see the Registry Dashboard.

This is the unique identifier that has been assigned to you. You can reference this number if you need to contact the Compliance Team.

Notices about your account are shown here.



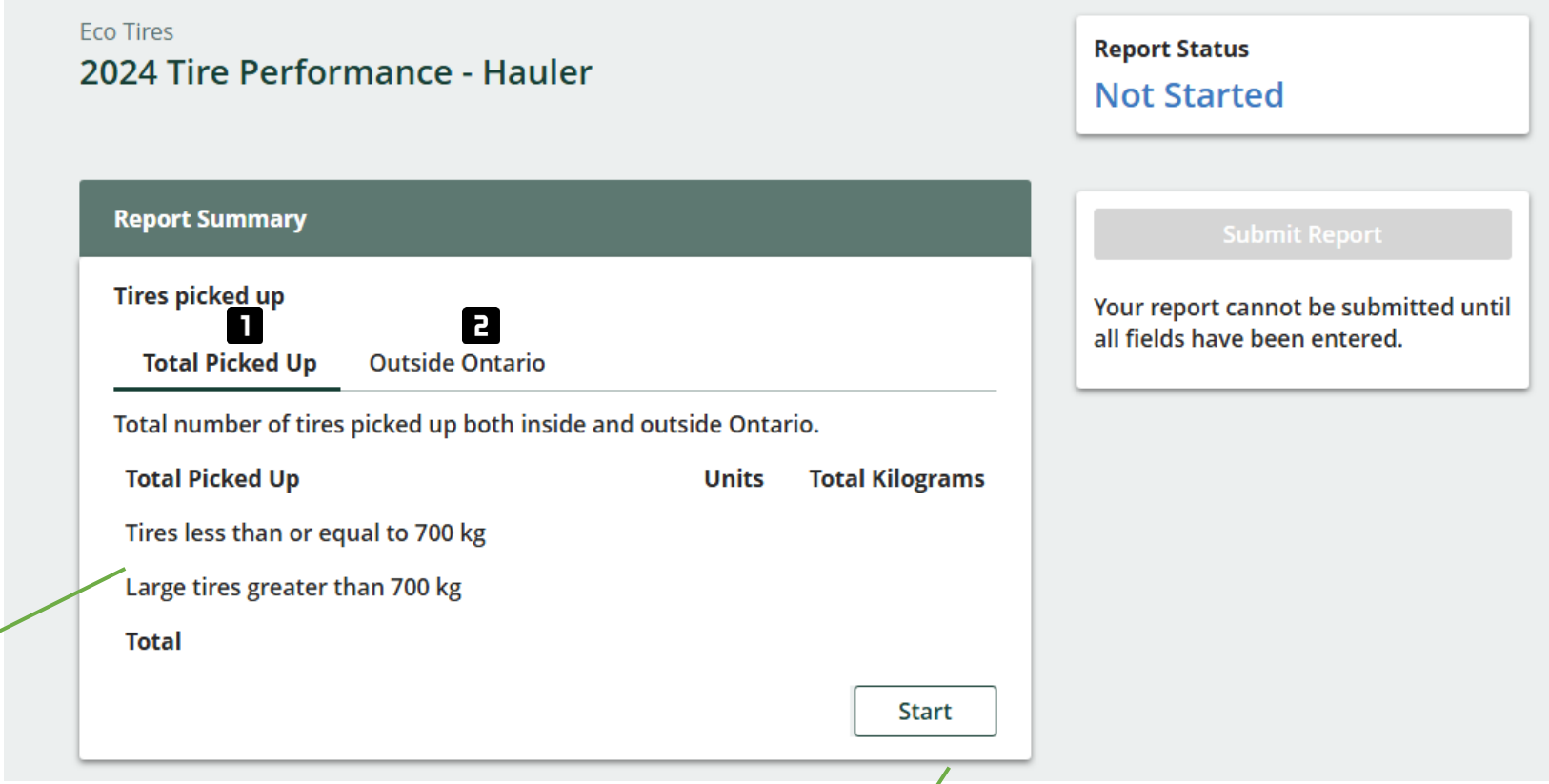
Click ***Start*** to begin the Tire Performance Hauler report.

A. Used tires picked up

In this section, you will report the number of tires picked up from both inside and outside of Ontario.

You will need to enter data in the two tabs indicated:

1. **Total Picked up**
2. **Outside Ontario**

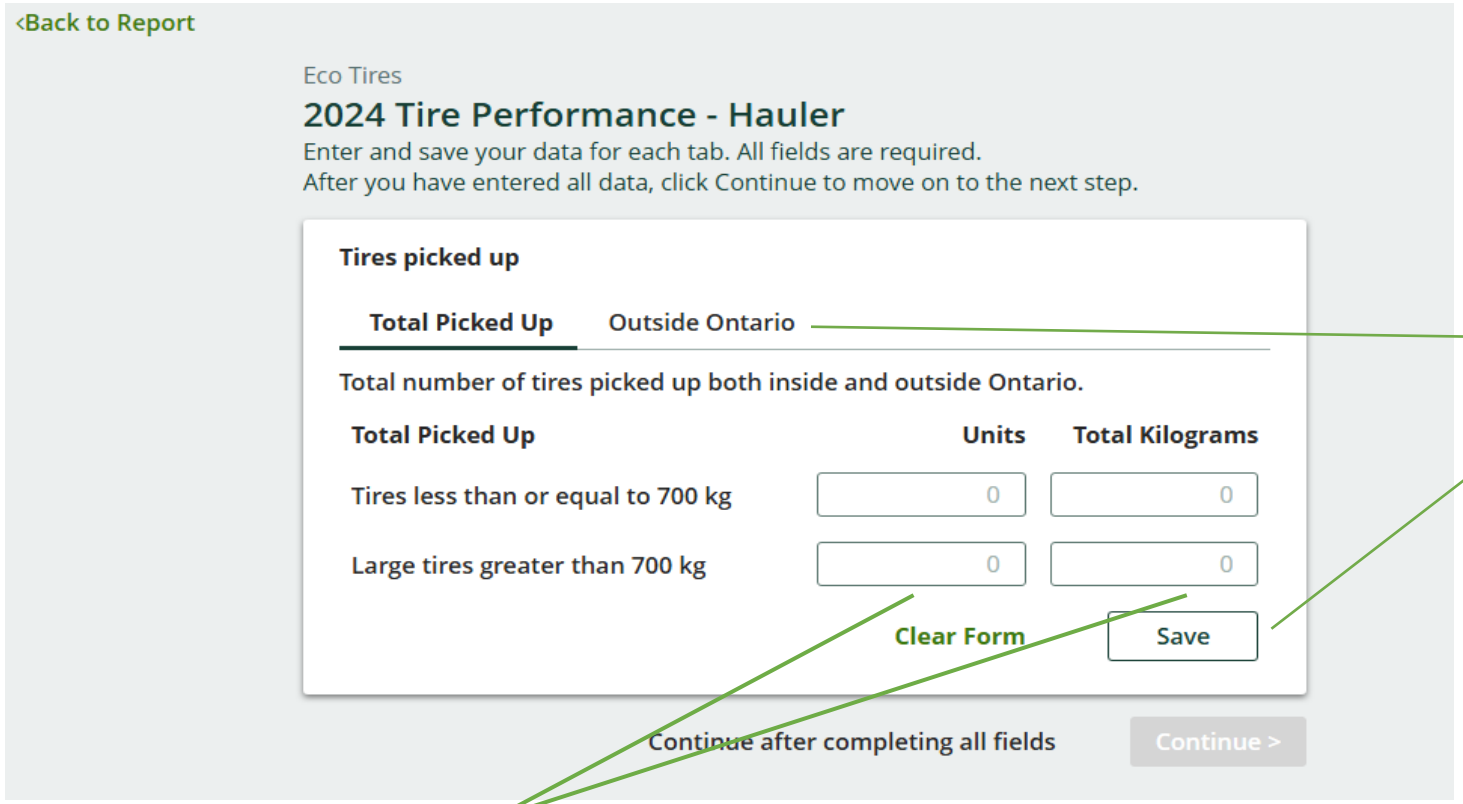


Throughout the report, you will enter data for two categories:

1. Tires ≤ 700 kg
2. Tires > 700 kg

Click ***Start*** to proceed.

A.1. Number and calculated weight of total used tires picked up



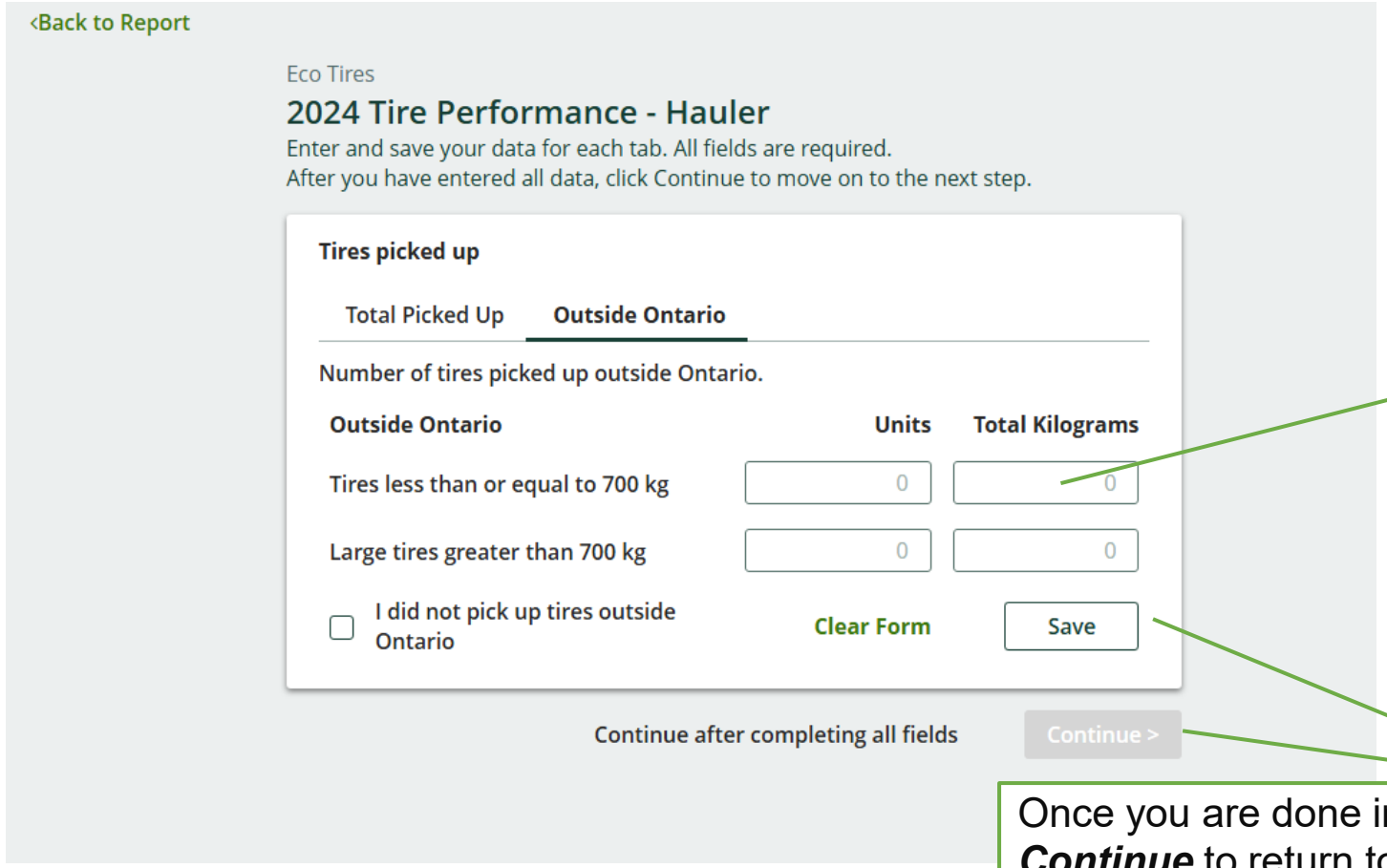
On the first tab you will report the **total** number of tires you picked up. This will include tires from inside and outside of Ontario

Once you are done inputting your data click ***Save*** and then click on the ***Outside Ontario*** tab.

Click here to enter total number and total weight (in kg) of tires picked up.

A.2. Number and calculated weight of total tires picked up from outside Ontario

On the second tab, report number of tires picked up from **outside of Ontario**



Click here to enter total number and total weight (in kg) of tires picked up.

Once you are done inputting data, click ***Save*** and ***Continue*** to return to the report summary screen and complete the next section of the report.

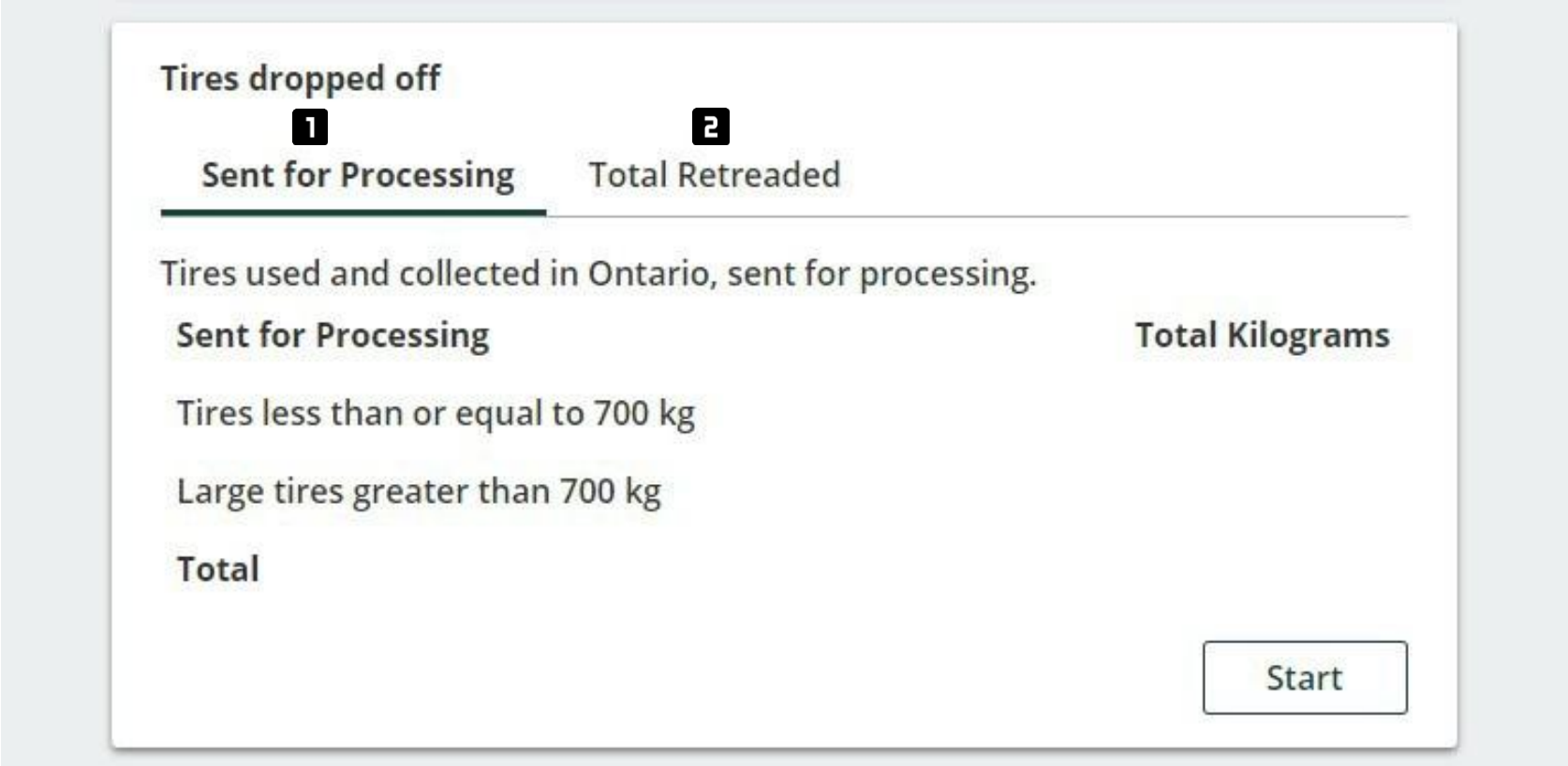
B. Used tires dropped off

In this section, you will report where the tires you pick up were sent.

You will need to enter data in the two tabs indicated:

1 Sent for Processing

2 Total Retreaded



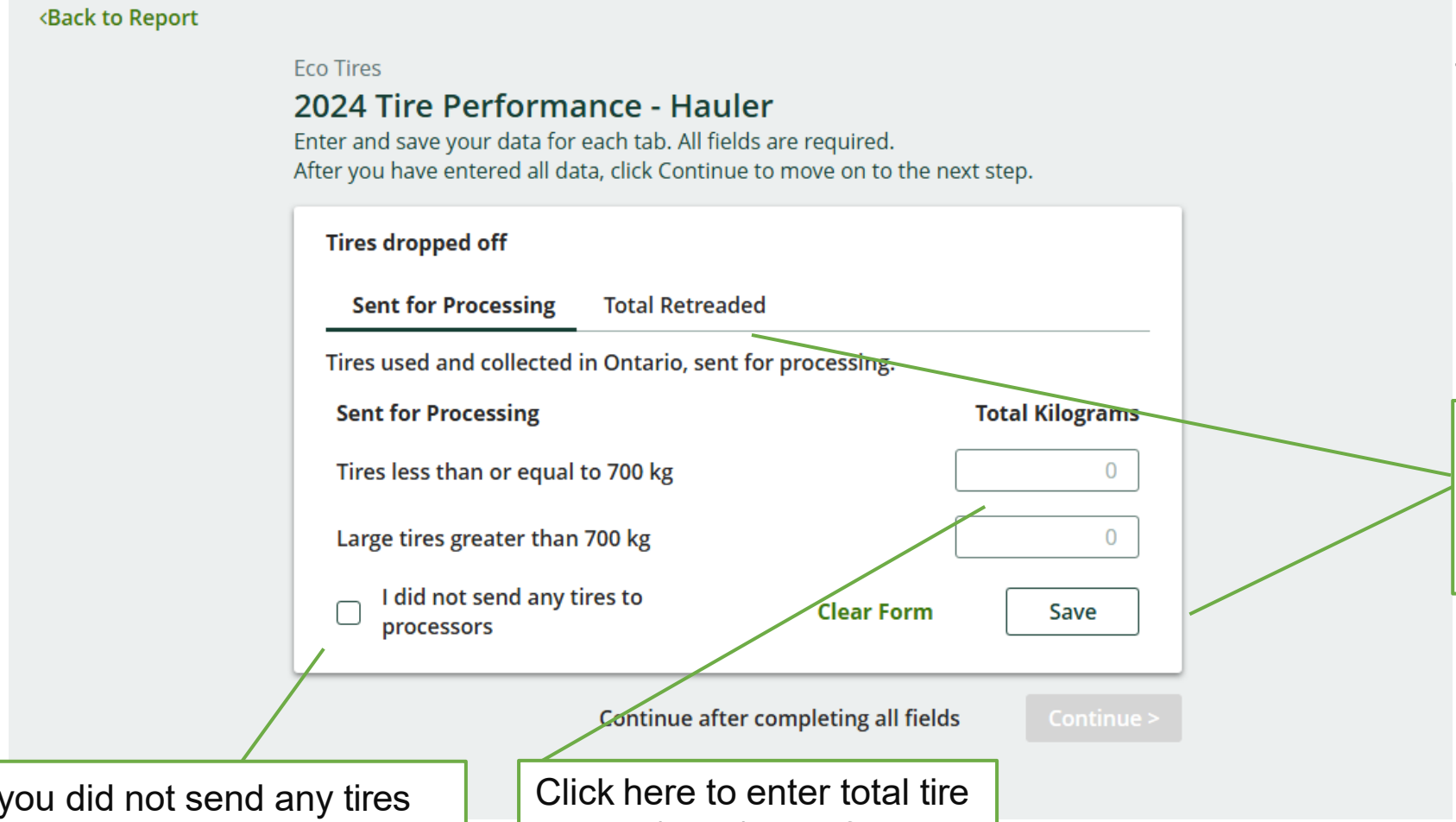
RPRA has developed a Weight Conversion Factors Procedurer to determine the calculated weight of tires.

Common calculated used tire weights include:

- Passenger and light truck tire = 12.5kg
- Medium truck tire = 50 kg

Click ***Start*** to proceed.

B.1. Calculated weight of tires delivered to a processor



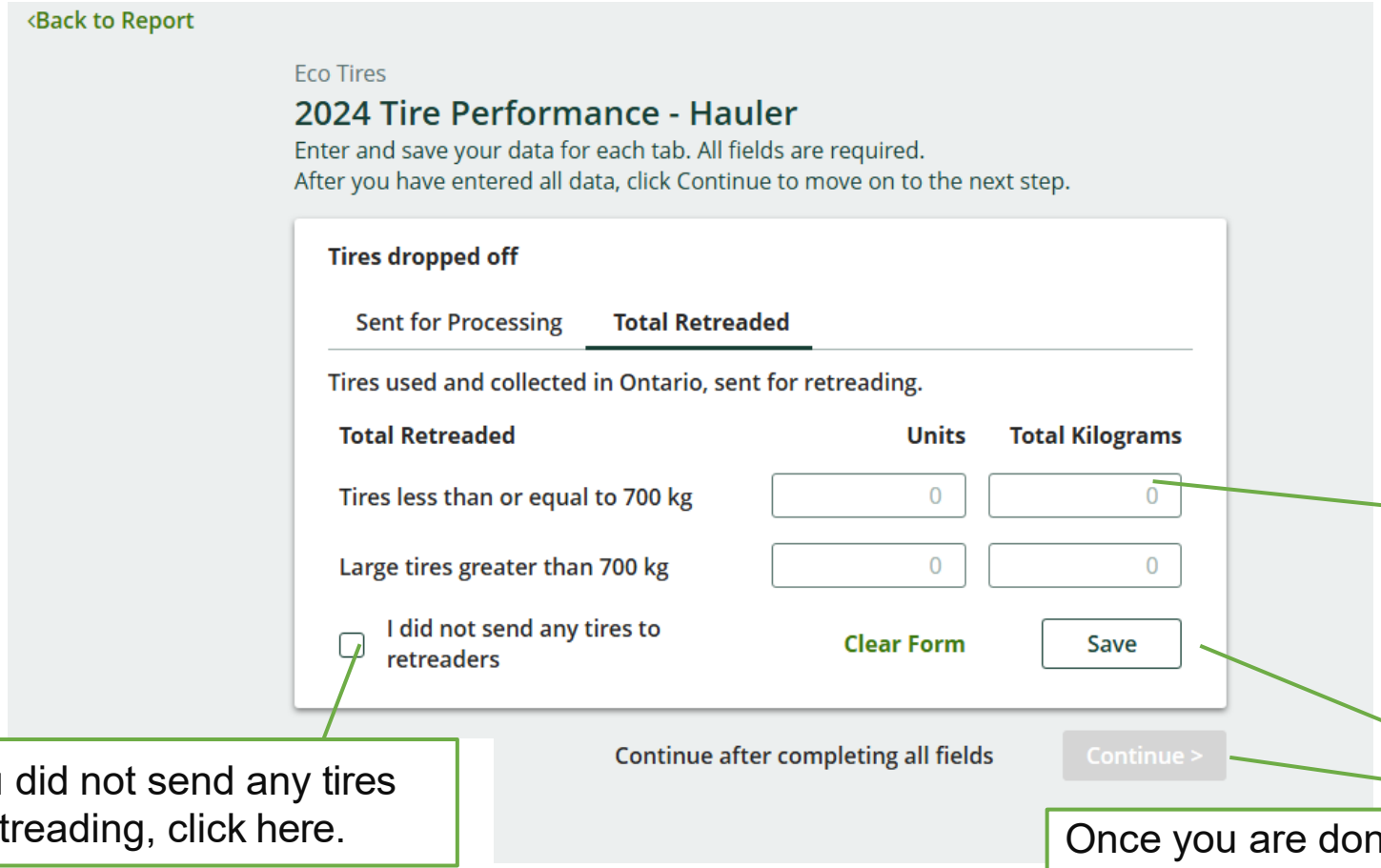
On the first tab you will report tires that were used and collected in Ontario that were dropped off to a processing facility.

Once you are done inputting your data click ***Save*** and then click on the ***Total Retreaded*** tab.

If you did not send any tires for processing, click here.

Click here to enter total tire weight (in kg) sent for processing. This should include actual weight.

B.2. Number and calculated weight of tires delivered to a retreader



On the second tab you will report tires that were used and collected in Ontario that were sent for retreading.

Click here to enter total number and total weight (in kg) of tires.

If you did not send any tires for retreading, click here.

Once you are done inputting data, click ***Save*** and ***Continue*** to return to the report summary screen and complete the next section of the report.

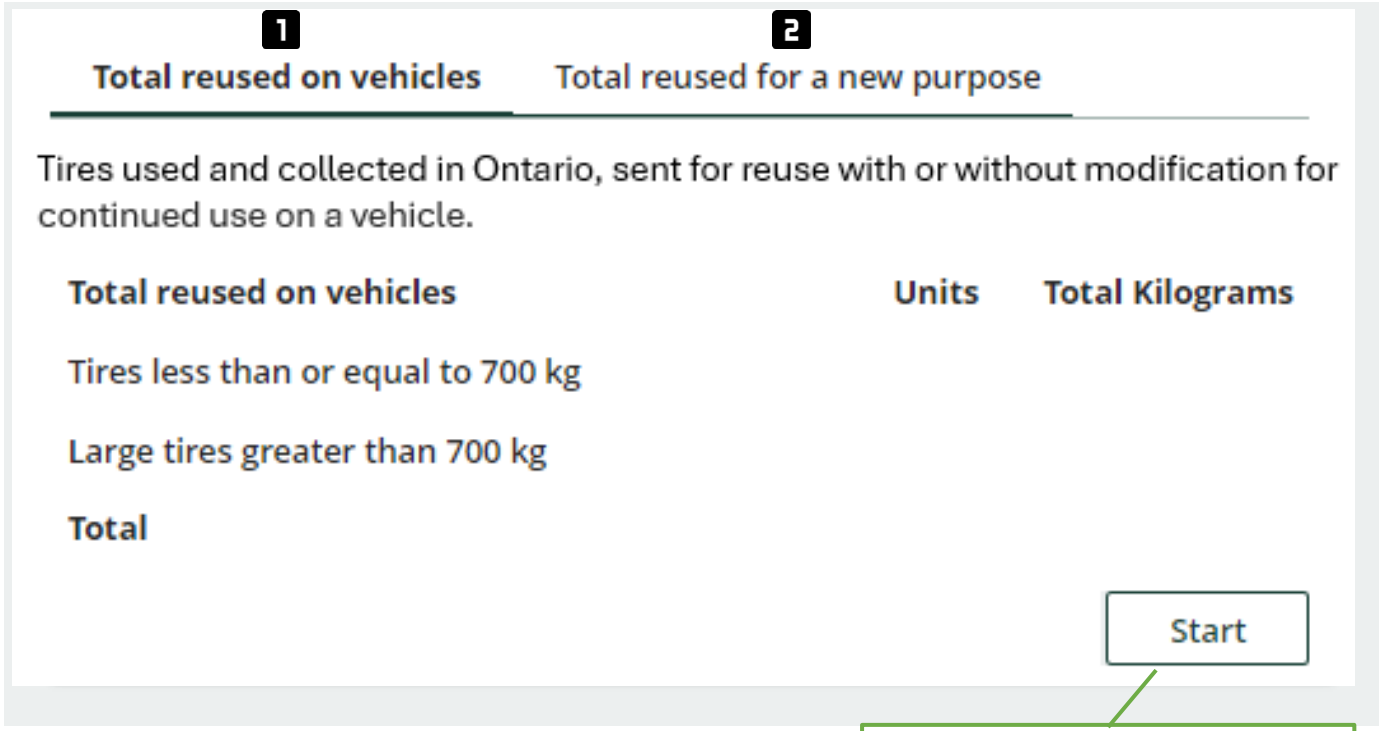
C. Used tires sent for reuse

In this section you will be reporting the number of tires used and collected in Ontario that were sent for **reuse with or without modification** for continued use on a vehicle **and without modification** for a new purpose**.**

You will need to enter data in the two tabs indicated:

1 **Total reused on vehicles**

2 **Total reused for a new purpose**

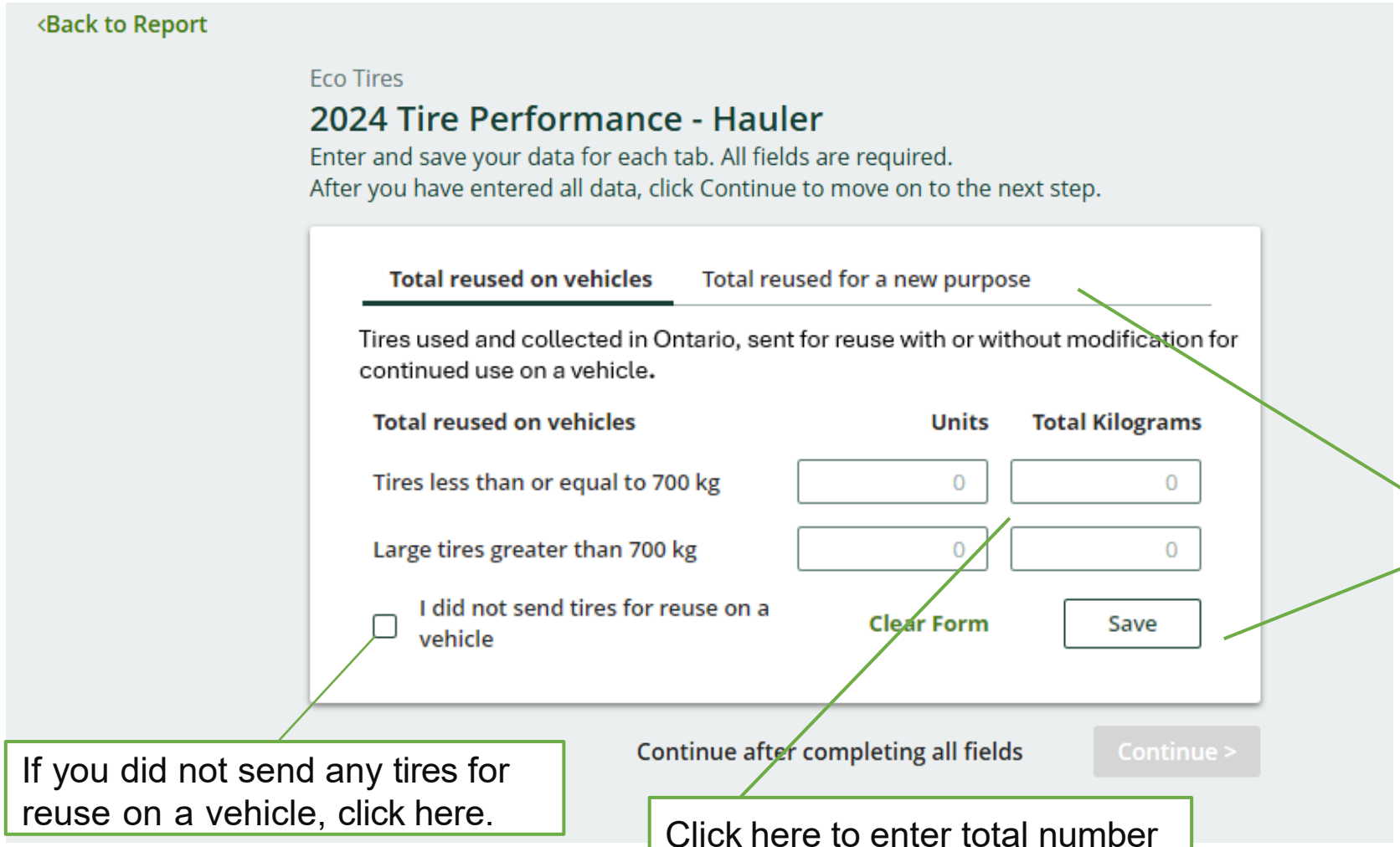


RPRA has developed a Weight Conversion Factors Procedure to determine the calculated weight of tires.

Common calculated used tire weights include:

- Passenger and light truck tire = 12.kg
- Medium truck tire = 50 kg

C.1. Number and calculated weight of tires sent to be reused on a vehicle



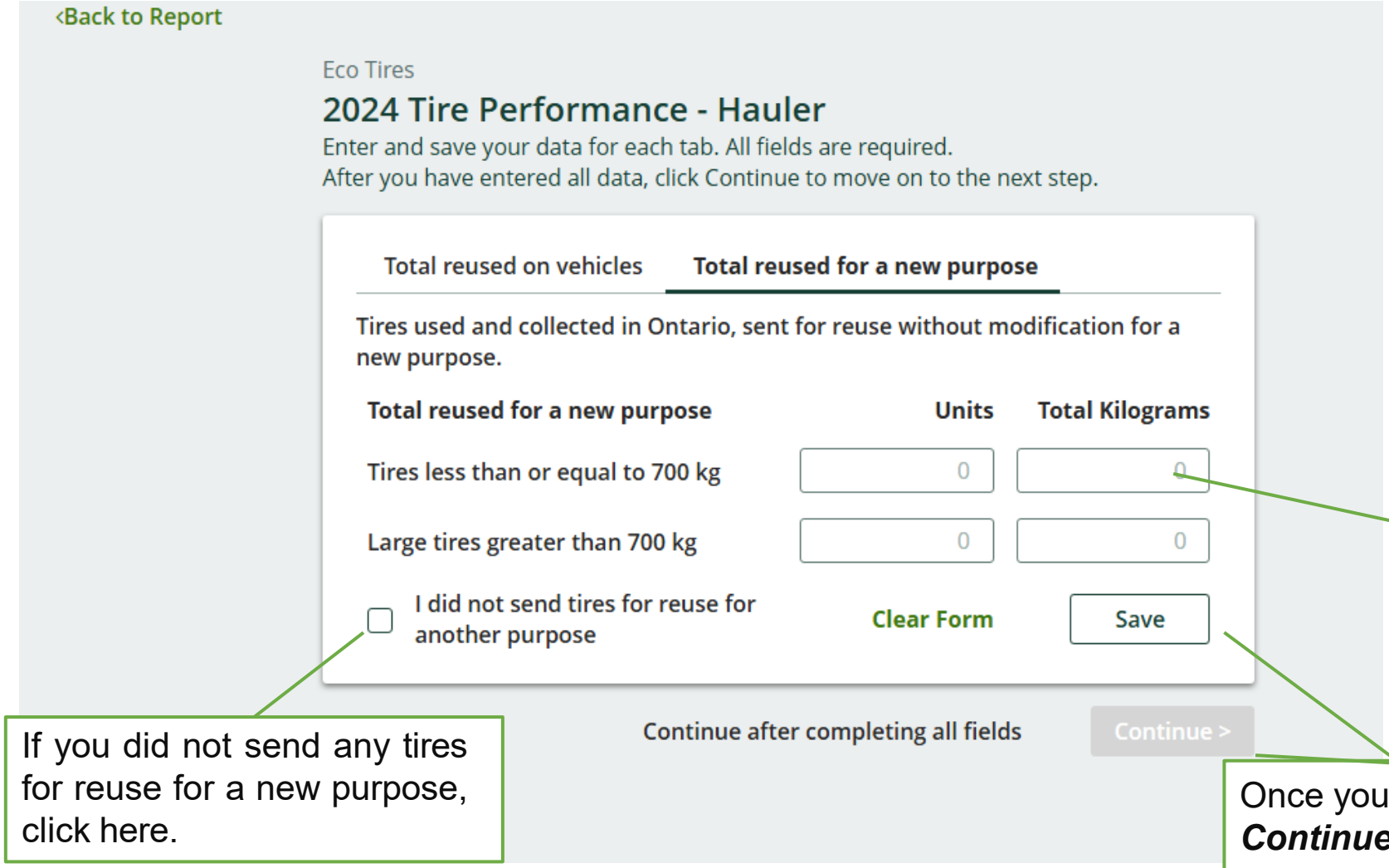
On the first tab you will enter total tires units and calculated weight of tires sent for reuse **with or without modification** for continued use on a vehicle**.**

Once you are done inputting your data click ***Save*** and then click on the ***Total reused for a new purpose*** tab.

If you did not send any tires for reuse on a vehicle, click here.

Click here to enter total number and total weight (in kg) of tires.

C.2. Number and calculated weight of tires sent for reuse for a new purpose



On the second tab you will enter total tires units and calculated weight of tires sent for reuse **without modification** for a new purpose (do not report retreading here).

Examples include:

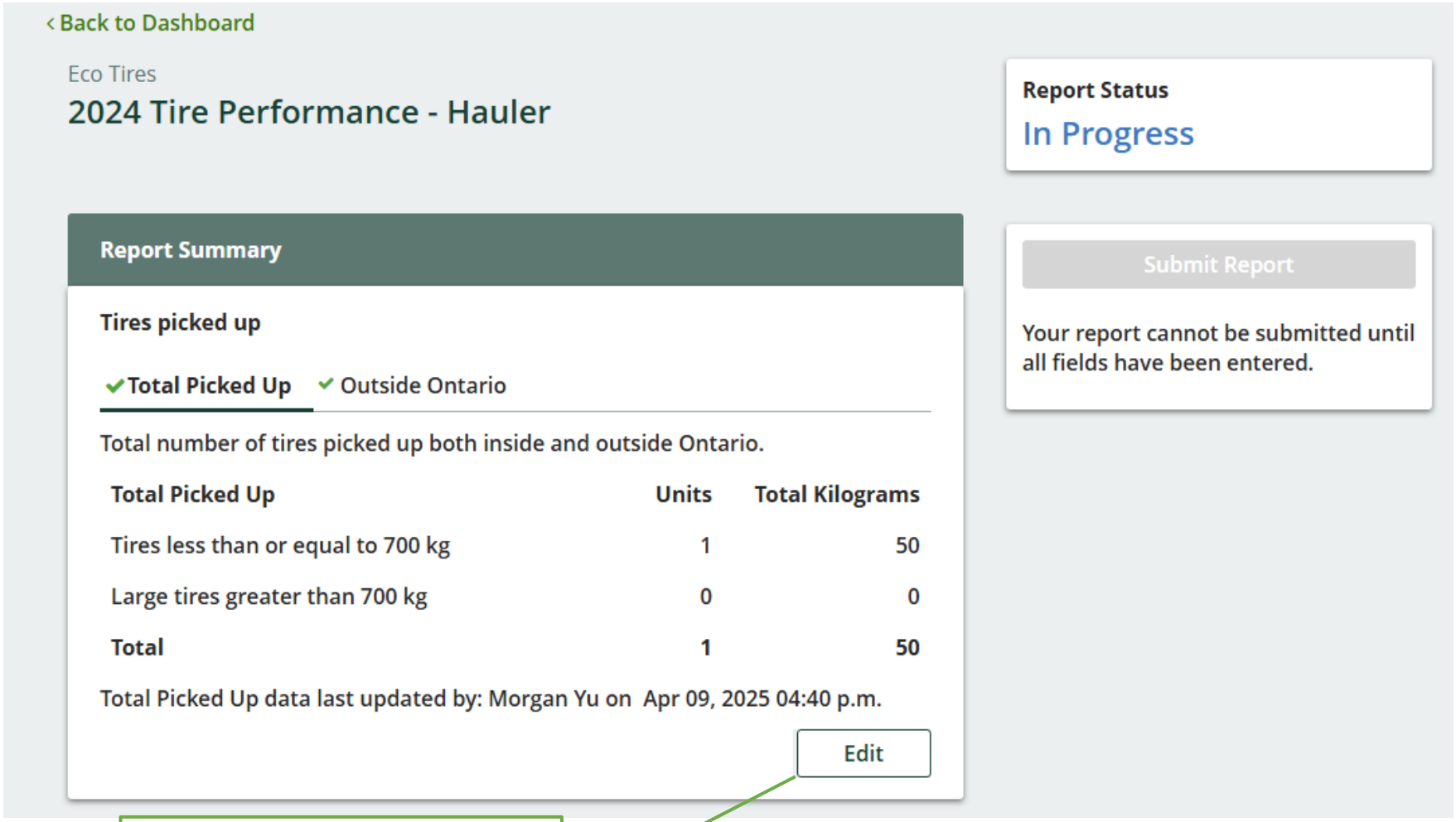
- Dock Bumpers
- Flower Pots/Planters
- Agricultural Bunks

Click here to enter total number and total weight (in kg) of tires.

If you did not send any tires for reuse for a new purpose, click here.

Once you are done inputting data, click ***Save*** and ***Continue*** to return to the report summary screen.

Submit your report



Click the ***Edit*** button to make changes to the data you inputted.

Once you have completed all sections and saved the data, the ***Submit Report*** button will turn green.

Review and make any necessary changes to the data you entered before submitting your report.

You will not be able to make any changes to the data after you click the ***Submit Report*** button.

Processor Performance Reporting

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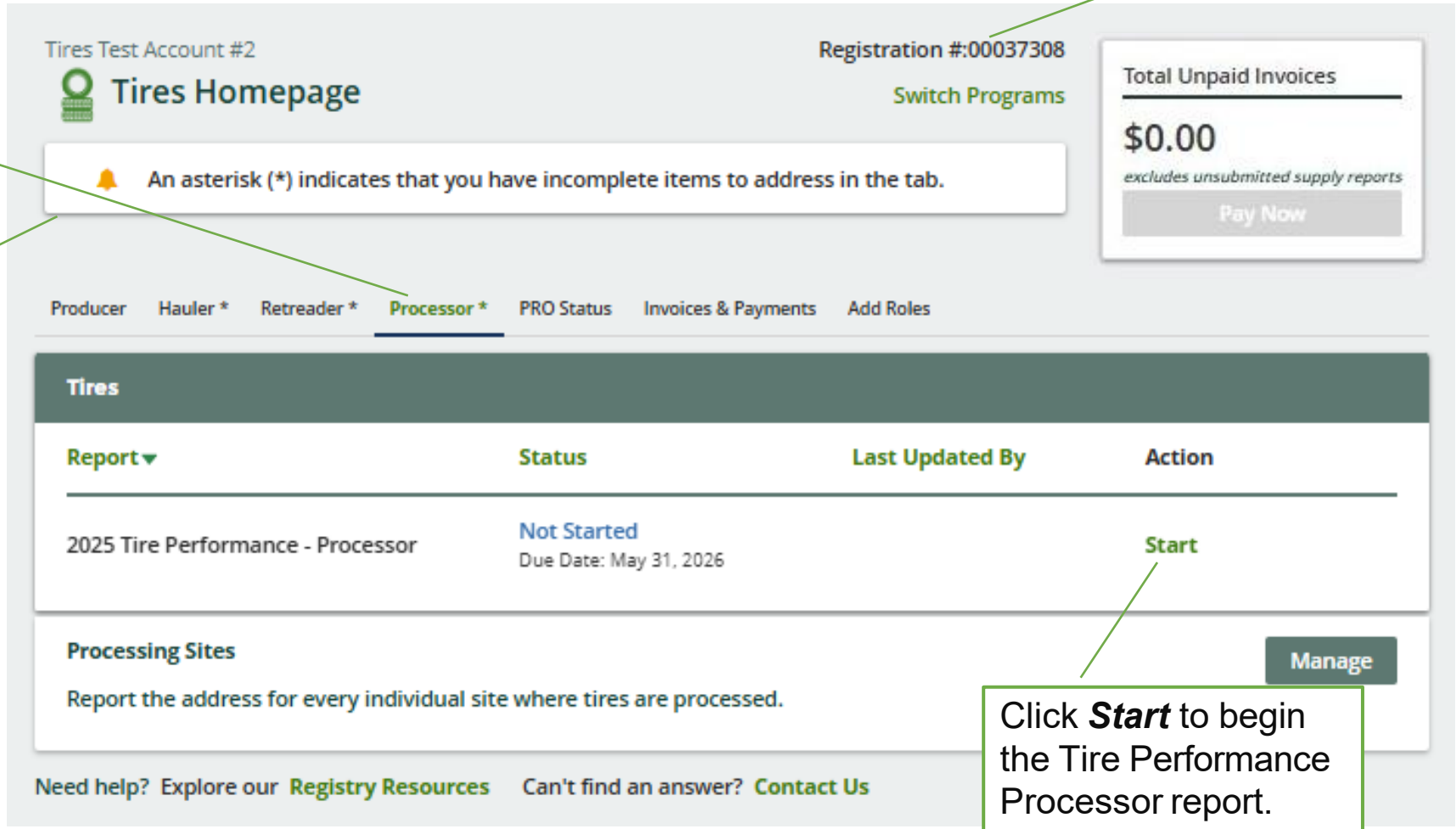
Locate the Report on your Registry Dashboard

Once you log into the Registry you will see the Registry Dashboard.

This is the unique identifier that has been assigned to you. You can reference this number if you need to contact the Compliance Team.

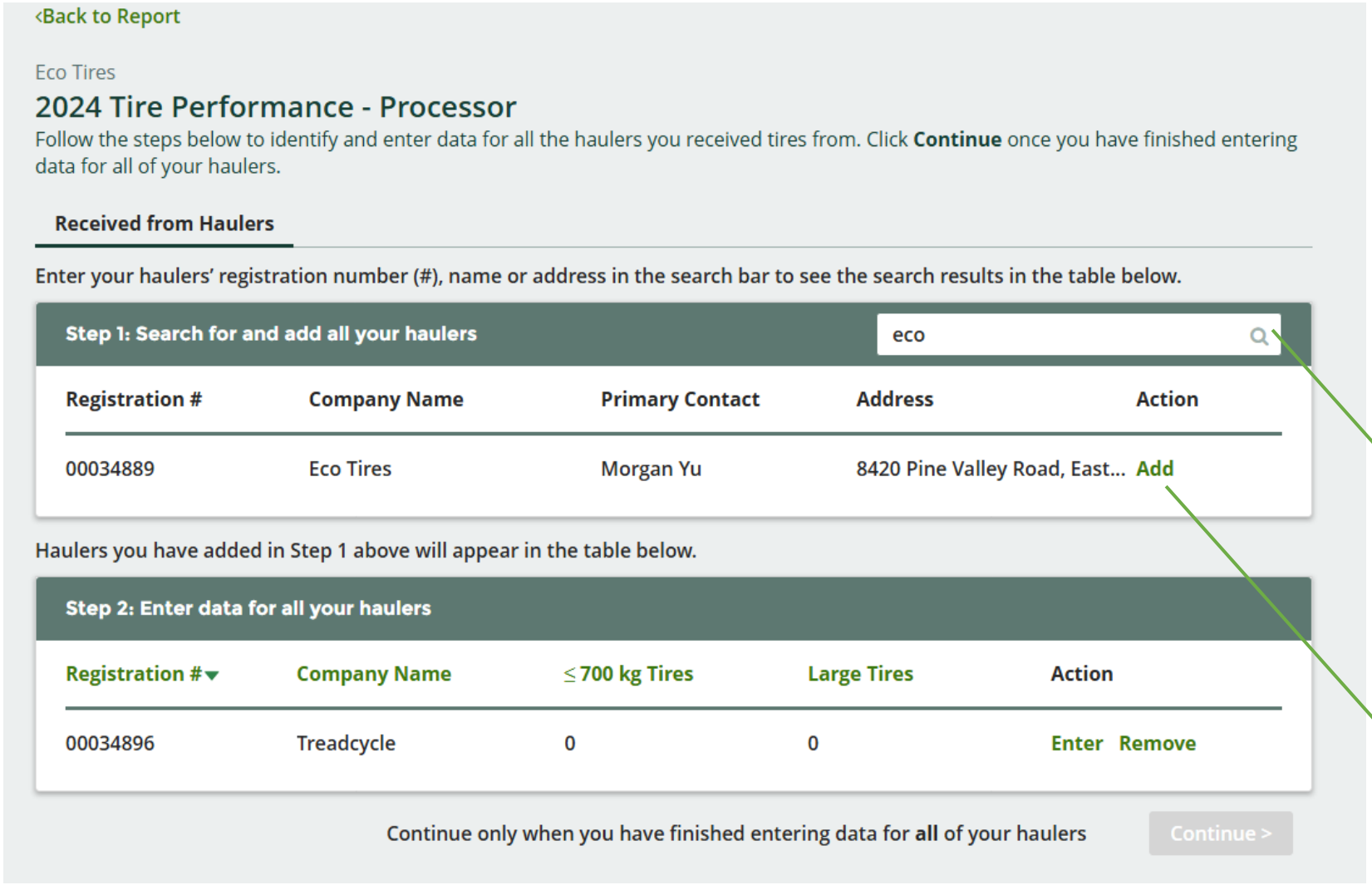
Confirm you have selected the Processor role.

Notices about your account are shown here.



Click ***Start*** to begin the Tire Performance Processor report.

A. Actual weight of tires received from haulers



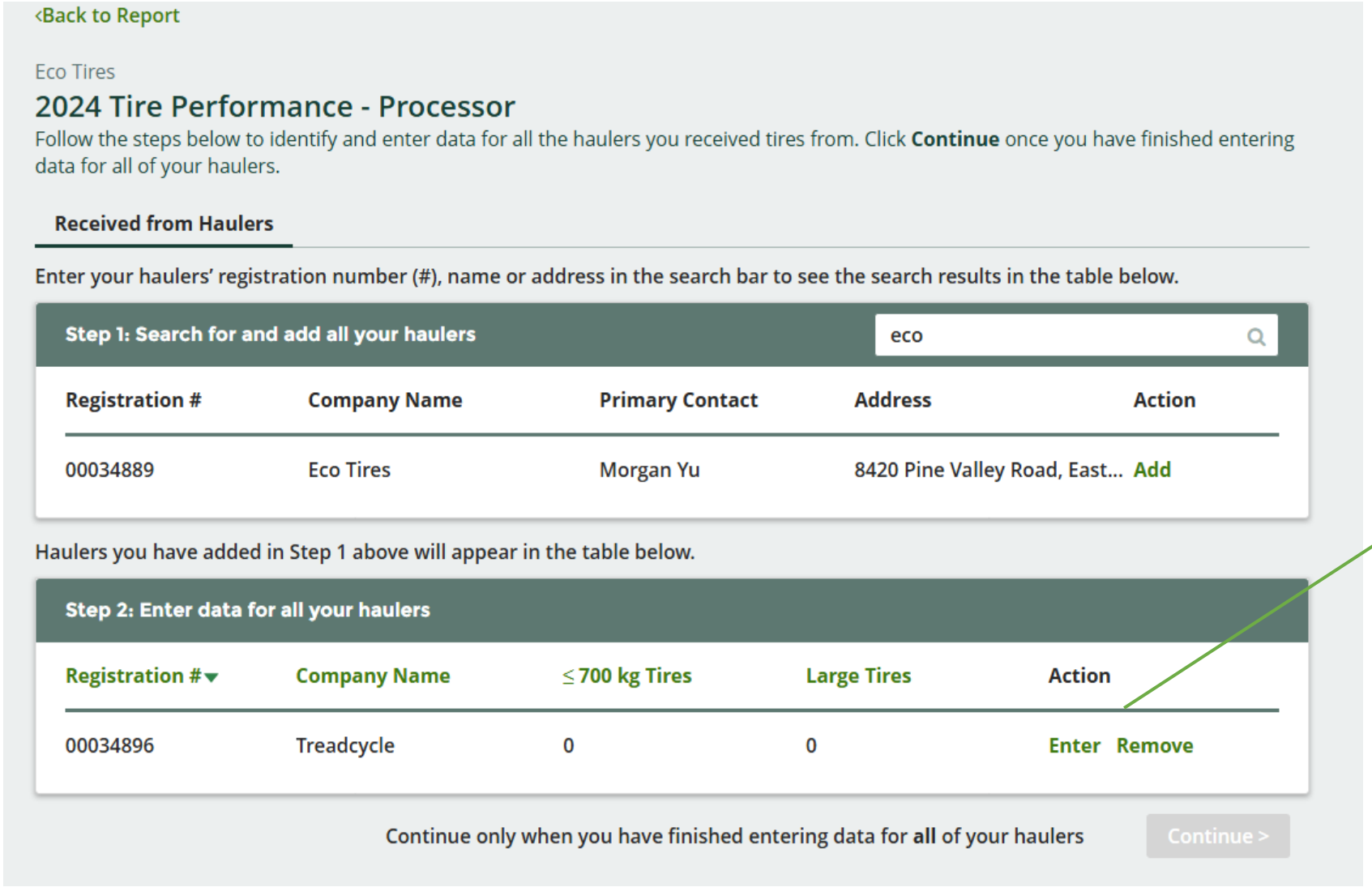
You will need to add each hauler that you receive tires from to your report.

You can search through the list of registered haulers by their registration number, company name, name of their primary contact or address.

Click here to search through the list of registered haulers.

Once you have found one of your haulers, click ***Add.*** Continue to search and add all haulers that you have received tires from.

A. Actual weight of tires received from haulers



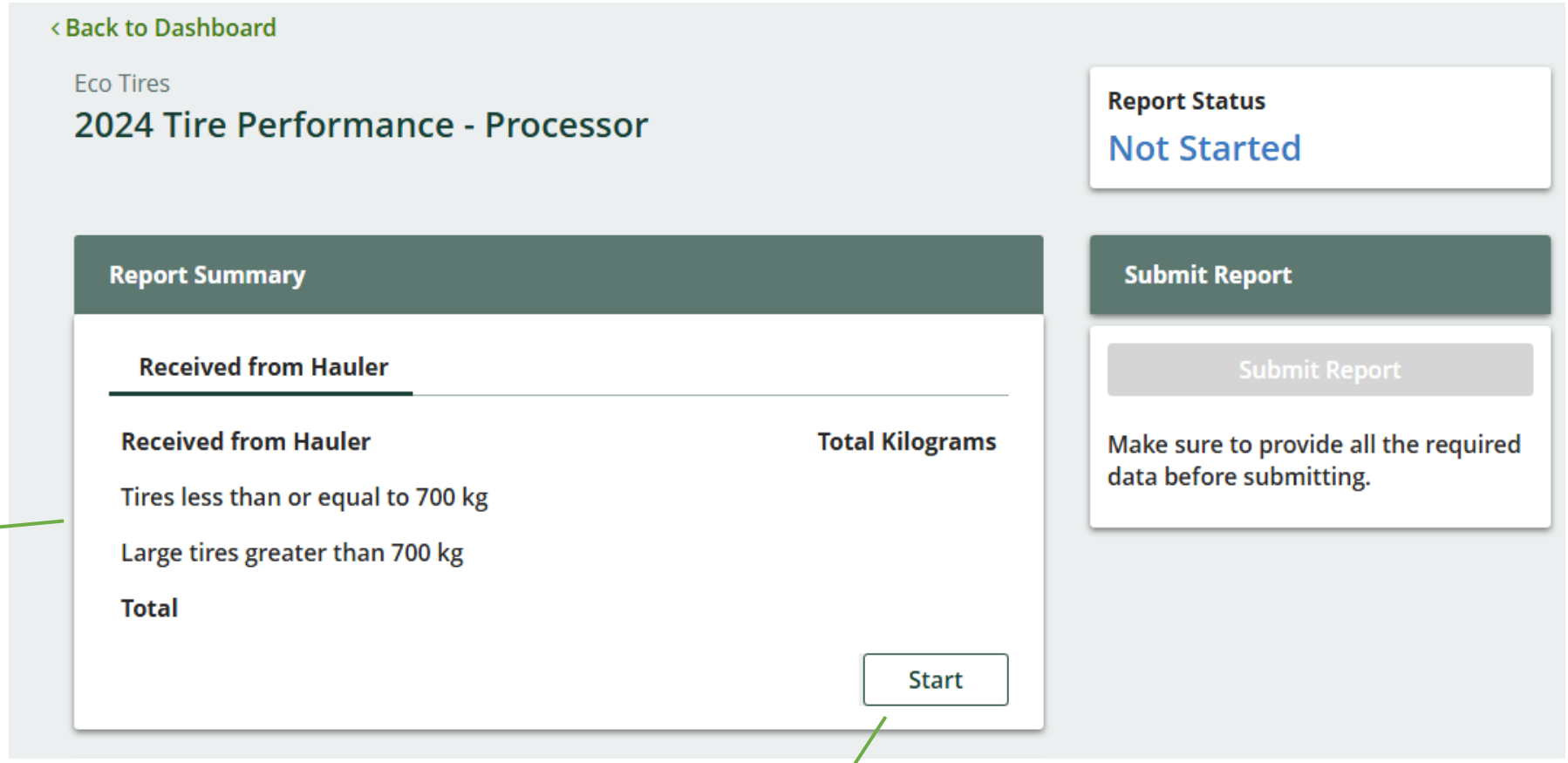
Next, you need to enter the actual weight of tires you received from each hauler in the ***Step 2: Enter data for all your haulers*** box.

Click ***Enter*** to add the total weight in kg of tires received for each hauler.

A. Actual weight of tires received from haulers

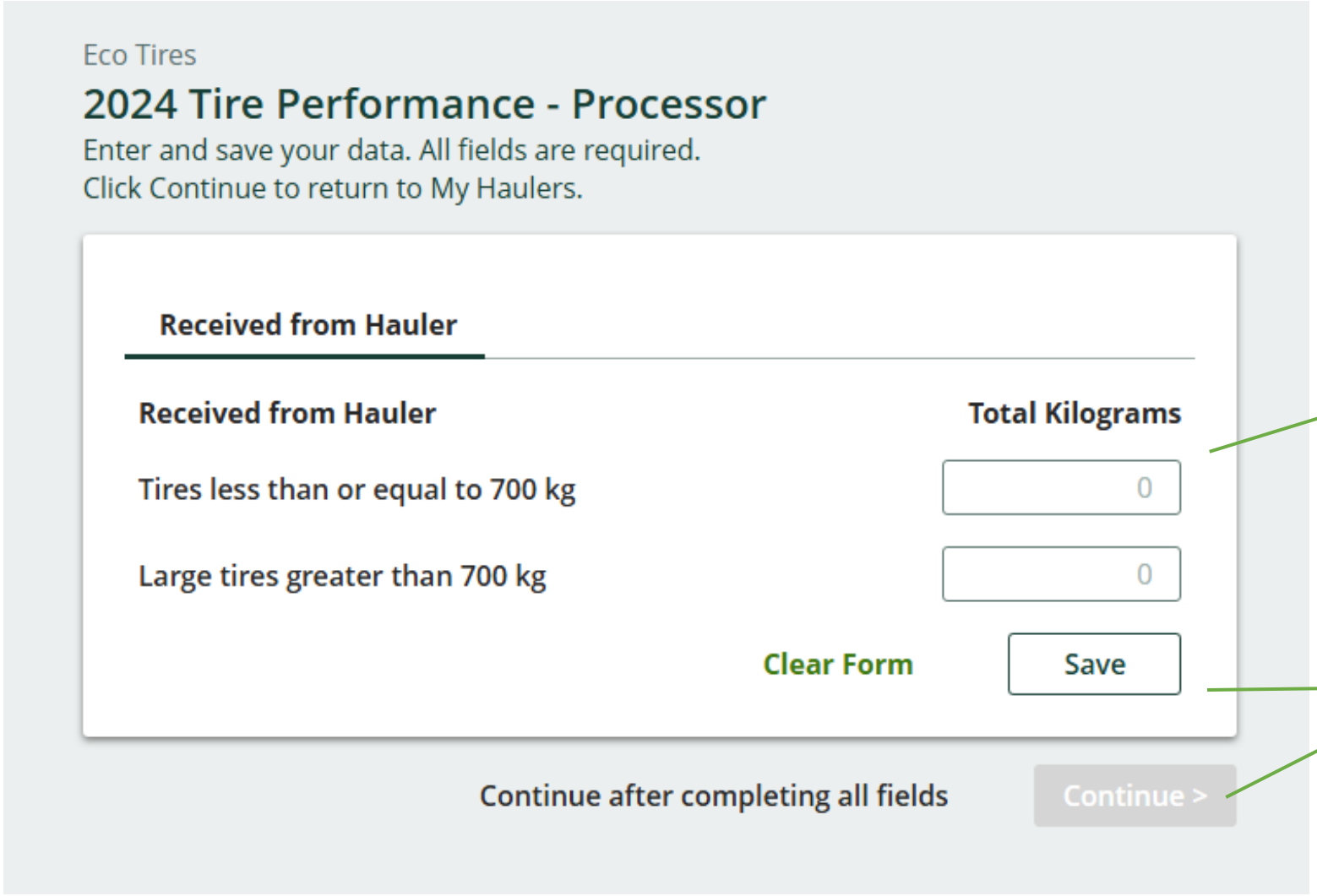
In this section you will report the total weight of tires received from each hauler.

Throughout the report, you will enter data for two categories:
1. Tires ≤ 700 kg
2. Tires > 700 kg



Click ***Start*** to proceed.

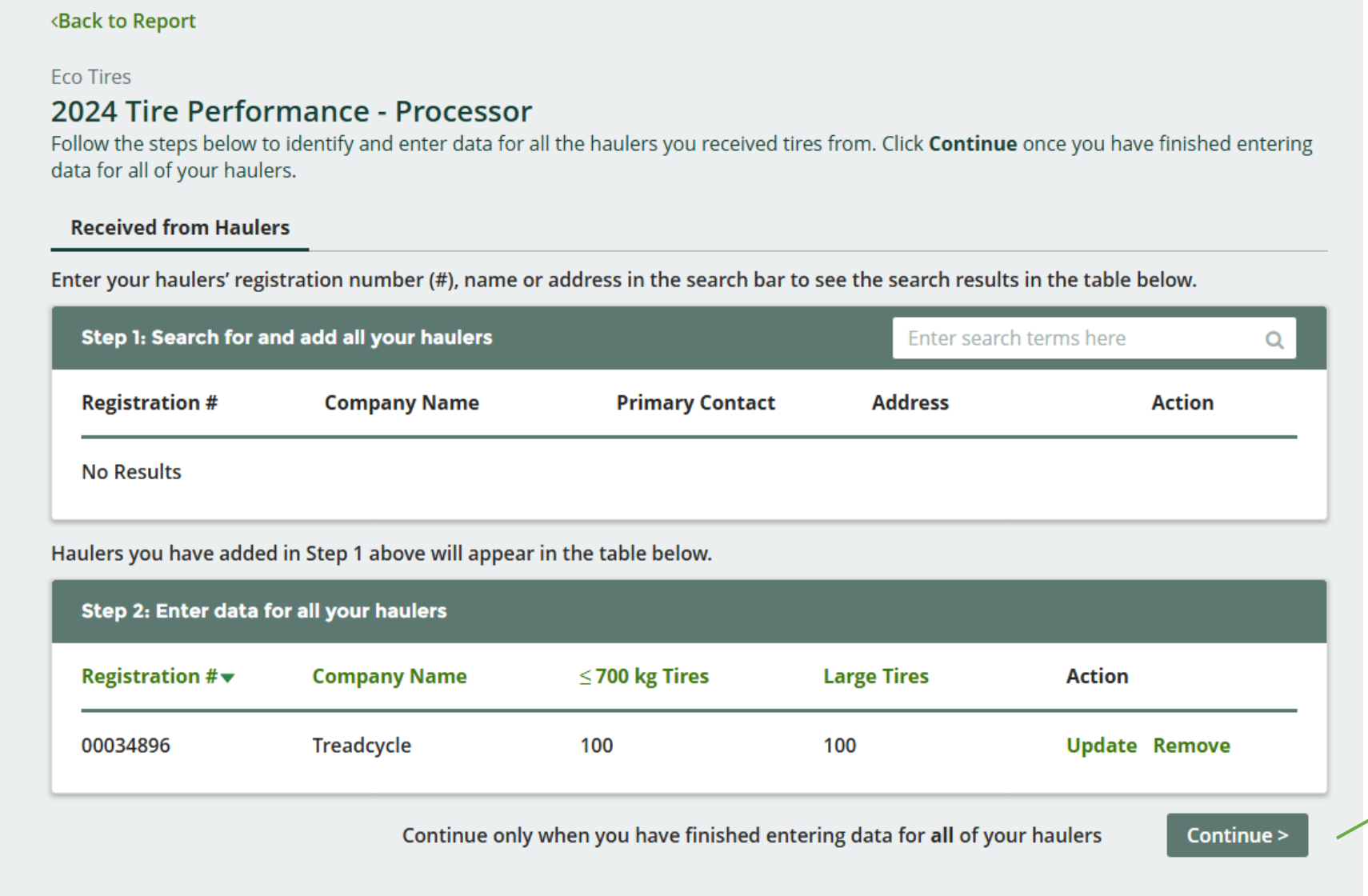
A. Actual weight of tires received from haulers



Enter the total **actual** weight (in kg) of tires received from the hauler in the each category.

Click ***Save*** and then ***Continue*** to return to the previous page.

A. Actual weight of tires received from haulers



Repeat the steps to add and enter data for each of the haulers you received tires from.

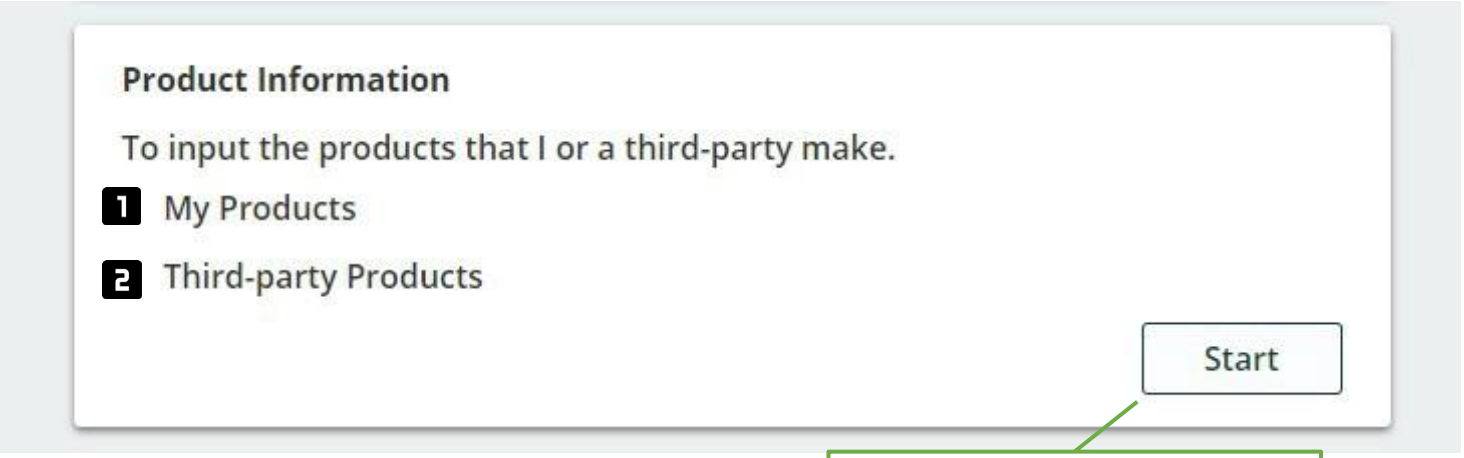
Click ***Continue*** to return to the report summary screen and complete the next section of the report.

B. List of products you or a third party made from your processed materials

In this section you will report the categories of products made by you and by third parties using your processed materials.

You will need to enter data in the two tabs indicated:

1. My Products
2. Third-party Products



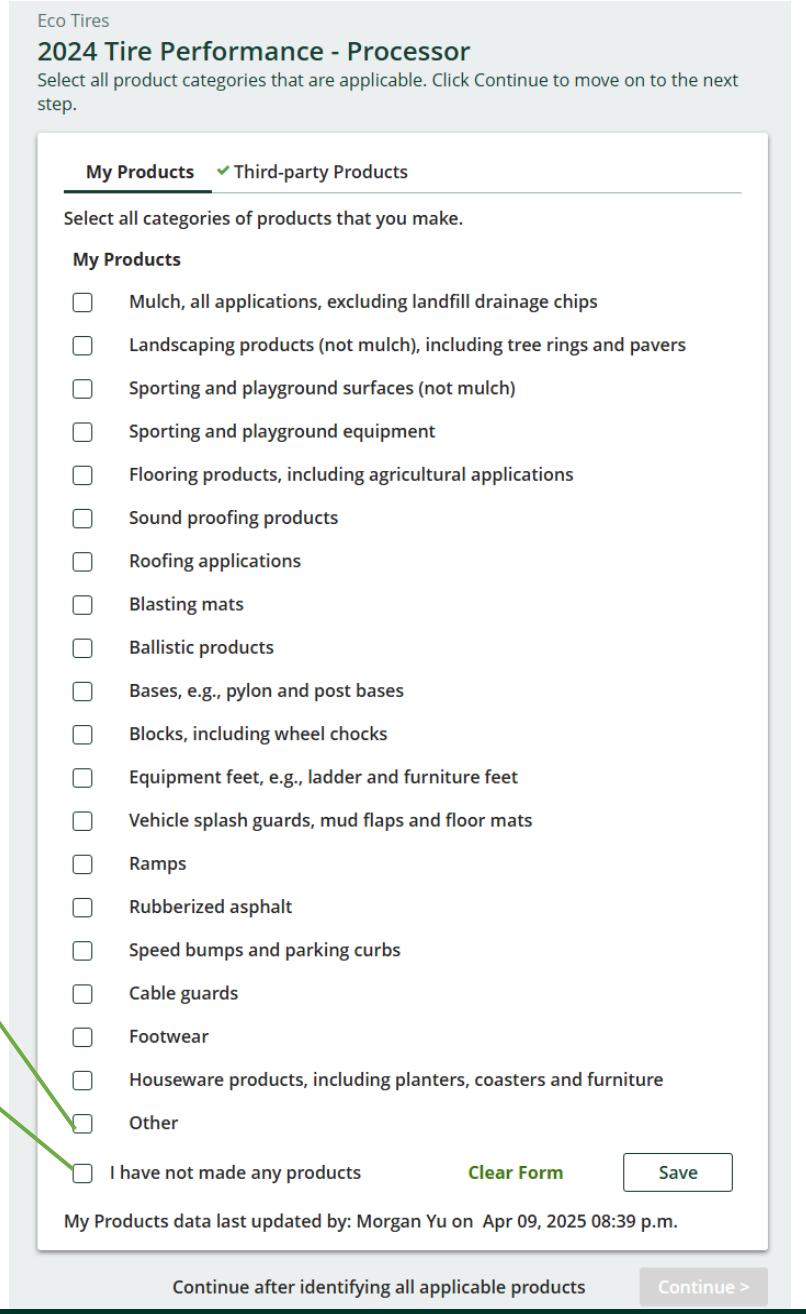
B. List of products you or a third party made from your processed materials

On the first tab, you will report all categories of products that you made. Check all categories that apply.

Click ***Other*** if your product does not fall into another category. You will need to provide a description of the product in the comment box provided.

If you have not made any products, click on this box.

Click ***Save*** and then click on the ***Third-party Products*** tab.



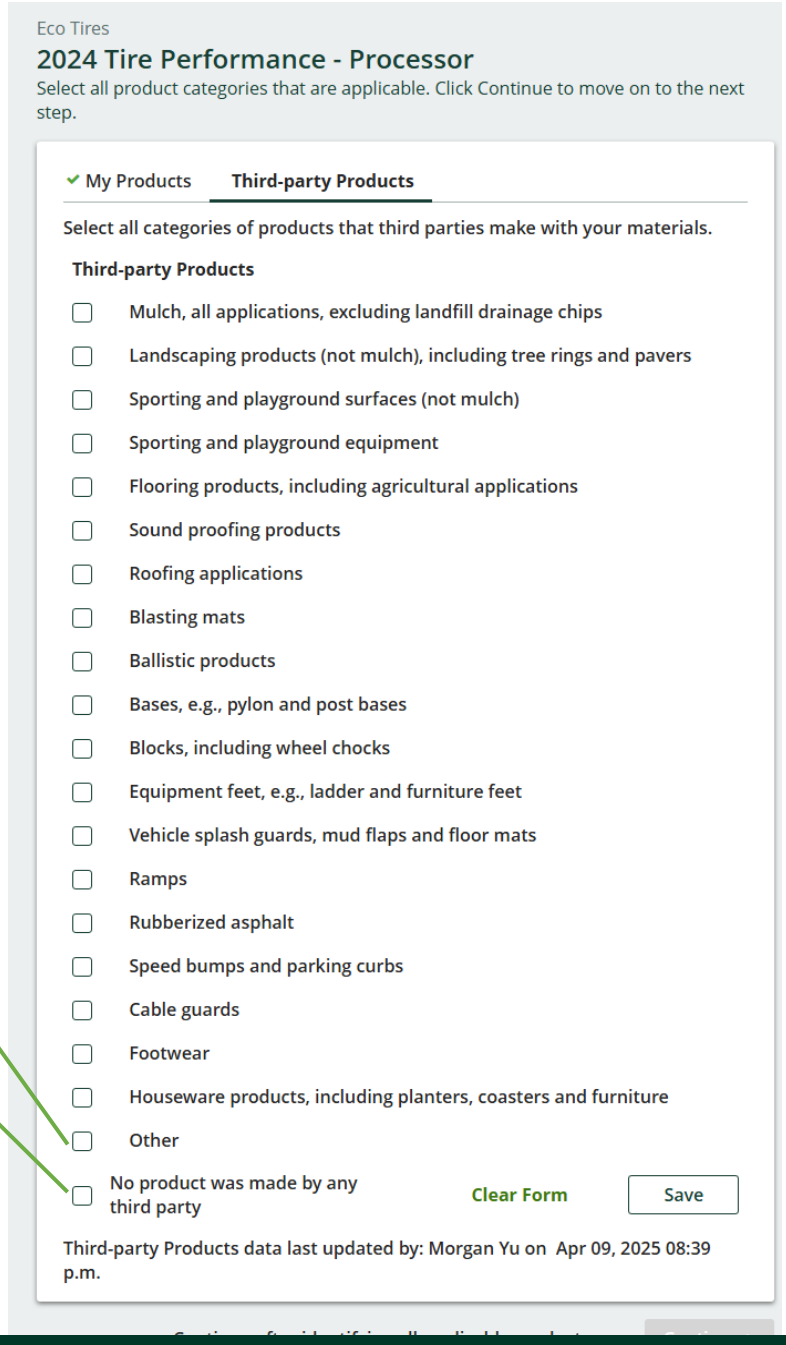
B. List of products you or a third party made from your processed materials

On the second tab, you will report all categories of products that were made by a third party using your processed materials. Check all categories that apply.

Click ***Other*** if the product does not fall into another category. You will need to provide a description of the product in the comment box provided.

If no products were made by a third party, click on this box.

Click ***Save*** and ***Continue*** to return to the report summary screen and complete the next section of the report.

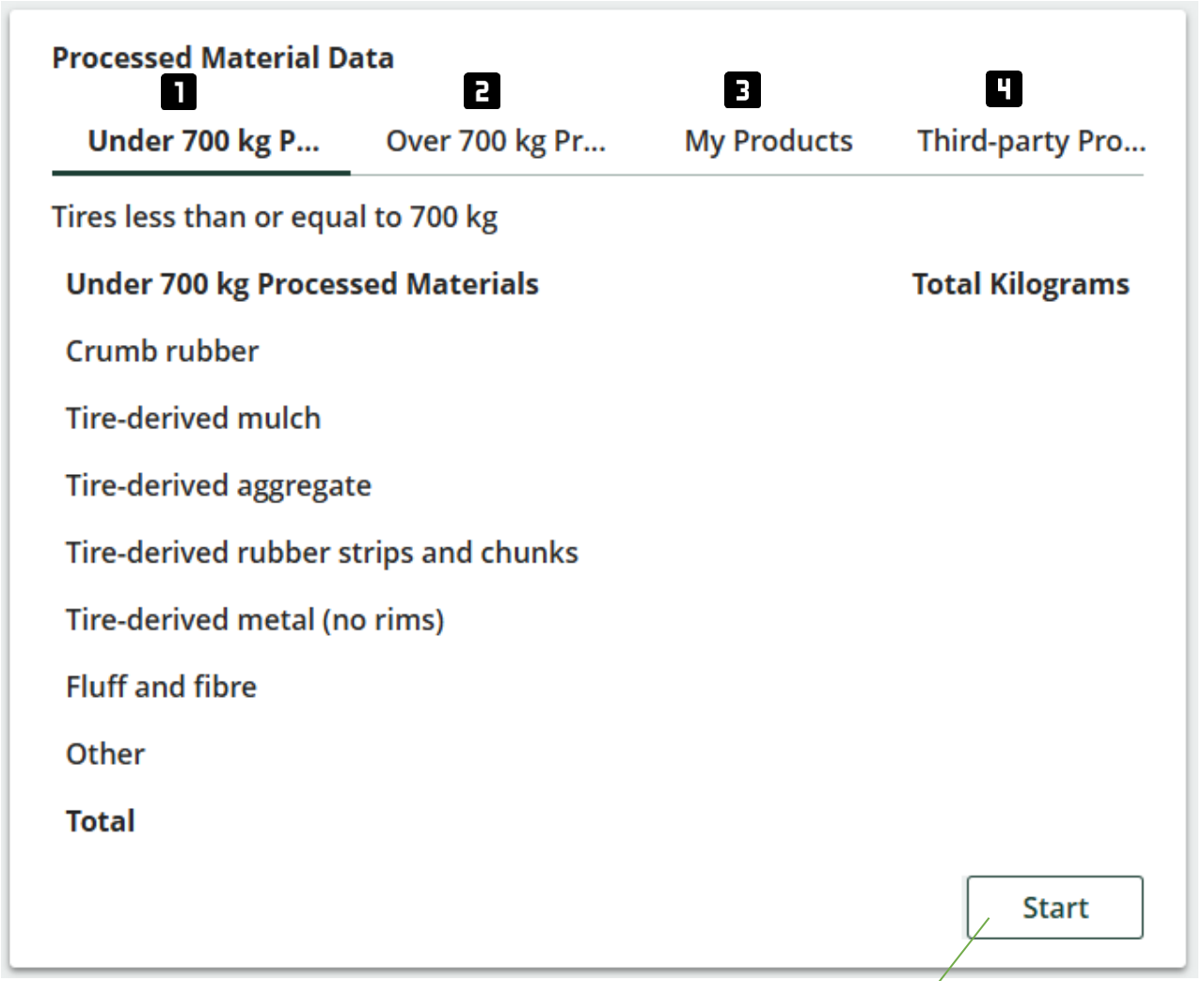


C. Actual weight of processed materials

In this section you will report the weight of material output from processing the tires dropped of by haulers.

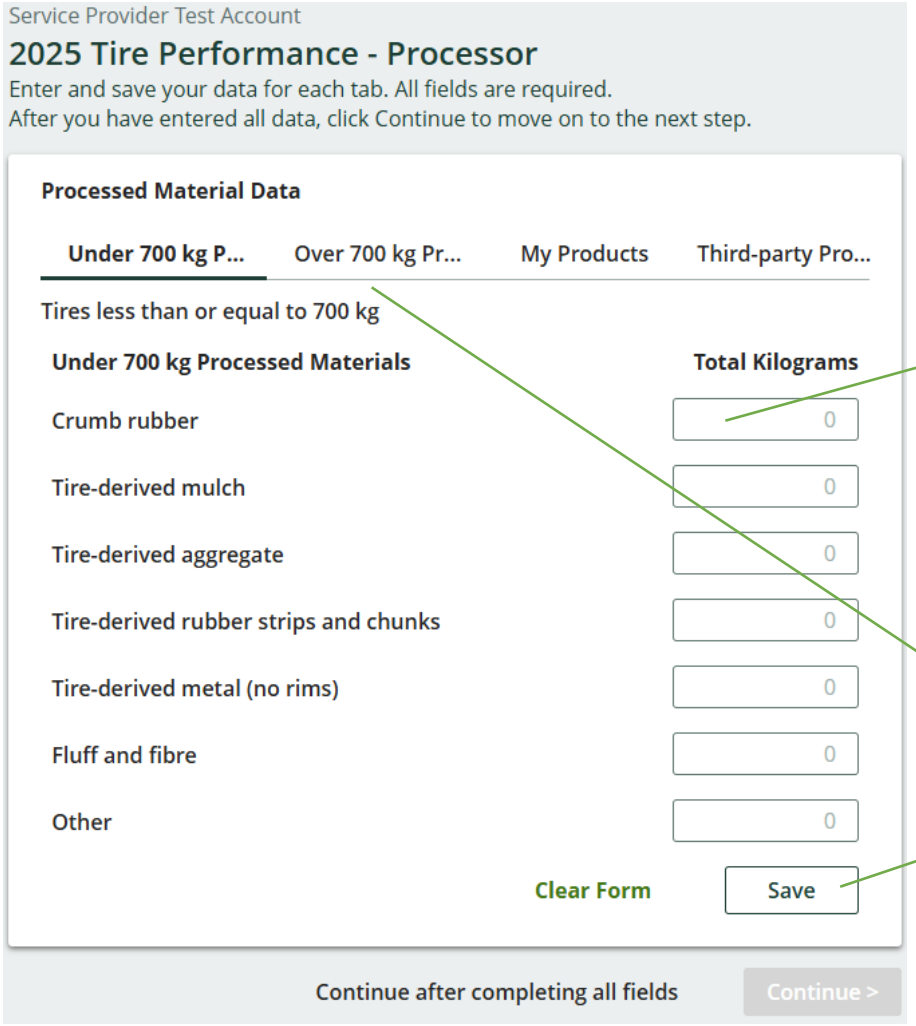
You will need to enter data in the four tabs indicated:

1. Under 700 kg Processed Materials
2. Over 700 kg Processed Materials
3. My Products
4. Third Party Products



Click ***Start*** to proceed.

C. Actual weight of processed materials



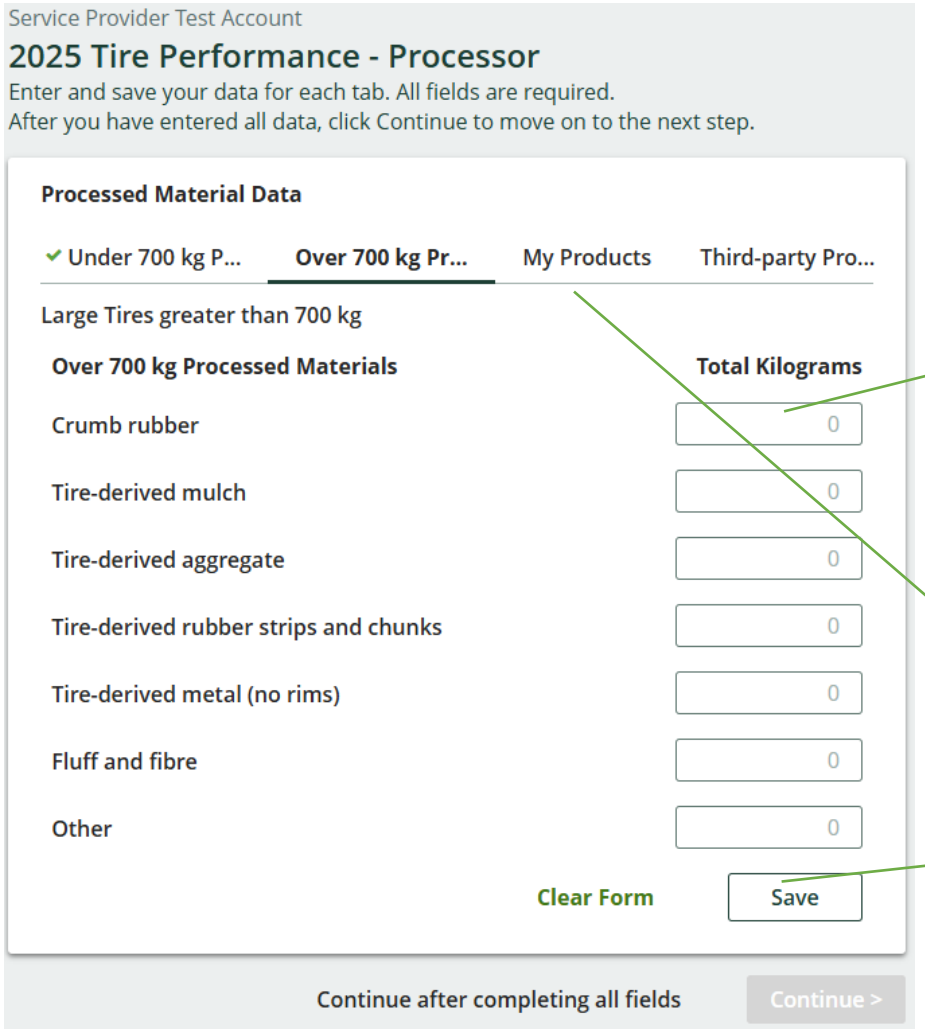
On the first tab, enter the actual weight in kg for each material type of **Under 700 kg Processed Materials**.

Enter total **actual** weight (in kg) for each material type.

You can leave the box blank for the materials you did not process. The system will automatically add a zero to the box.

Once you are done inputting your data click ***Save*** and then click on the **Over 700 kg Processed Materials** tab.

C. Actual weight of processed materials



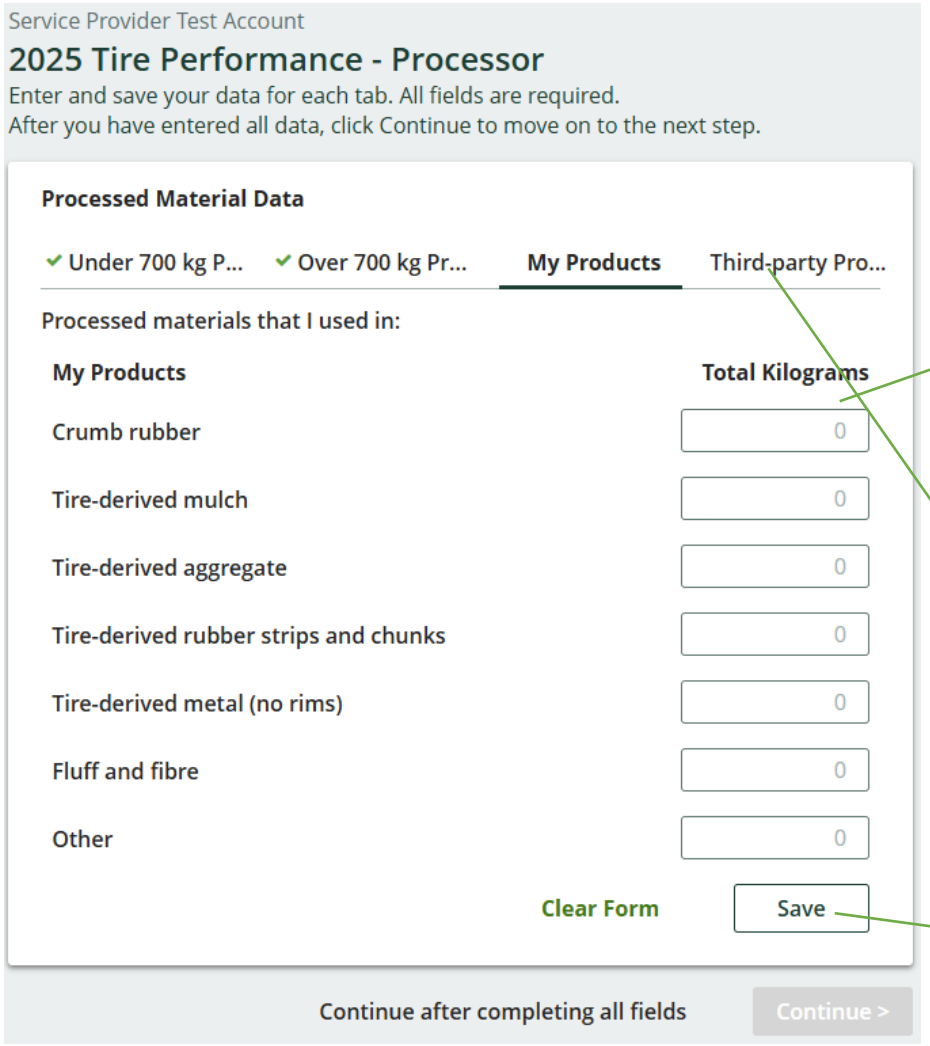
On the second tab, enter the actual weight in kg for each material type of **Over 700 kg Processed Materials**.

Enter total **actual** weight (in kg) for each material type.

You can leave the box blank for the materials you did not process. The system will automatically add a zero to the box.

Once you are done inputting your data click ***Save*** and then click on the **My Products** tab.

C. Actual weight of processed materials



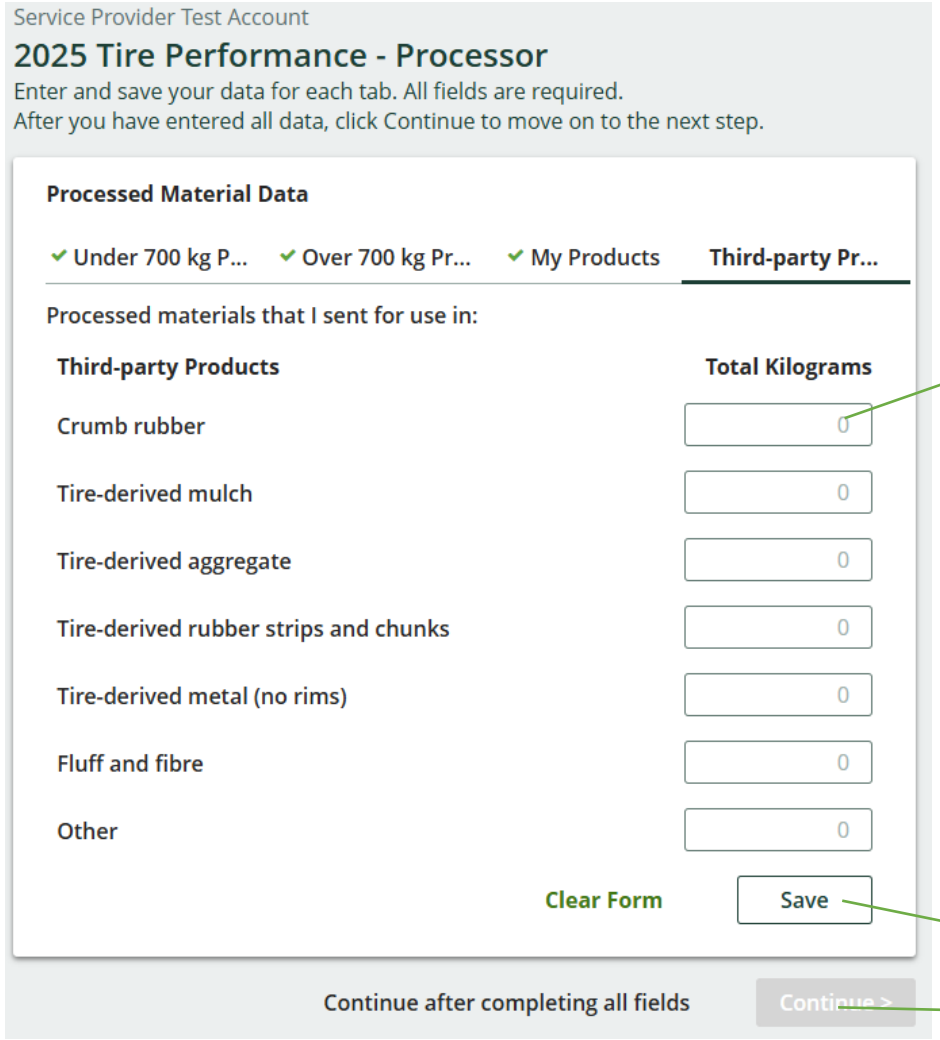
On the third tab, enter the weight in kg for each material type of **My Products** (materials that were used to make products at your facility).

Enter total **actual** weight (in kg) for each material type.

You can leave the box blank for the materials you did not process. The system will automatically add a zero to the box.

Once you are done inputting data, click ***Save*** and then click on the **Third-party Products** tab.

C. Actual weight of processed materials



On the fourth tab, enter the weight in kg for each material type of **Third-party Products** (materials that were sent by you to another person for the purposes of making products and packaging).

Enter total **actual** weight (in kg) for each material type.

You can leave the box blank for the materials you did not process. The system will automatically add a zero to the box.

Once you are done inputting data, click ***Save*** and ***Continue*** to return to the report summary screen and complete the next section of the report.

D. Number and calculated weight of tires sent to be reused on a vehicle or for a new purpose

In this section you will be reporting the number of tires used and collected in Ontario that were sent for reuse **with or without modification** for continued use on a vehicle and **without modification** for a new purpose**.**

You will need to enter data in the two tabs indicated:

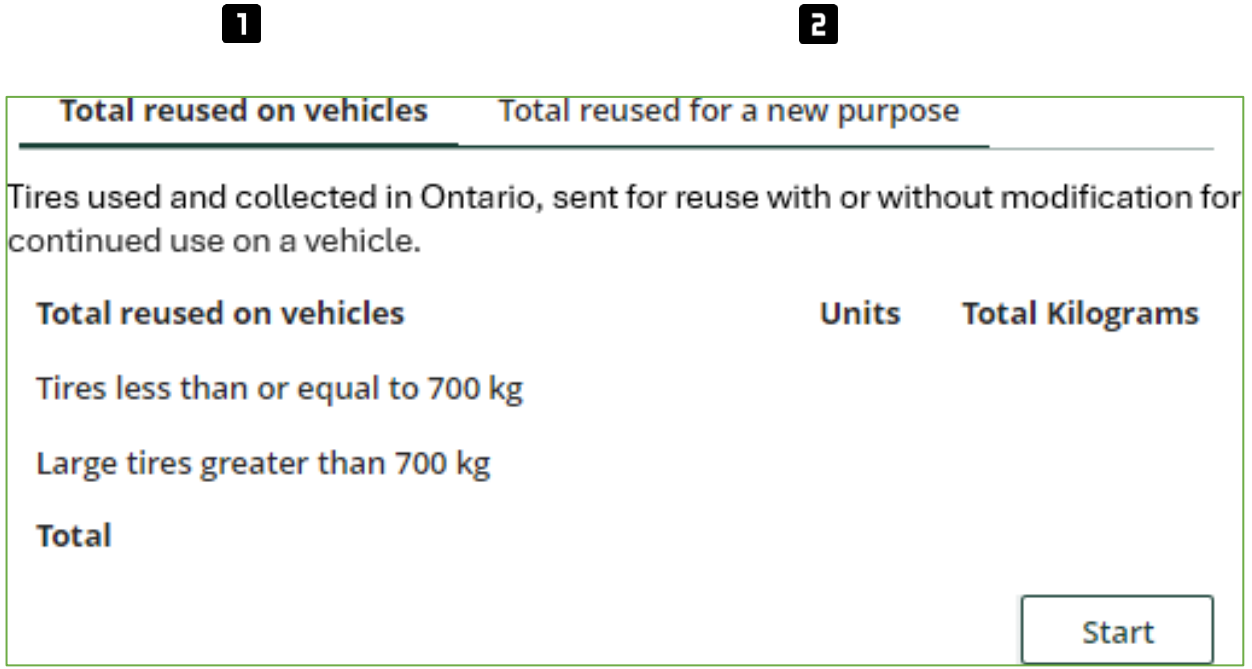
1 **Total reused on vehicles**

2 **Total reused for a new purpose**

RPRA has developed a Weight Conversion Factors Procedure to determine the calculated weight of tires.

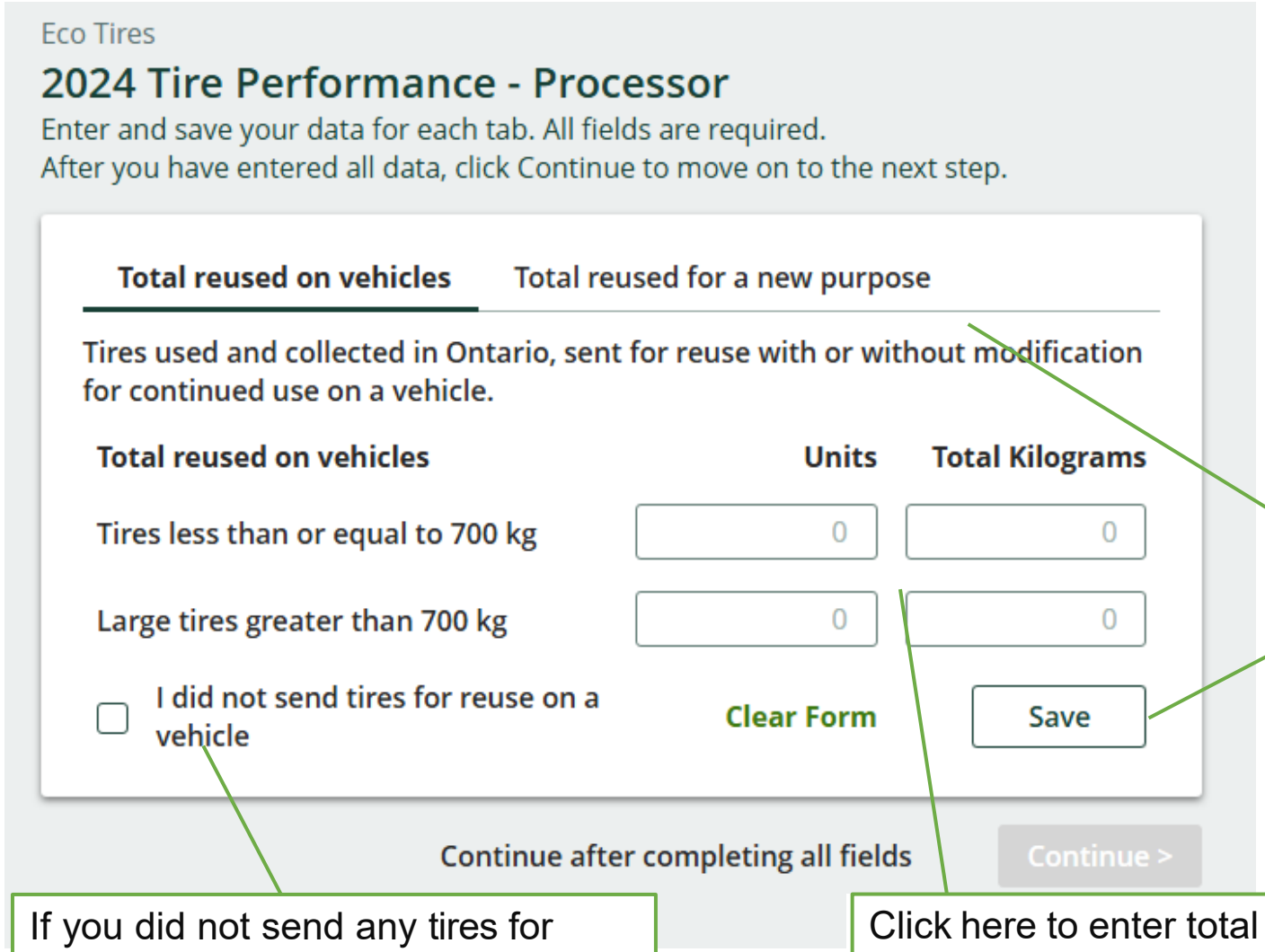
Common calculated used tire weights include:

- Passenger and light truck tire = 12.5 kg
- Medium truck tire = 50 kg



Click ***Start*** to proceed.

D. Number and calculated weight of tires sent to be reused on a vehicle or for a new purpose



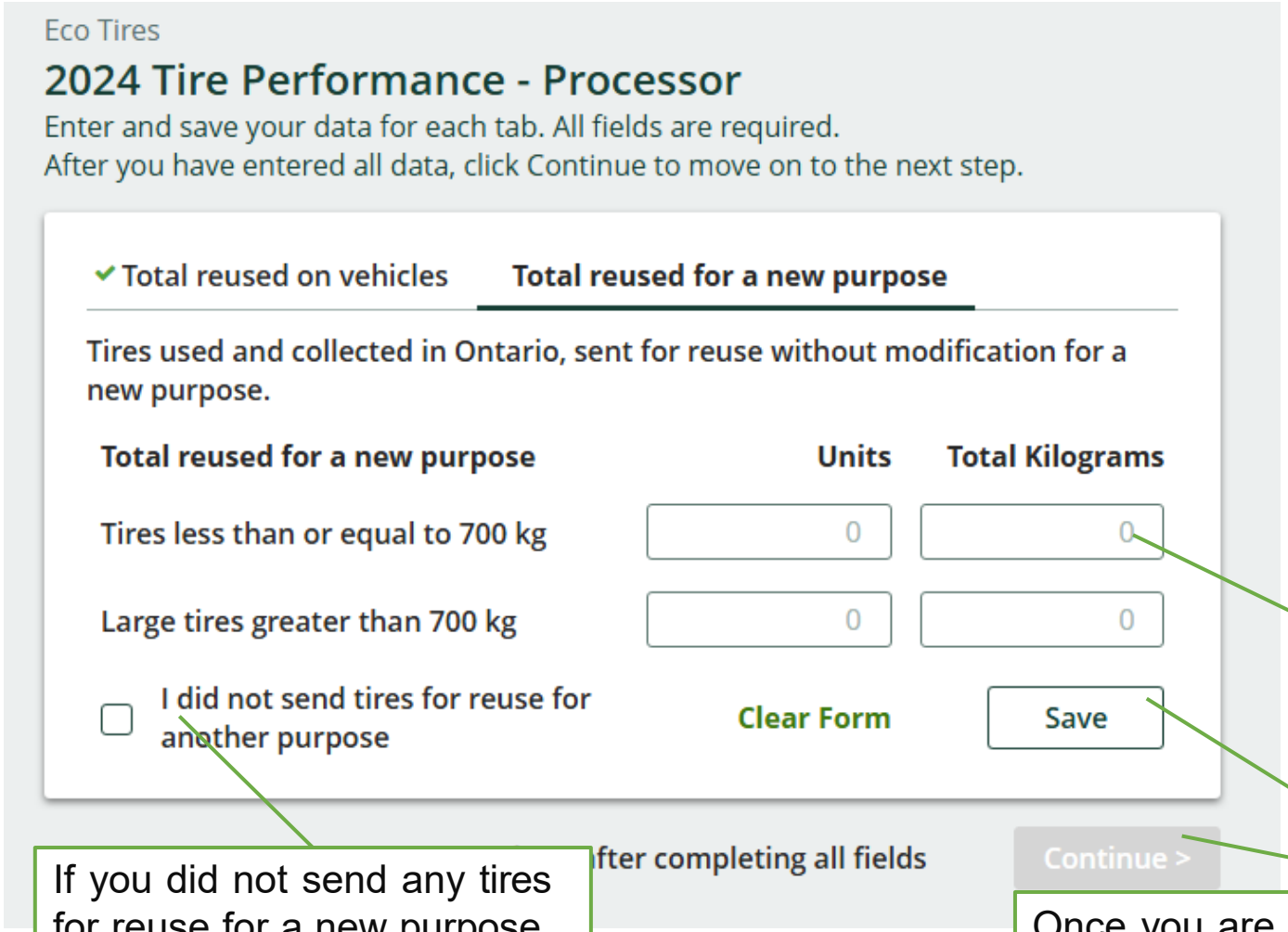
On the first tab you will enter the total number of tires units and calculated weight of tires you sent for reuse **with or without modification** for continued use on a vehicle (do not report retreading here).

Once you are done inputting your data click ***Save*** and then click on the ***Total reused for a new purpose*** tab.

If you did not send any tires for reuse on a vehicle, click here.

Click here to enter total number and total calculated weight (in kg) of tires.

D. Number and calculated weight of tires sent to be reused on a vehicle or for a new purpose



On the second tab you will enter total tires units and calculated weight of tires you sent for reuse without modification (i.e., retreading) for a new purpose.

Examples include:

- Dock Bumpers
- Flower Pots/Planters
- Agricultural Bunkers

Click here to enter total number and total calculated weight (in kg) of tires.

If you did not send any tires for reuse for a new purpose, click here.

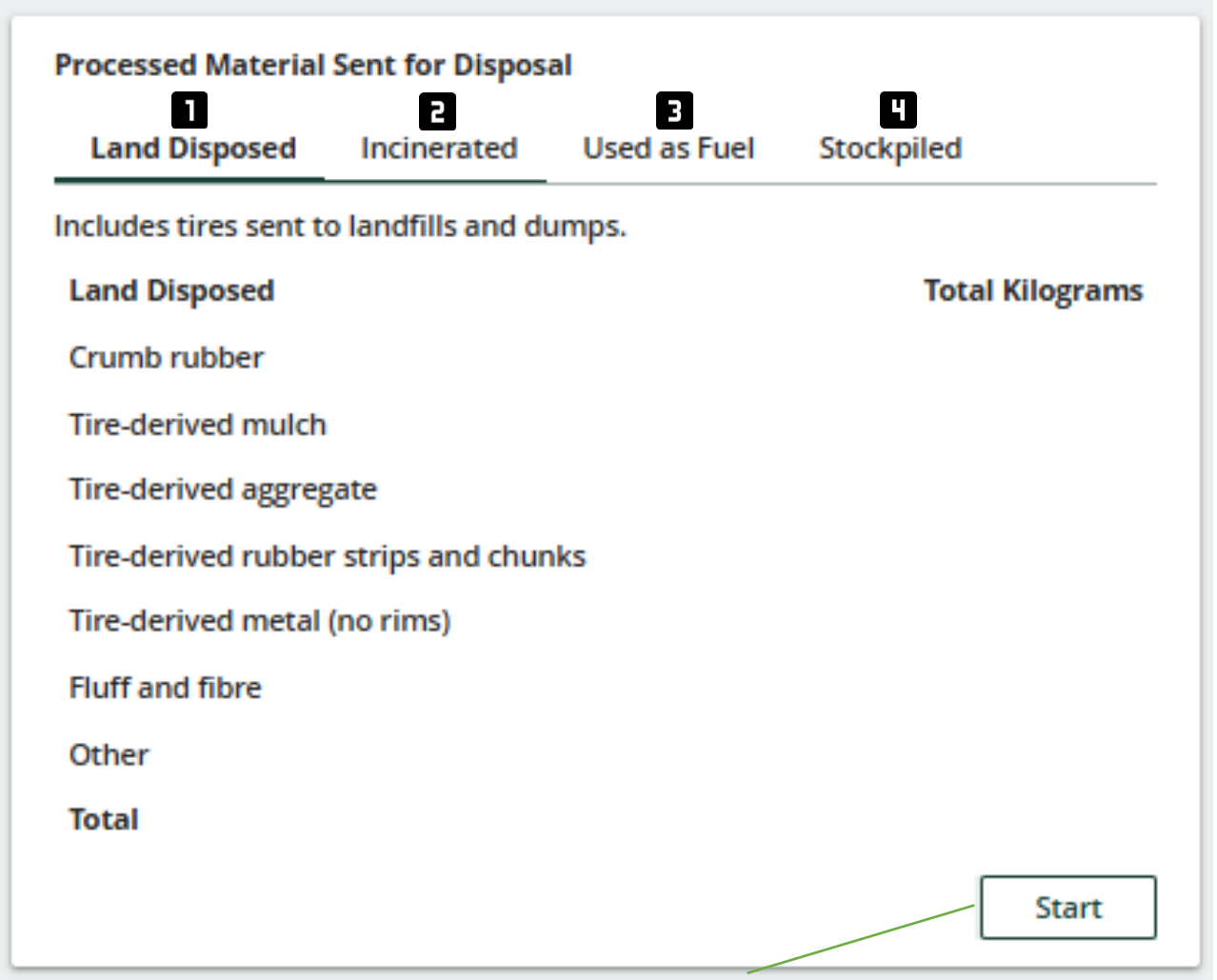
Once you are done inputting data, click ***Save*** and ***Continue*** to return to the report summary screen and complete the next section of the report.

E. Actual weight of processed materials that were disposed

In this section you will report the total weight in kg of **processed materials** sent to landfill and dumps, incinerated, used as fuel or stockpiled.

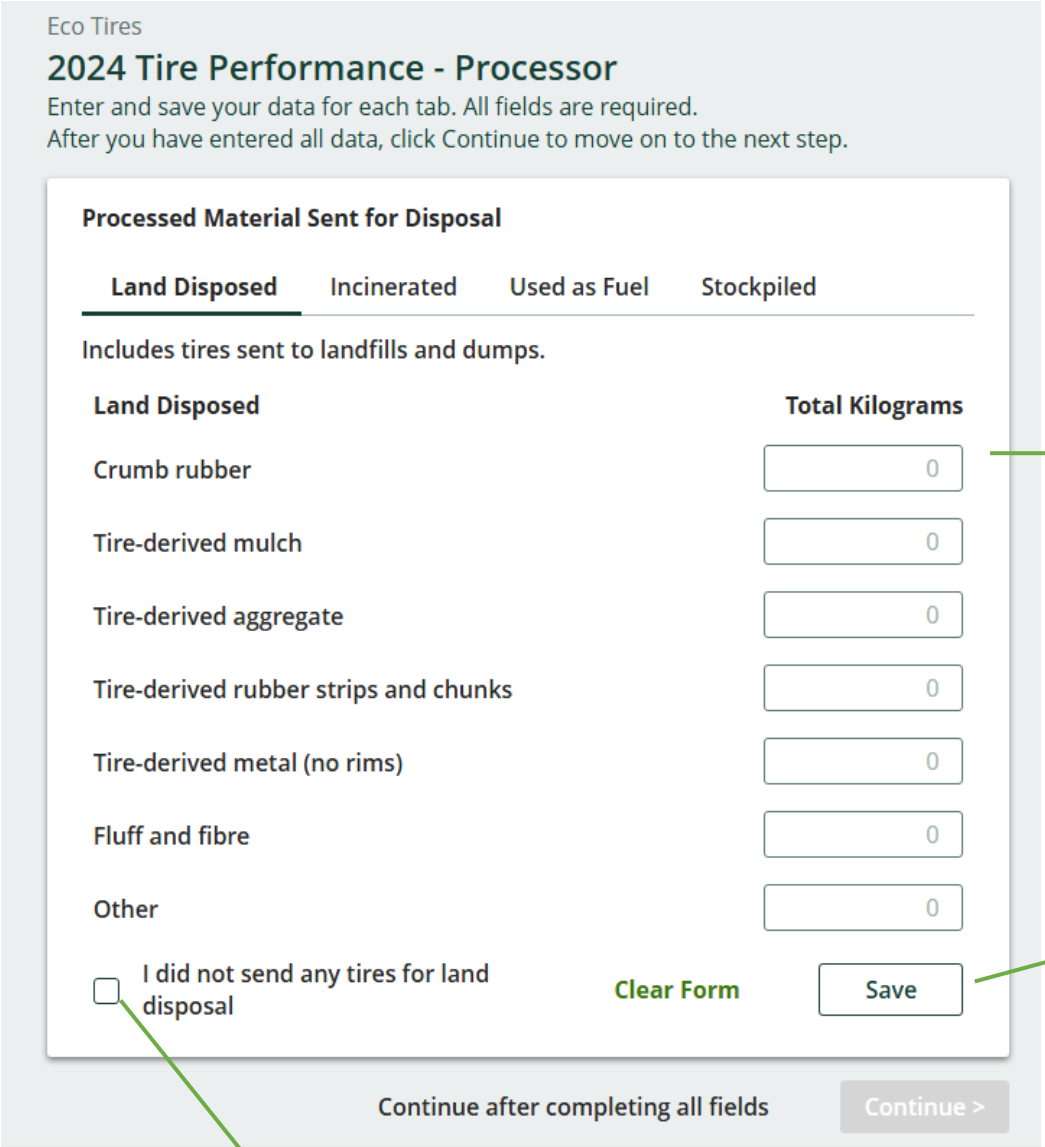
You will need to enter data in the four tabs indicated:

1. Land Disposed
2. Incinerated
3. Used as Fuel
4. Stockpiled



Click ***Start*** to proceed.

E. Actual weight of processed materials that were disposed



On the first tab you will enter total actual weight of processed materials you sent to be disposed on land, including tires sent to landfills and dumps.

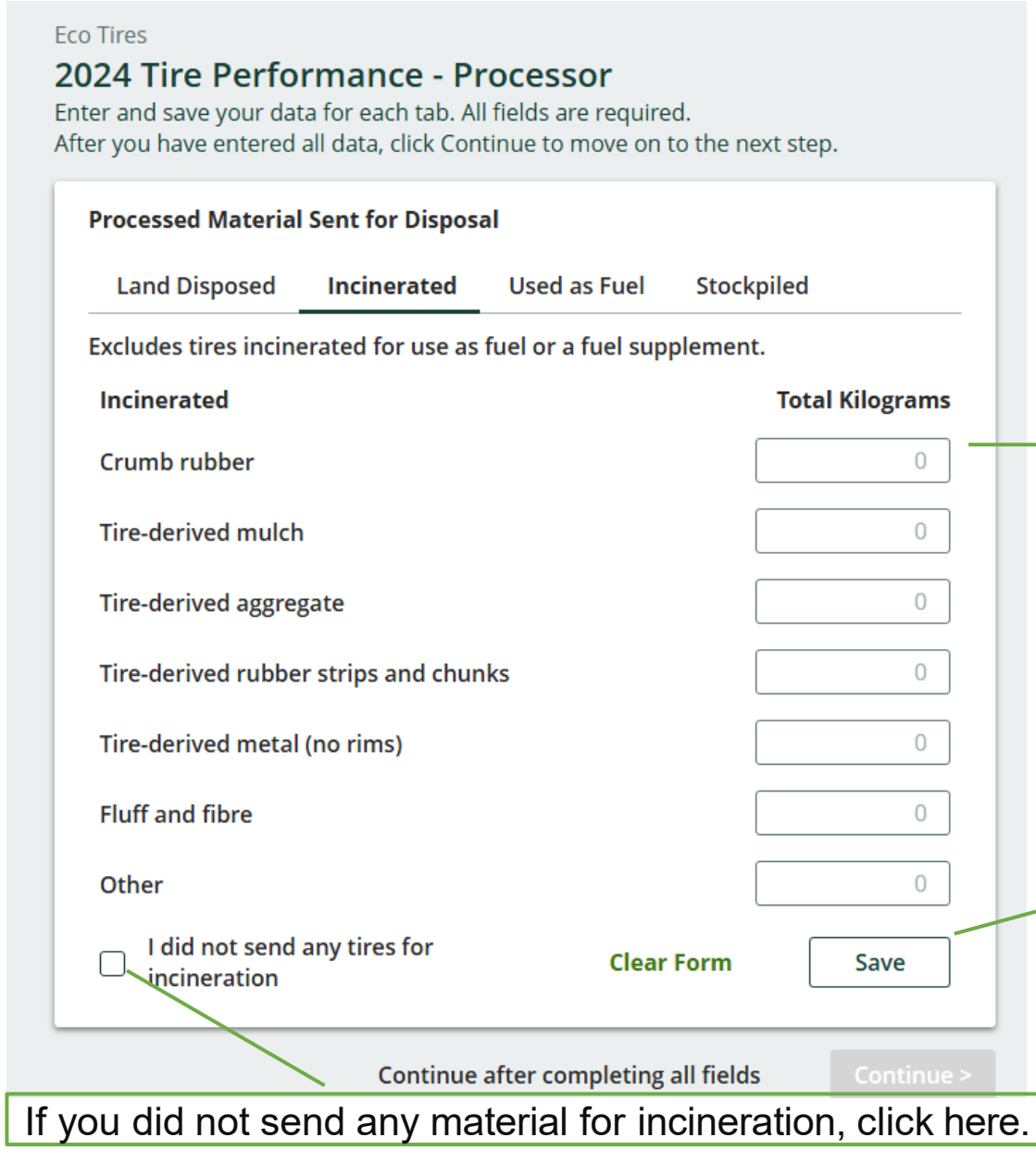
Enter total **actual** weight (in kg) for each material type.

You can leave the box blank for the materials you did not dispose. The system will automatically add a zero to the box.

Once you are done inputting your data click ***Save*** and then click on the ***Incinerated*** tab.

If you did not send any material for land disposal, click here.

E. Actual weight of processed materials that were disposed



On the second tab you will enter total actual weight of processed materials you sent to be incinerated. Do not include any materials incinerated for use as fuel or a fuel supplement.

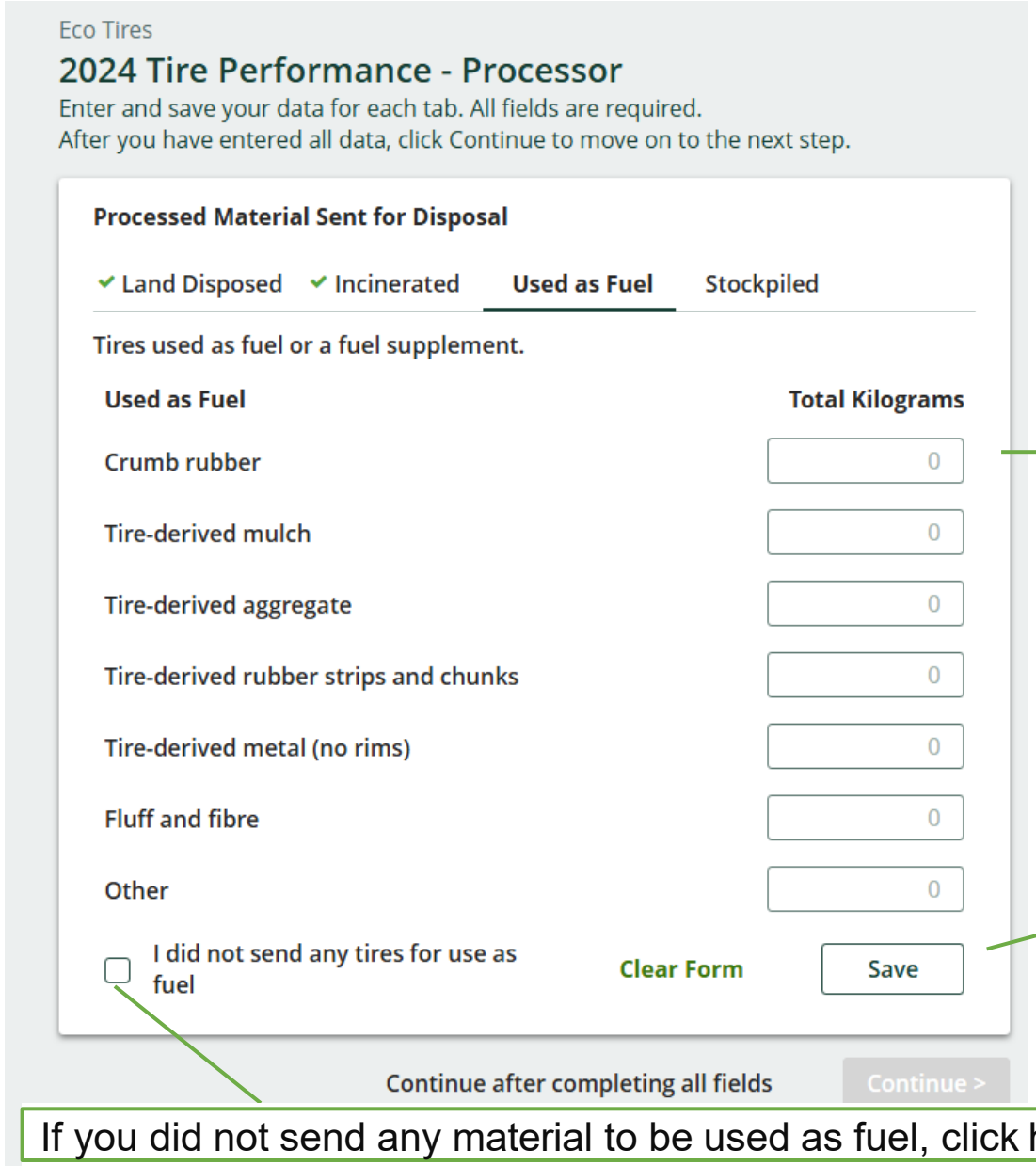
Enter total **actual** weight (in kg) for each material type.

You can leave the box blank for the materials you did not dispose. The system will automatically add a zero to the box.

Once you are done inputting your data click ***Save*** and then click on the ***Used as Fuel*** tab.

If you did not send any material for incineration, click here.

E. Actual weight of processed materials that were disposed



On the third tab you will enter total actual weight of processed materials you sent to be used as fuel.

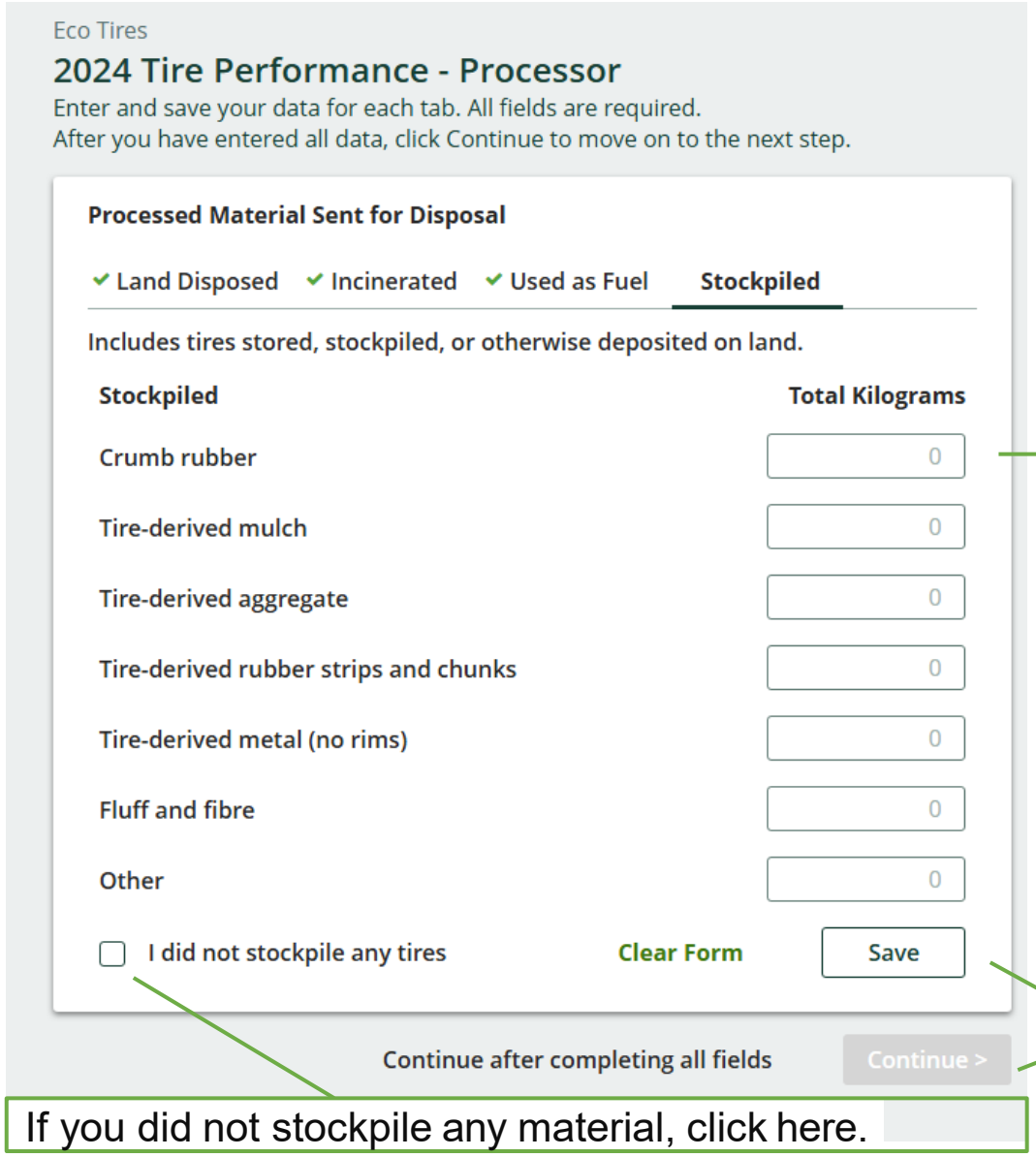
Enter total **actual** weight (in kg) for each material type.

You can leave the box blank for the materials you did not dispose. The system will automatically add a zero to the box.

Once you are done inputting your data click ***Save*** and then click on the ***Stockpiled*** tab.

If you did not send any material to be used as fuel, click here.

E. Actual weight of processed materials that were disposed



On the fourth tab you will enter total actual weight of processed materials you stored, stockpiled or otherwise deposited on land.

Enter total **actual** weight (in kg) for each material type.

You can leave the box blank for the materials you did not dispose. The system will automatically add a zero to the box.

Once you are done inputting data, click ***Save*** and ***Continue*** to return to the report summary screen and complete the next section of the report.

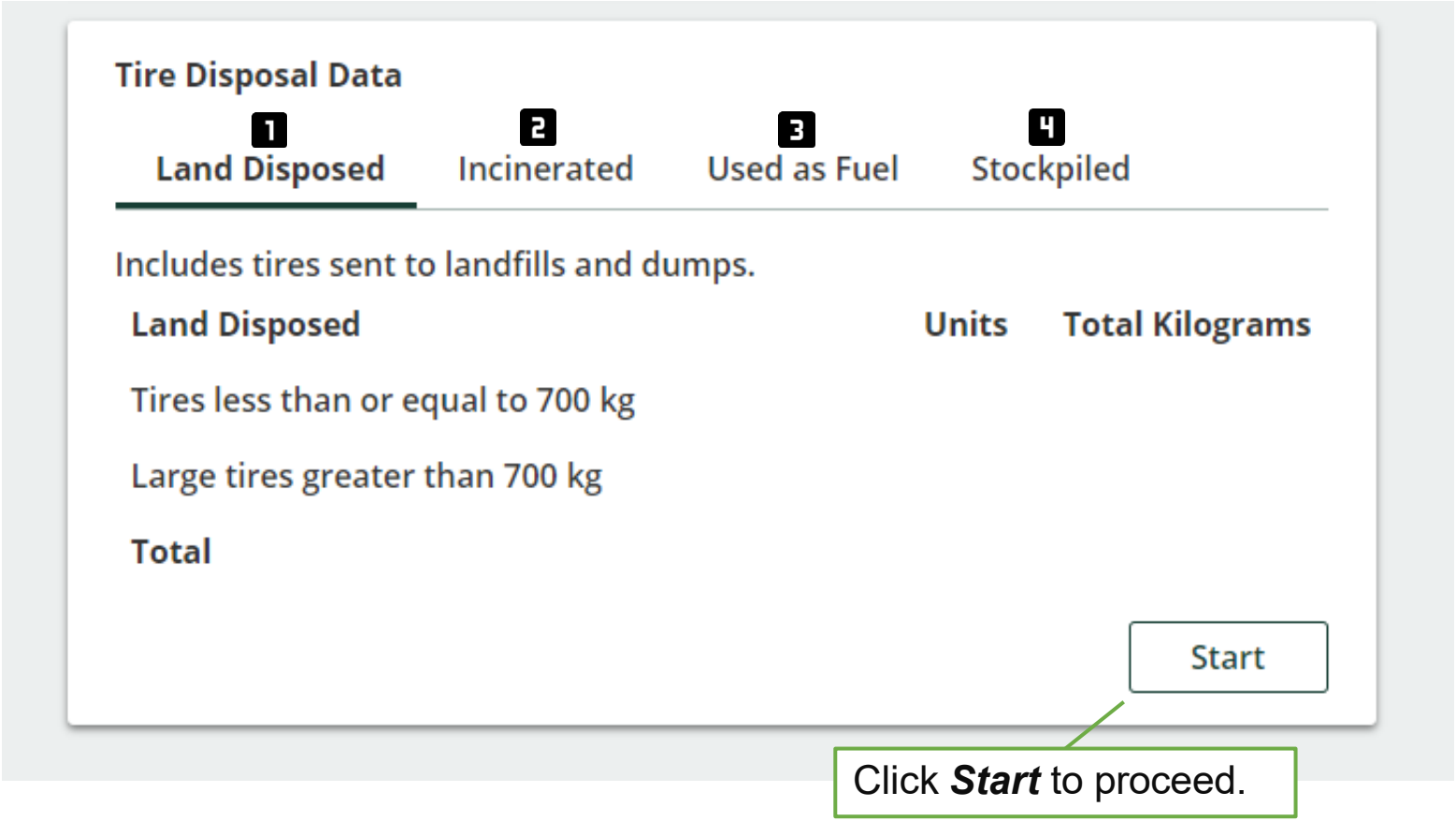
If you did not stockpile any material, click here.

F. Number and actual weight of tires disposed

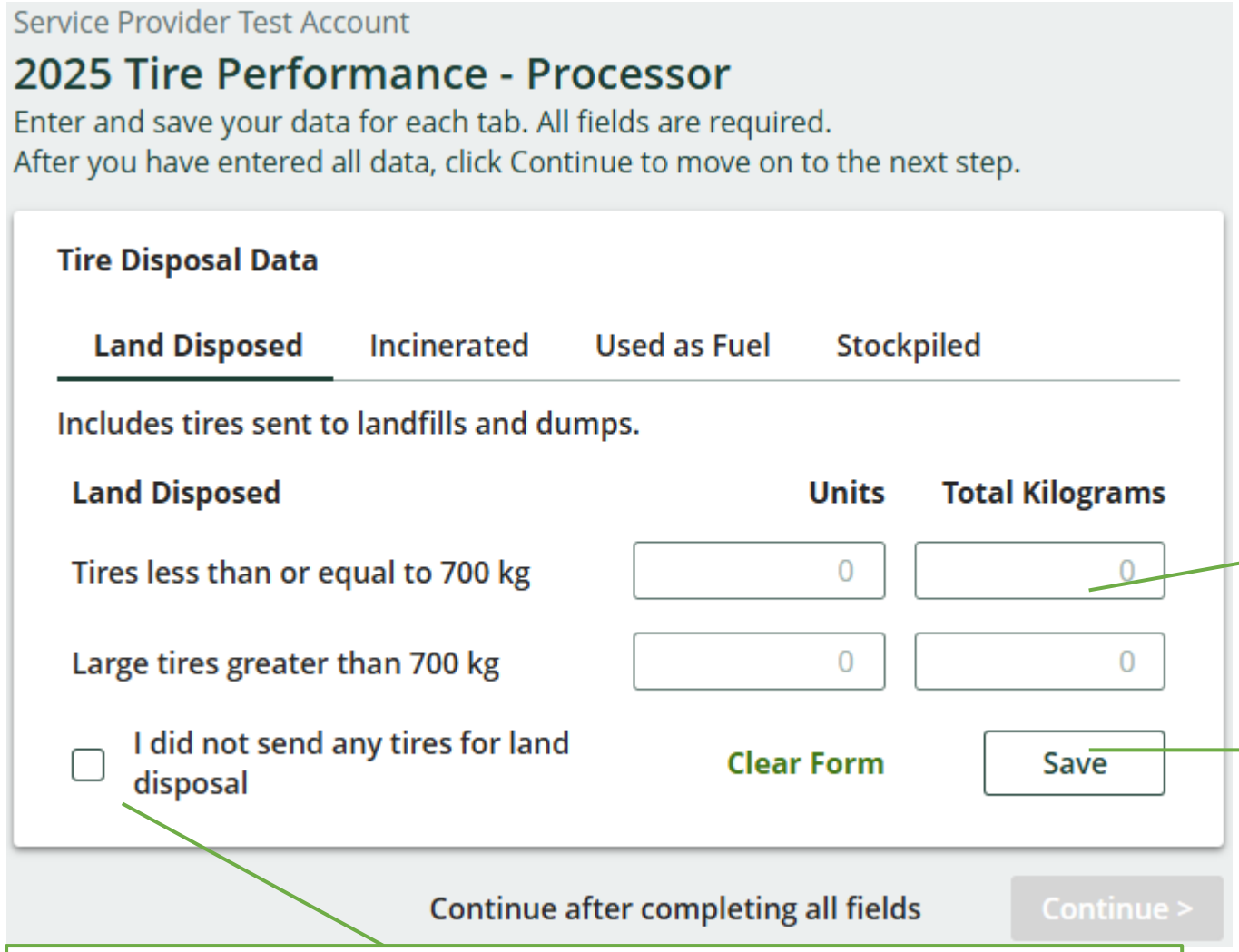
In this section you will report the total weight in kg of **tires** sent to landfill and dumps, incinerated, used as fuel or stockpiled.

You will need to enter data in the four tabs indicated:

1. Land Disposed
2. Incinerated
3. Used as Fuel
4. Stockpiled



F. Number and actual weight of tires disposed



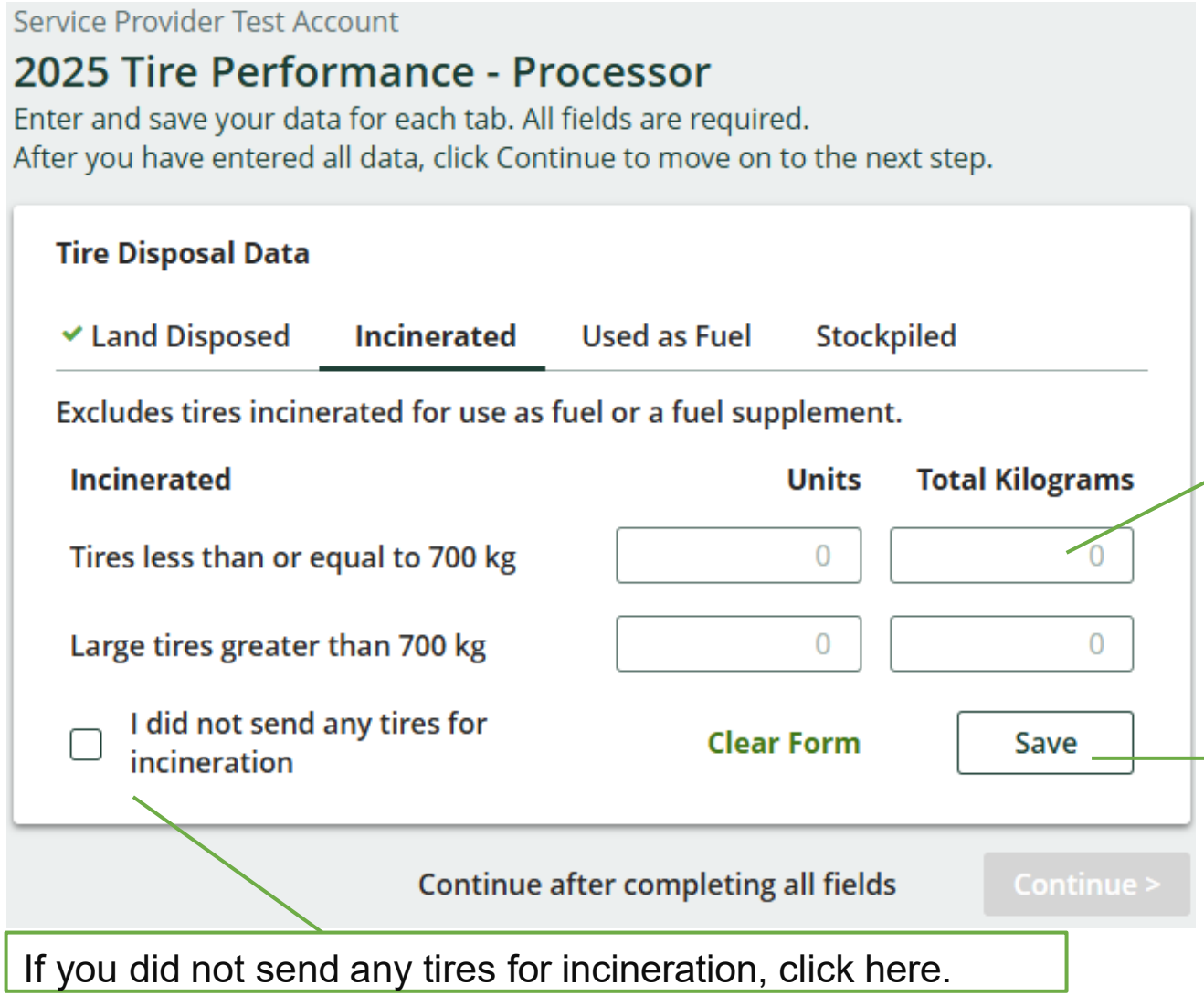
On the first tab you will enter total actual weight of tires you sent to be disposed on land, including tires sent to landfills and dumps.

Enter total number and **actual** weight (in kg) for each category of tire.

Once you are done inputting your data click ***Save*** and then click on the ***Incinerated*** tab.

If you did not send any tires for land disposal, click here.

F. Number and actual weight of tires disposed



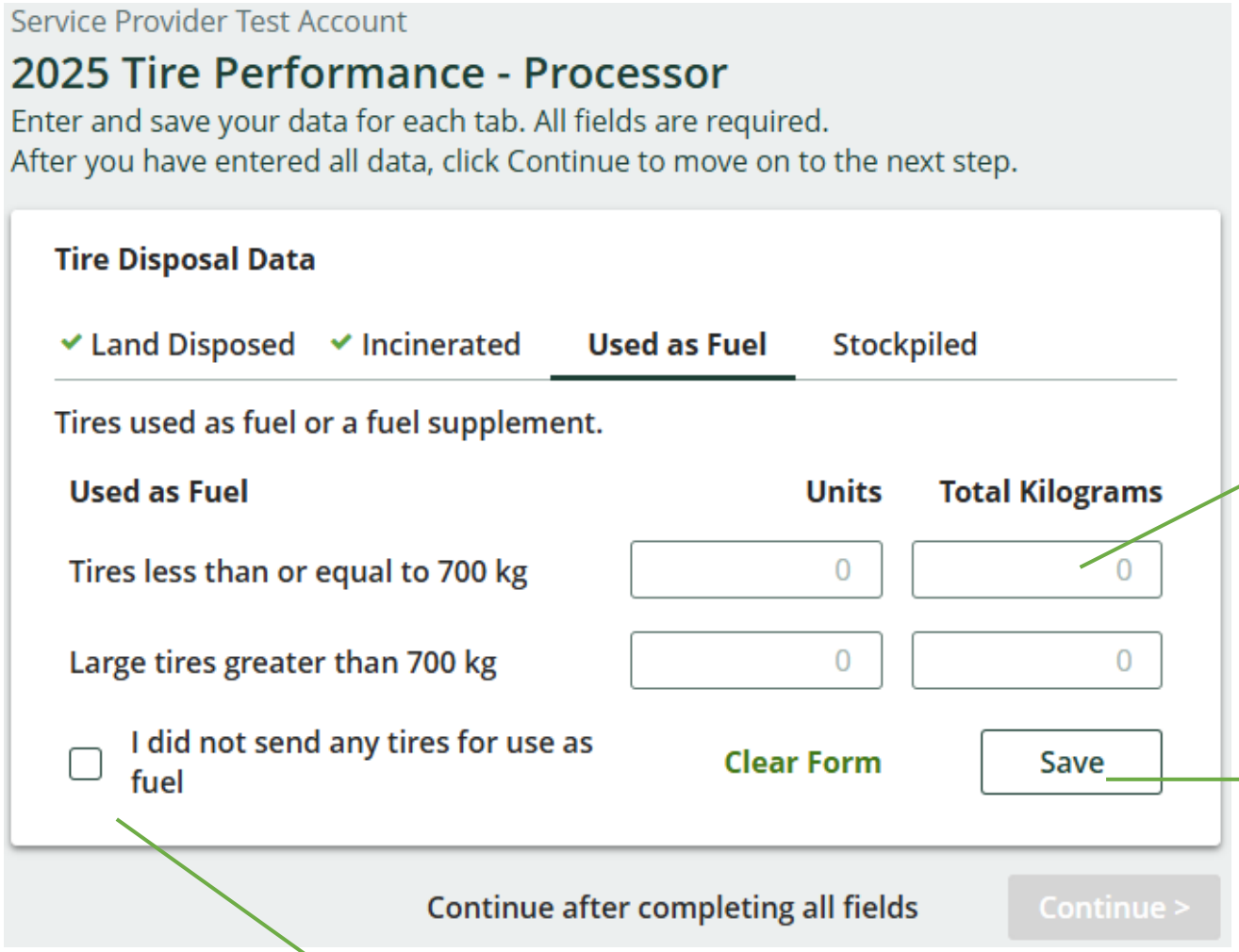
On the second tab you will enter total weight of tires you sent to be incinerated. Do not include tires incinerated for use as fuel or a fuel supplement.

Enter total number and **actual** weight (in kg) for each category of tire.

Once you are done inputting your data click ***Save*** and then click on the ***Used as Fuel*** tab.

If you did not send any tires for incineration, click here.

F. Number and actual weight of tires disposed



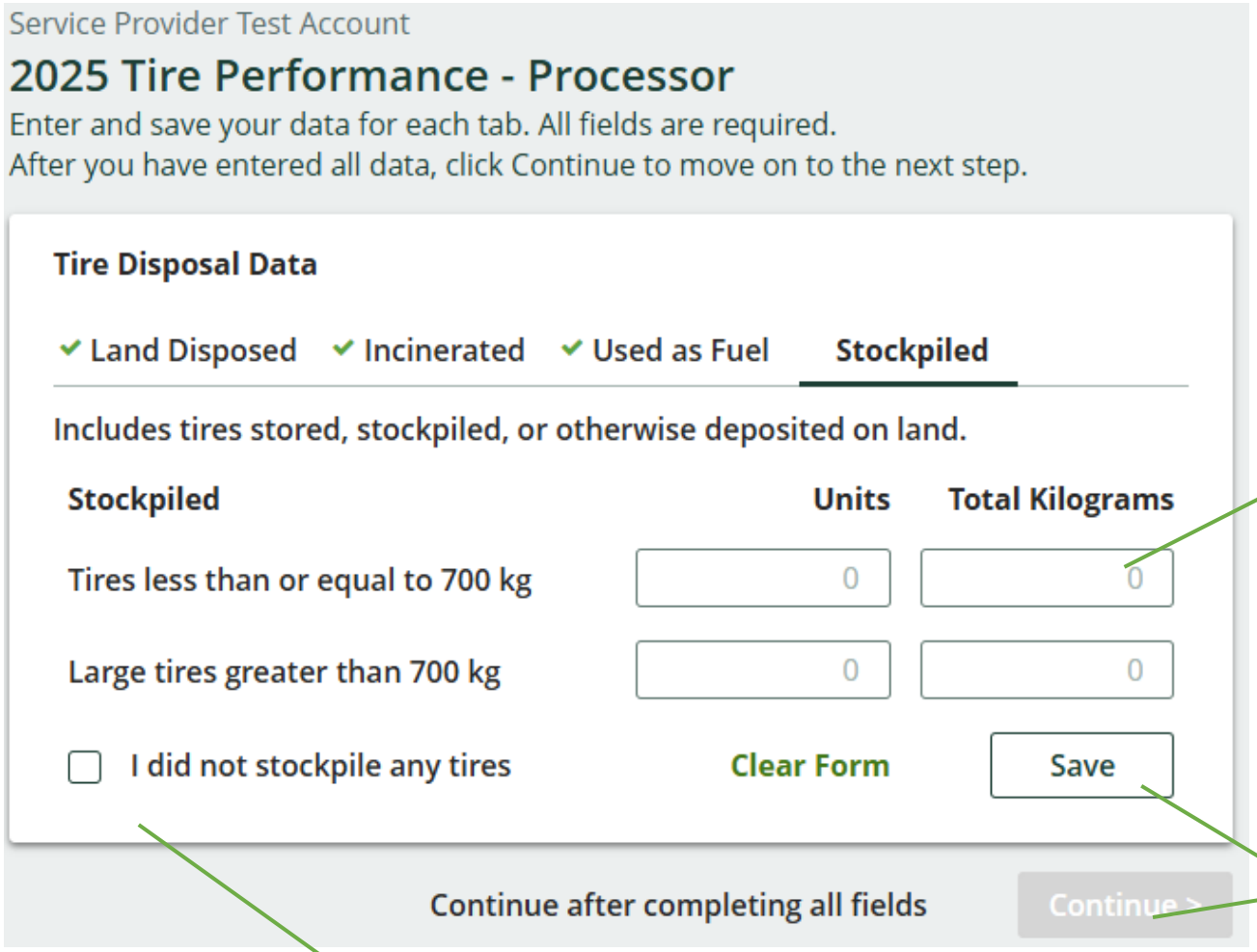
On the third tab you will enter total actual weight of tires you sent to be used as fuel.

Enter total number and **actual** weight (in kg) for each category of tire.

Once you are done inputting your data click ***Save*** and then click on the ***Stockpiled*** tab.

If you did not send any tires for use as fuel, click here.

F. Number and actual weight of tires disposed



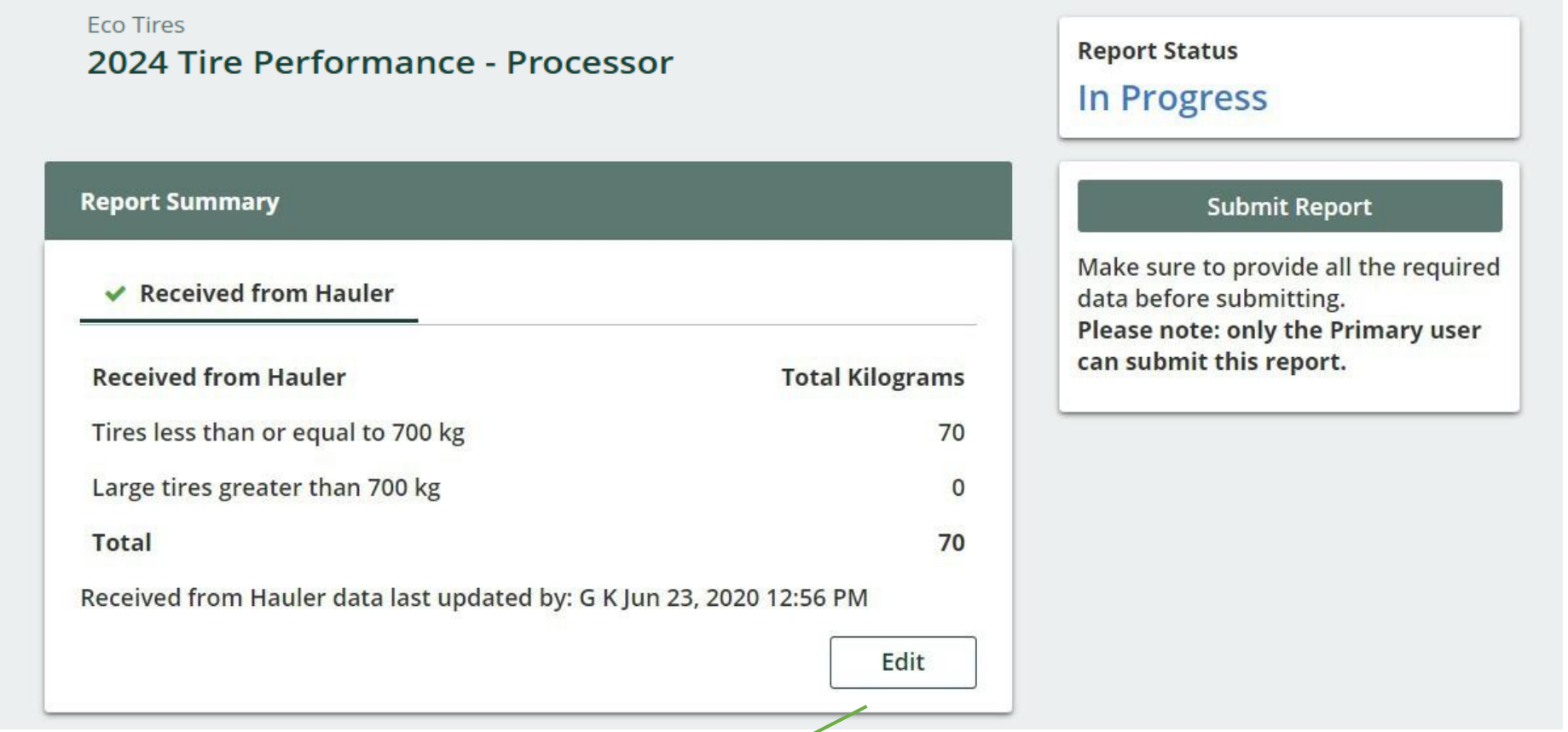
On the fourth tab you will enter total actual weight of tires you stored, stockpiled or otherwise deposited on land.

Enter total number and **actual** weight (in kg) for each category of tire.

Once you are done inputting data, click ***Save*** and ***Continue*** to return to the report summary screen.

If you did not stockpile any tires, click here.

Submit your report



Click the ***Edit*** button to make changes to the data you inputted.

Once you have completed all sections and saved the data, the ***Submit Report*** button will turn green.

Review and make any necessary changes to the data you entered before submitting your report.

You will not be able to make any changes to the data after you click the ***Submit Report*** button.

Retreader Performance Reporting

RPRA Resource Productivity & Recovery Authority

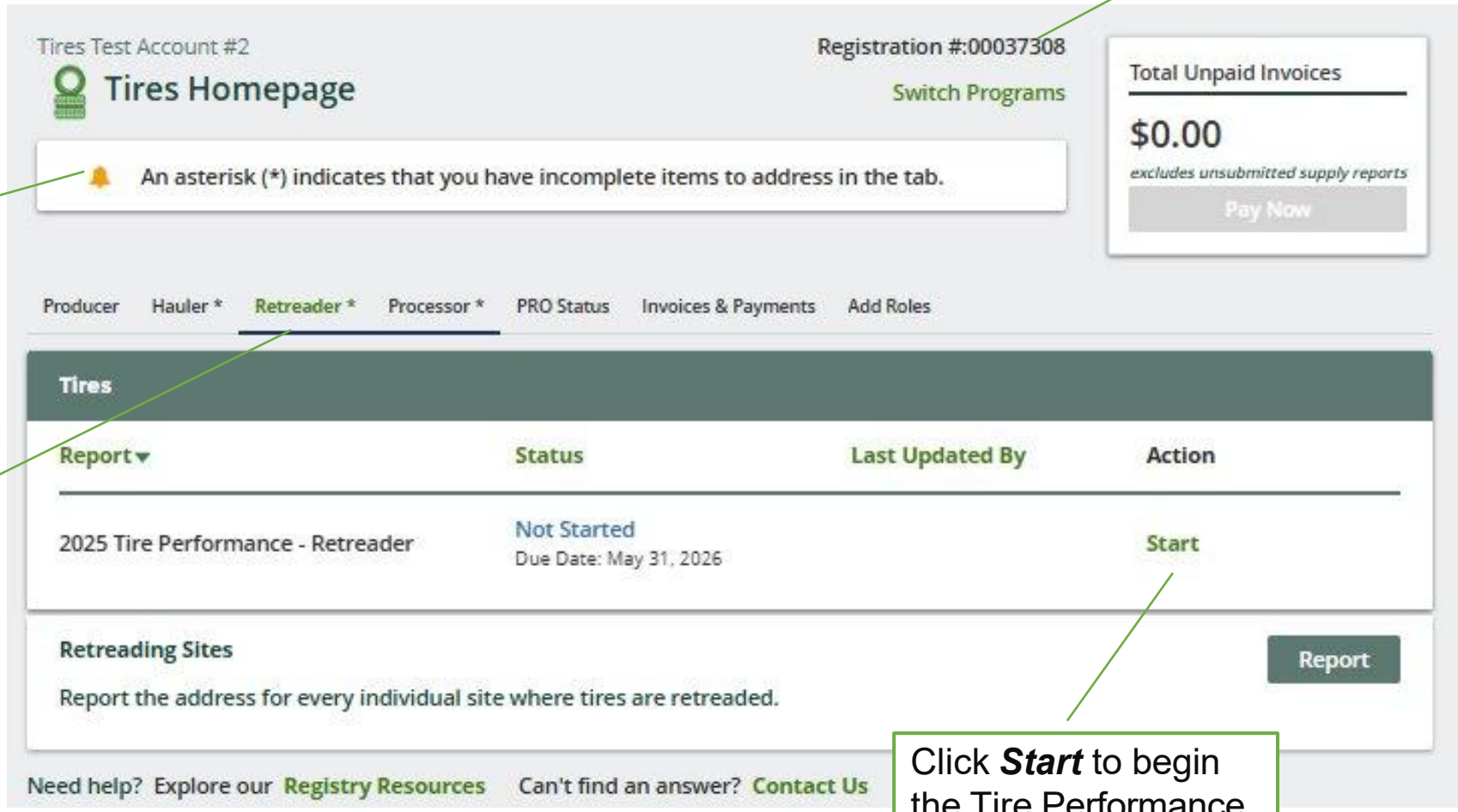
Locate the report on your Registry dashboard

Once you log into the Registry you will see the Registry Dashboard.

This is the unique identifier that has been assigned to you. You can reference this number if you need to contact the Compliance and Registry Team.

Notices about your account are shown here.

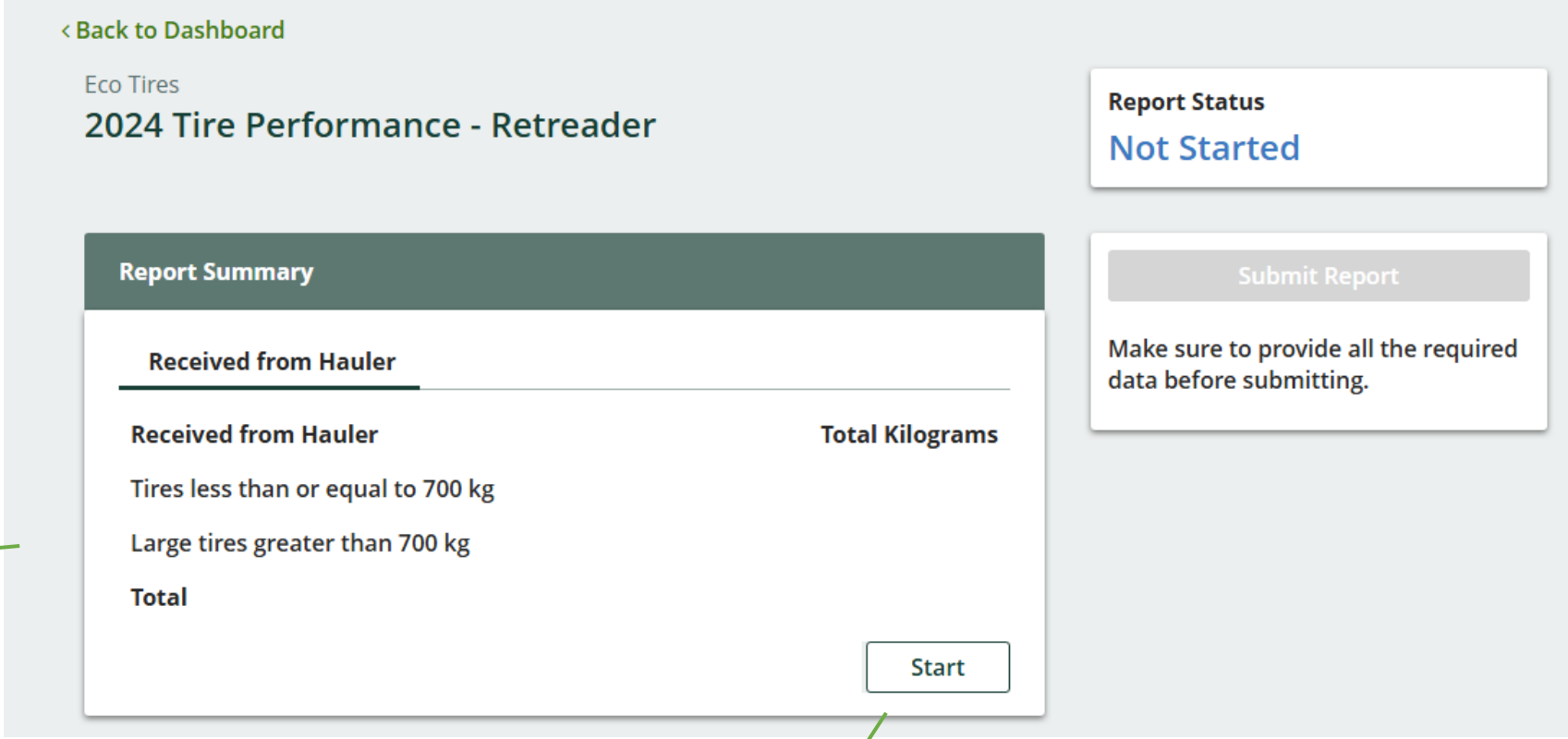
Confirm you have selected the Retreader role.



Click ***Start*** to begin the Tire Performance Processor report.

A. Actual weight of tires received from haulers

In this section you will report the total weight of tires received from each hauler.

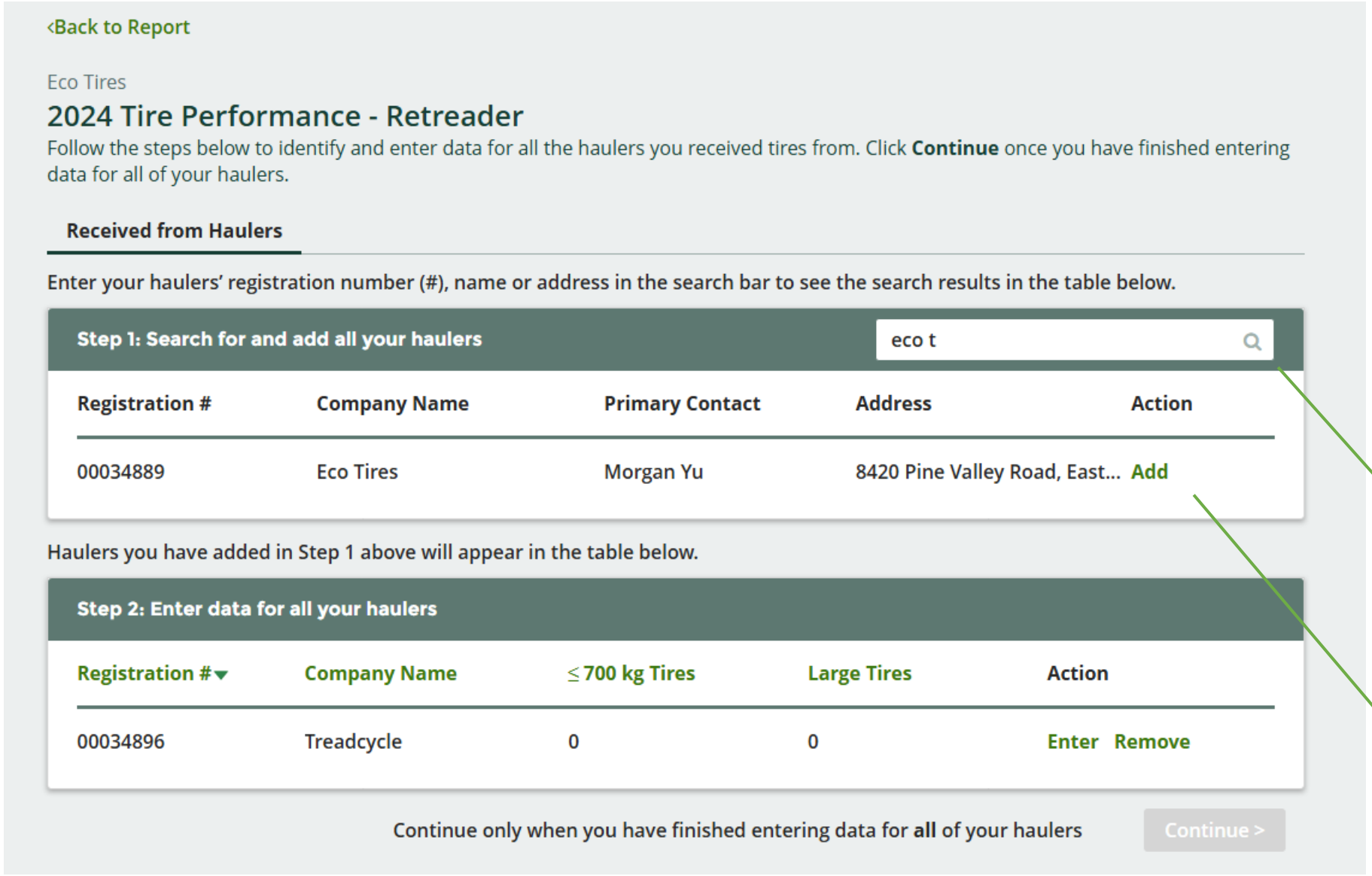


Throughout the report, you will enter data for two categories:

1. Tires ≤ 700 kg
2. Tires > 700 kg

Click ***Start*** to proceed.

A. Actual weight of tires received from haulers



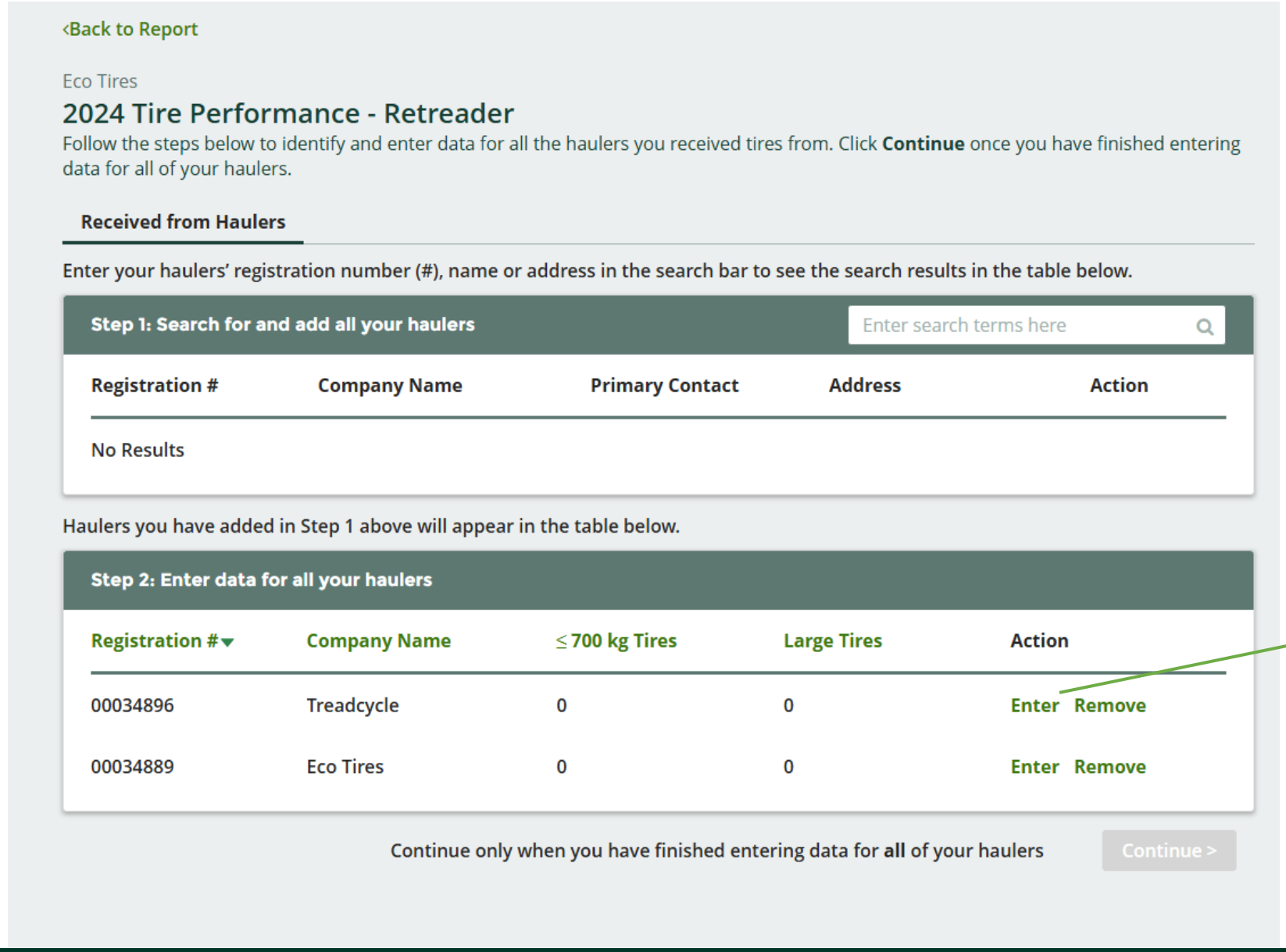
You will need to add each hauler that you receive tires from to your report.

You can search through the list of registered haulers by their registration number, company name, name of their primary contact or address.

Click here to search through the list of registered haulers.

Once you have found one of your haulers, click ***Add.*** Continue to search and add all haulers that you have received tires from.

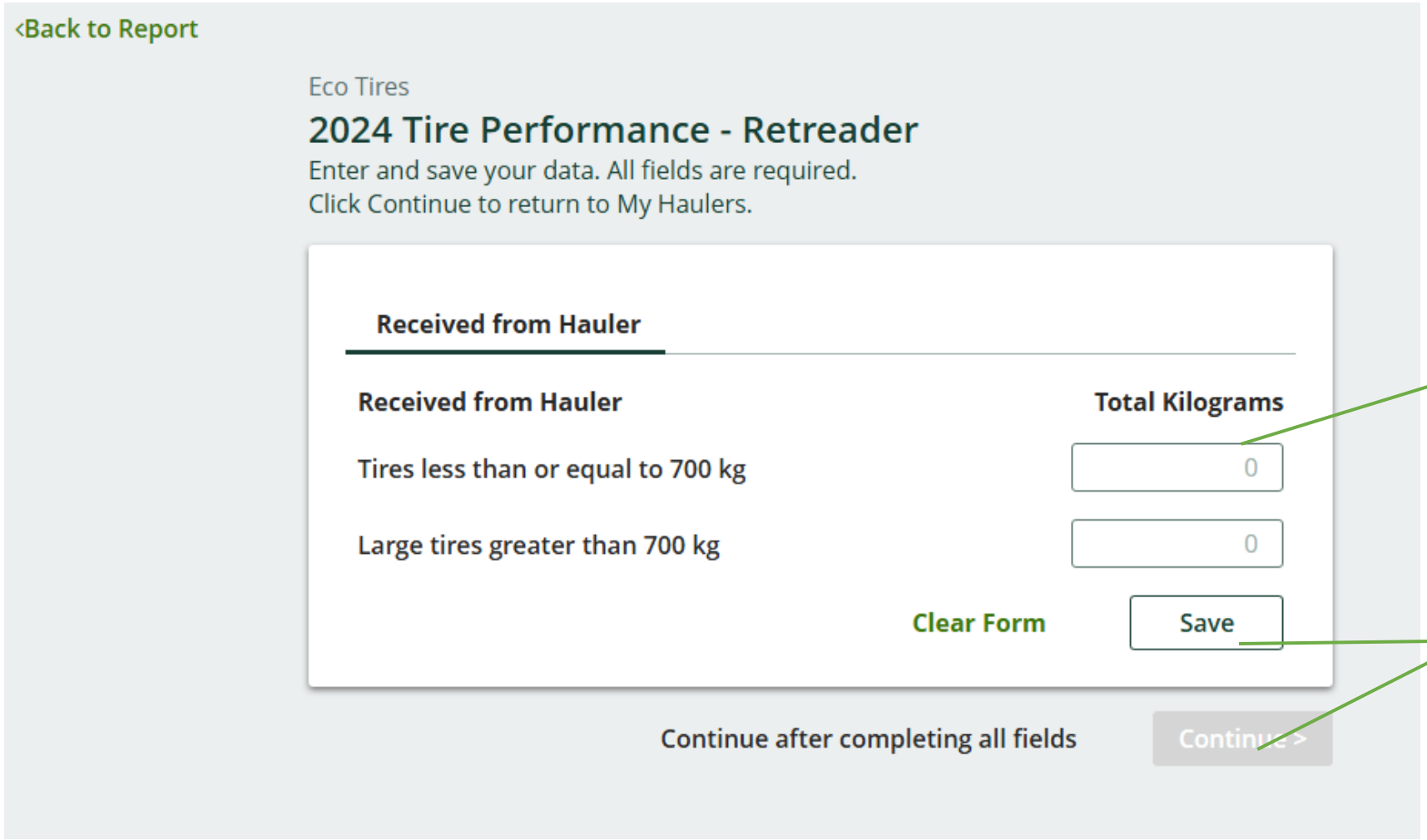
A. Actual weight of tires received from haulers



Next, you need to enter the actual weight of tires you received from each hauler in the ***Step 2: Enter data for all your haulers*** box.

Click ***Enter*** to add the total weight (in kg) of tires received for each hauler.

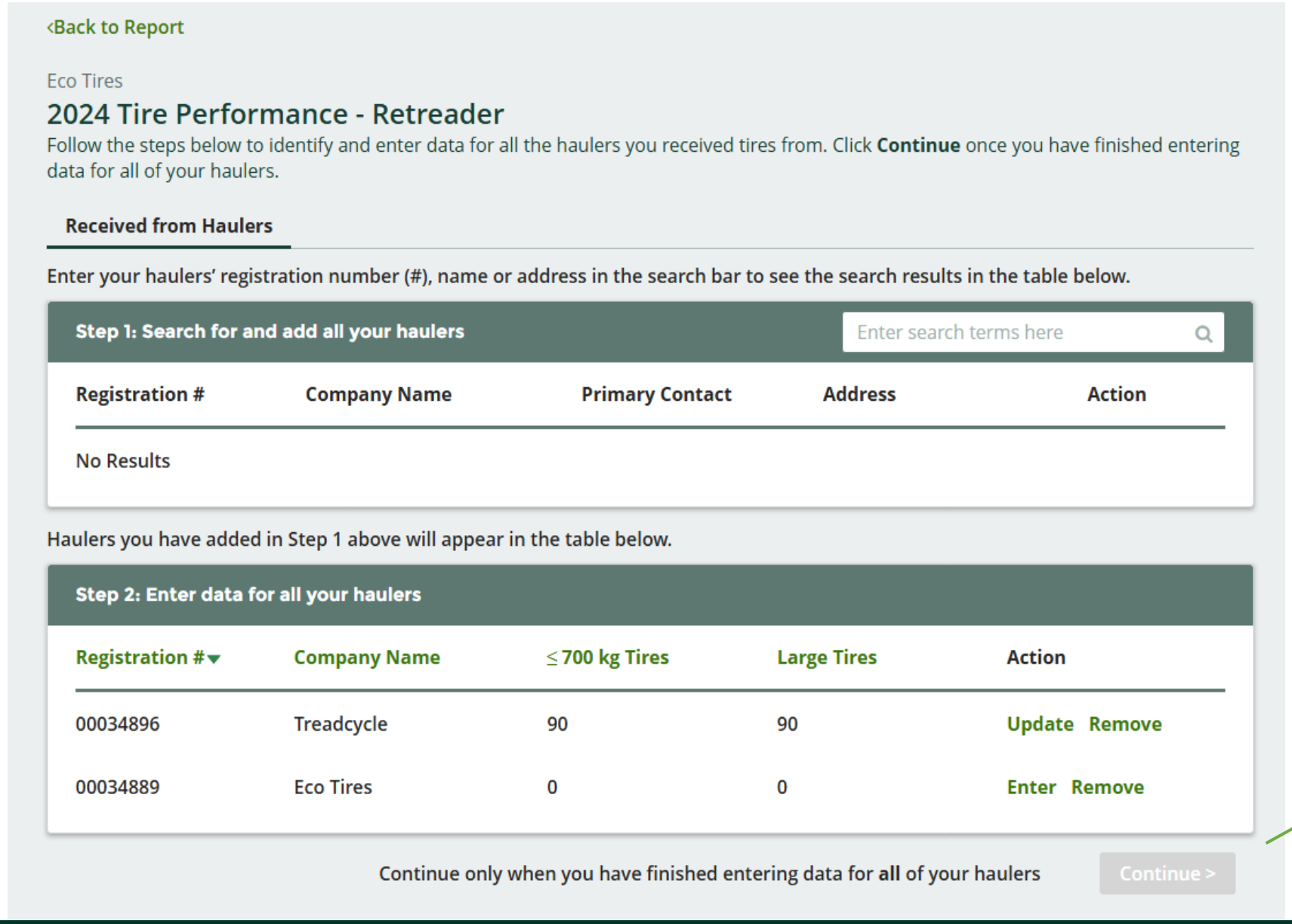
A. Actual weight of tires received from haulers



Enter the total **actual** weight (in kg) of tires received from the hauler in each category.

Click ***Save*** and then ***Continue*** to return to the previous page.

A. Actual weight of tires received from haulers



Repeat the steps to add and enter data for each of the haulers you received tires from.

Click ***Continue*** to return to the report summary screen and complete the next section of the report.

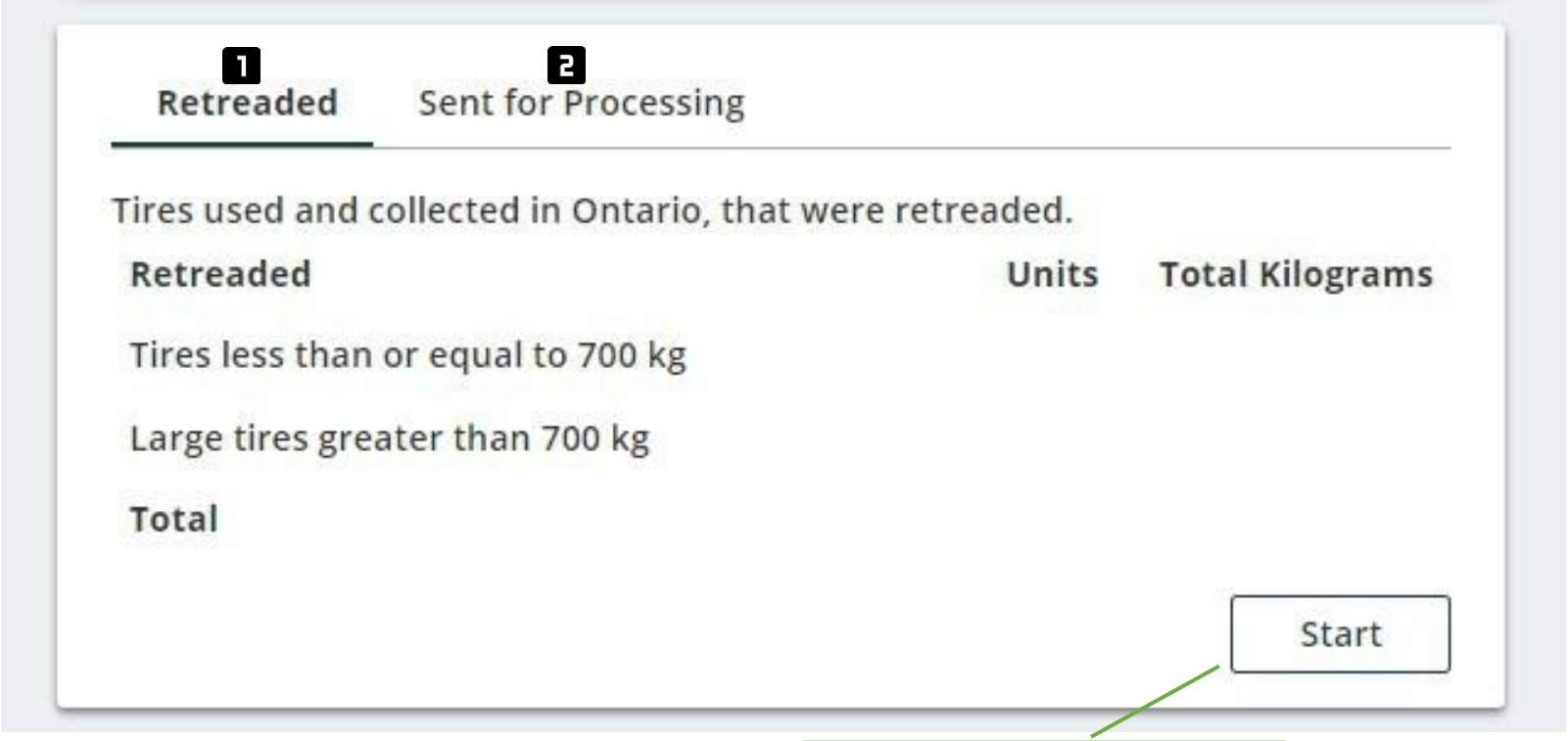
B. Number and calculated weight of tires retreaded or sent for processing

In this section you will report the total number and calculated weight in kg of **tires** that you retreaded or sent for processing.

You will need to enter data in the two tabs indicated:

1. Retreaded
2. Sent for Processing

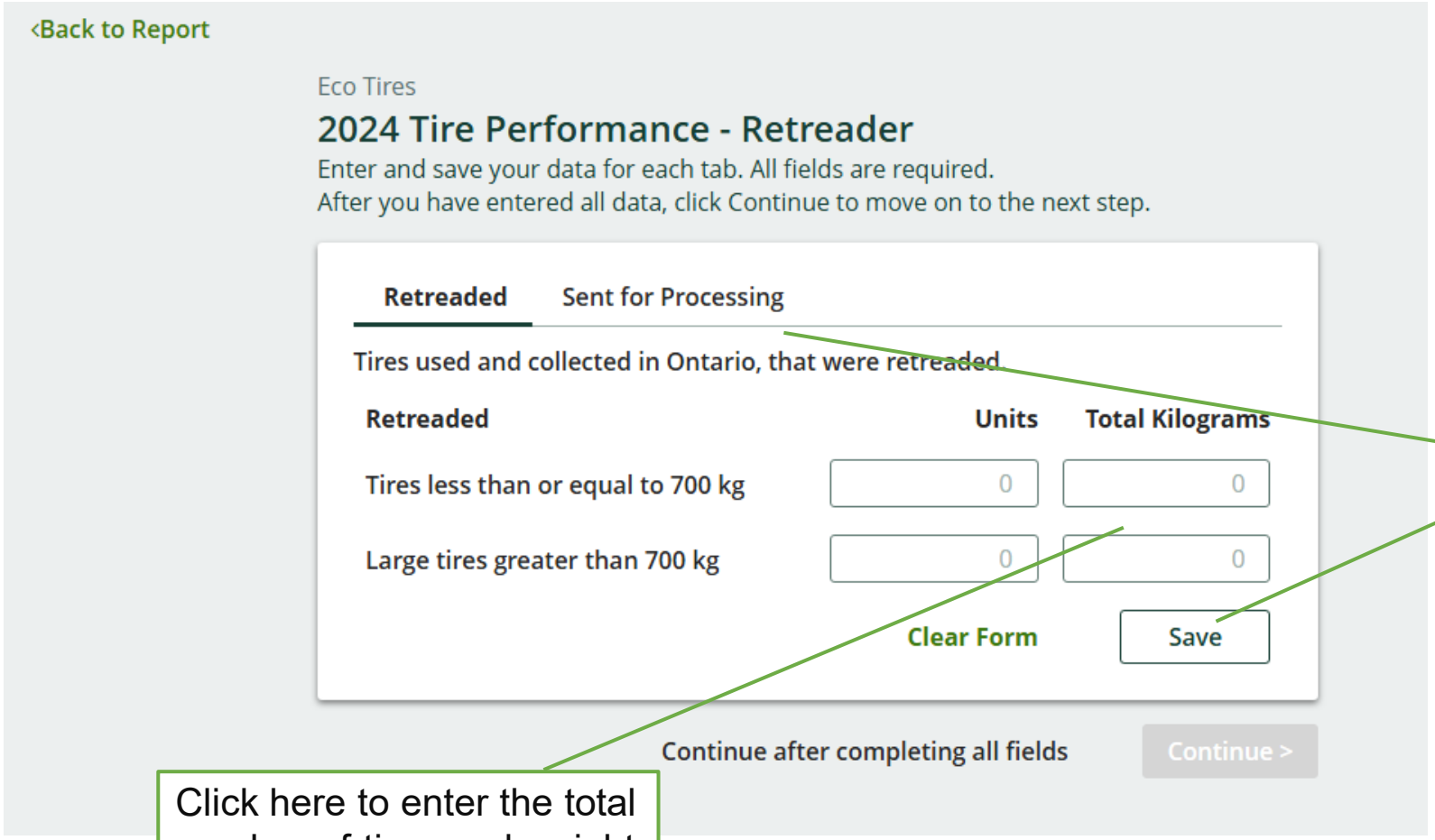
RPRA has developed a Weight Conversion Factors Procedure to determine the calculated weight of tires.



Common calculated used tire weights include:

- Passenger and light truck tire = 12.5 kg
- Medium truck tire = 50 kg

B. Number and calculated weight of tires retreaded or sent for processing

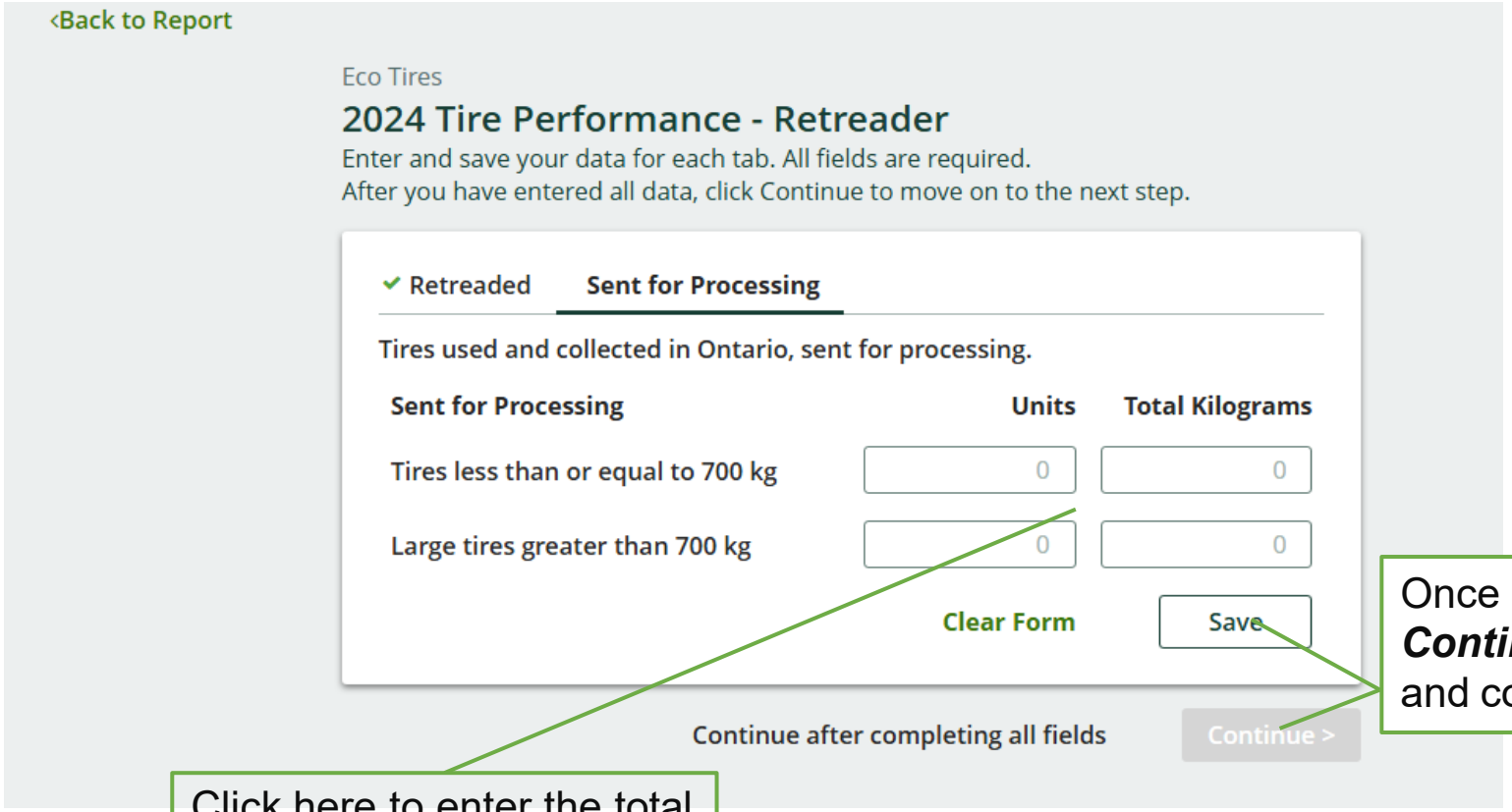


On the first tab you will report the total number and calculated weight of tires (that were used and collected in Ontario) that you retreaded.

Once you are done inputting your data click ***Save*** and then click on the ***Sent for Processing*** tab.

Click here to enter the total number of tires and weight (in kg) you retreaded.

B. Number and calculated weight of tires retreaded or sent for processing



On the second tab you will report the total number and calculated weight of tires (that were used and collected in Ontario) that you sent to a processor.

Once you are done inputting data, click ***Save*** and ***Continue*** to return to the report summary screen and complete the next section of the report.

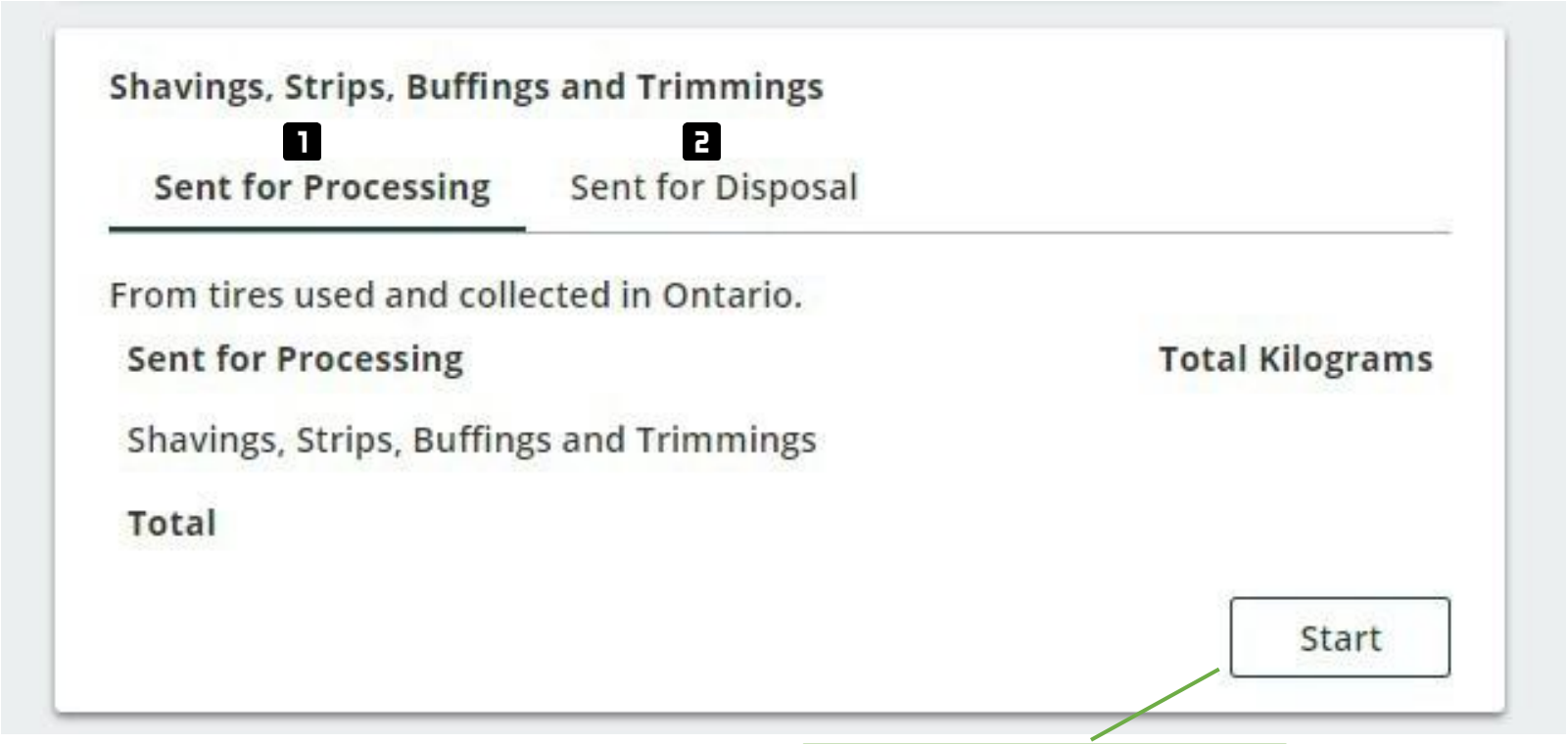
Click here to enter the total number of tires and weight (in kg).

C. Actual weight of shavings, strips, buffings and trimmings sent to a processor or for disposal

In this section you will report the total weight in kg of **shavings, strips, buffings and trimmings** left over from retreading that were sent for processing or disposal.

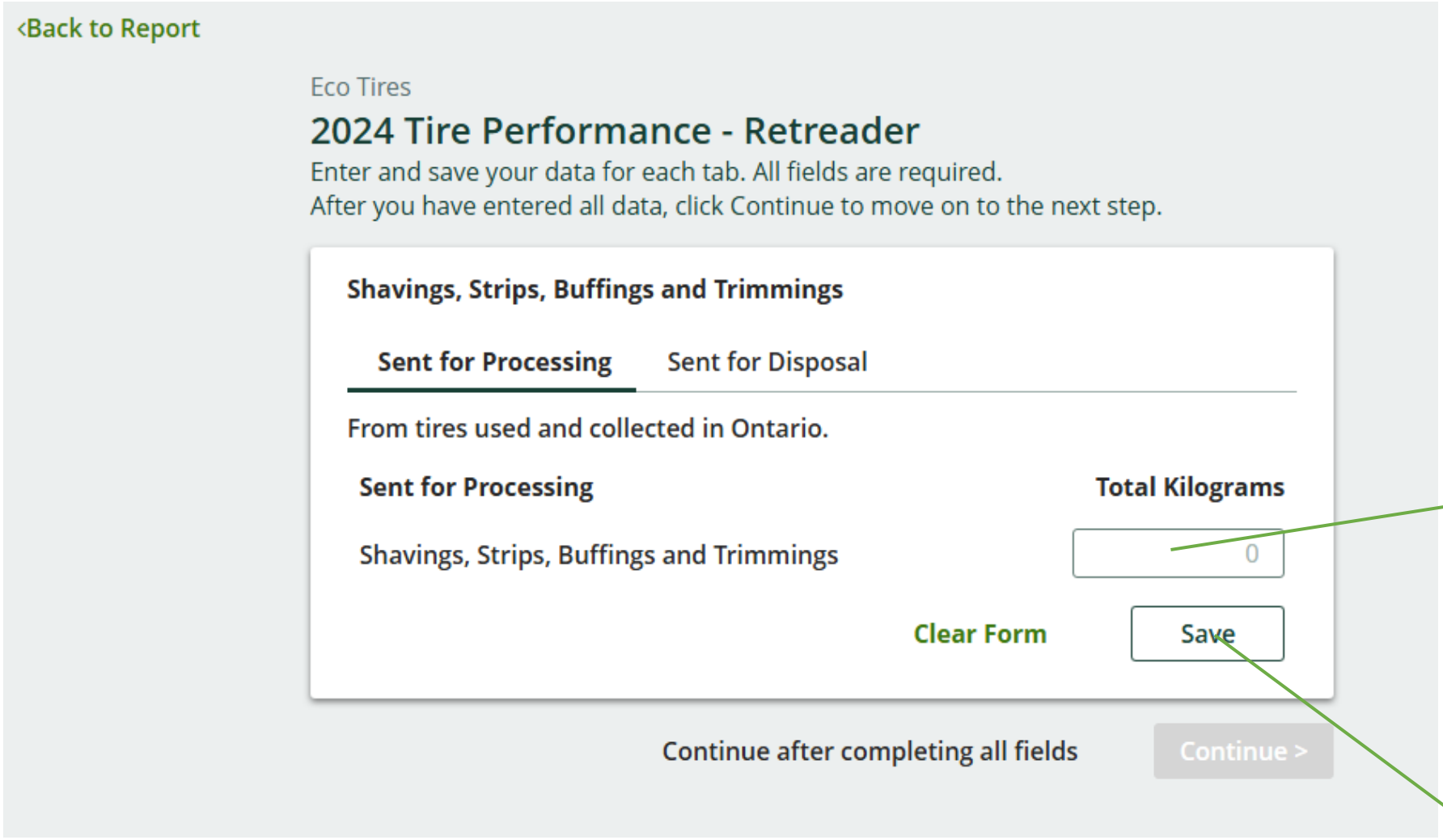
You will need to enter data in the two tabs indicated:

1. Sent for Processing
2. Sent for Disposal



Click ***Start*** to proceed.

C. Actual weight of shavings, strips, buffings and trimmings sent to a processor or for disposal



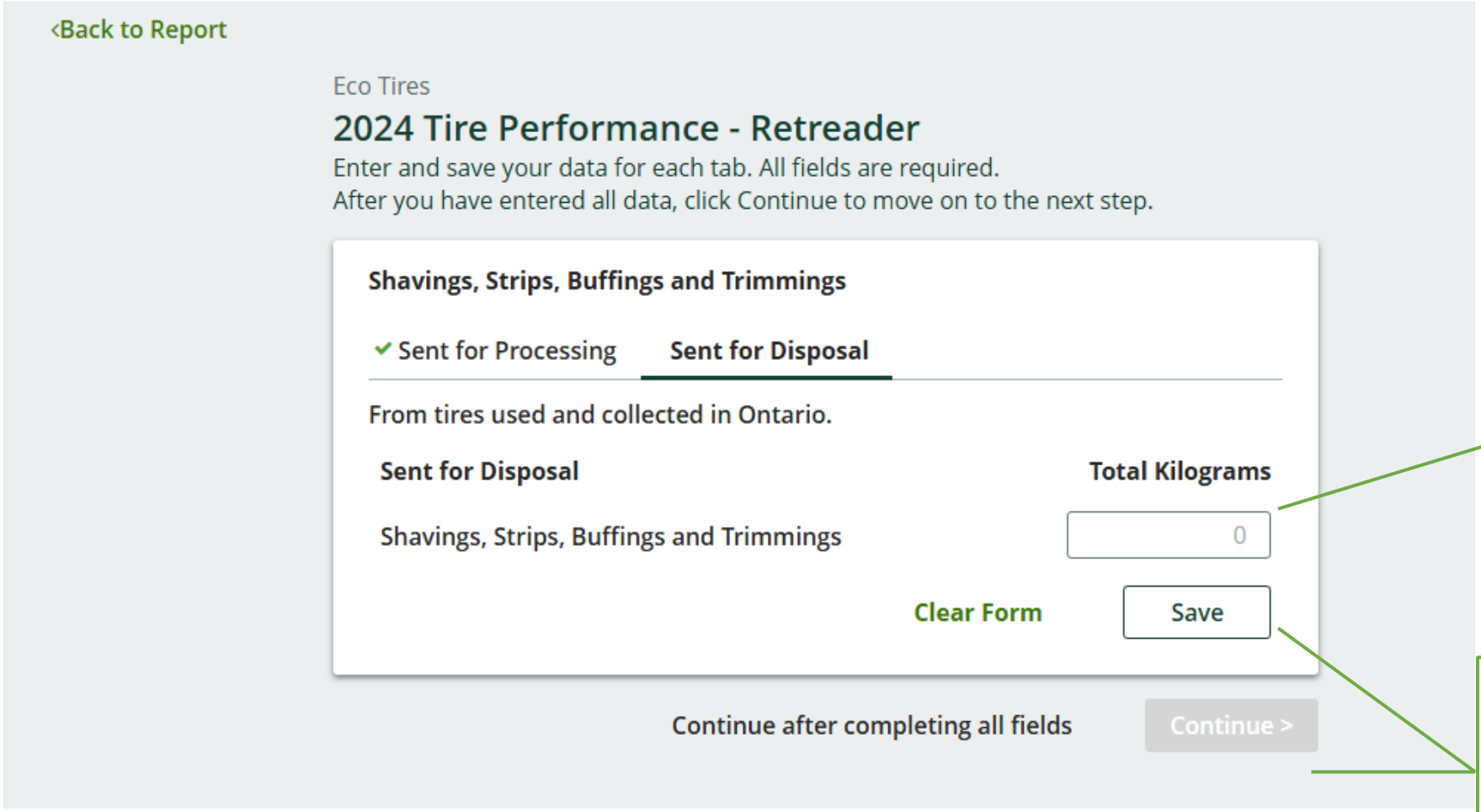
On the first tab you will report the total weight in kg of shavings, strips, buffings and trimmings that you sent to a processor.

Click here to enter the total **actual** weight (in kg) of materials sent to a processor.

If you did not send any materials, leave the field blank.

Once you are done inputting your data click ***Save*** and then click on the ***Sent for Disposal*** tab.

C. Actual weight of shavings, strips, buffings and trimmings sent to a processor or for disposal



On the second tab you will report the total weight in kg of shavings, strips, buffings and trimmings that you sent for disposal.

Click here to enter the total **actual** weight (in kg) of materials sent for disposal.

If you did not send any materials, leave the field blank.

Once you are done inputting data, click ***Save*** and ***Continue*** to return to the report summary screen and complete the next section of the report.

D. Number and calculated weight of tires sent to be reused on a vehicle or for a new purpose

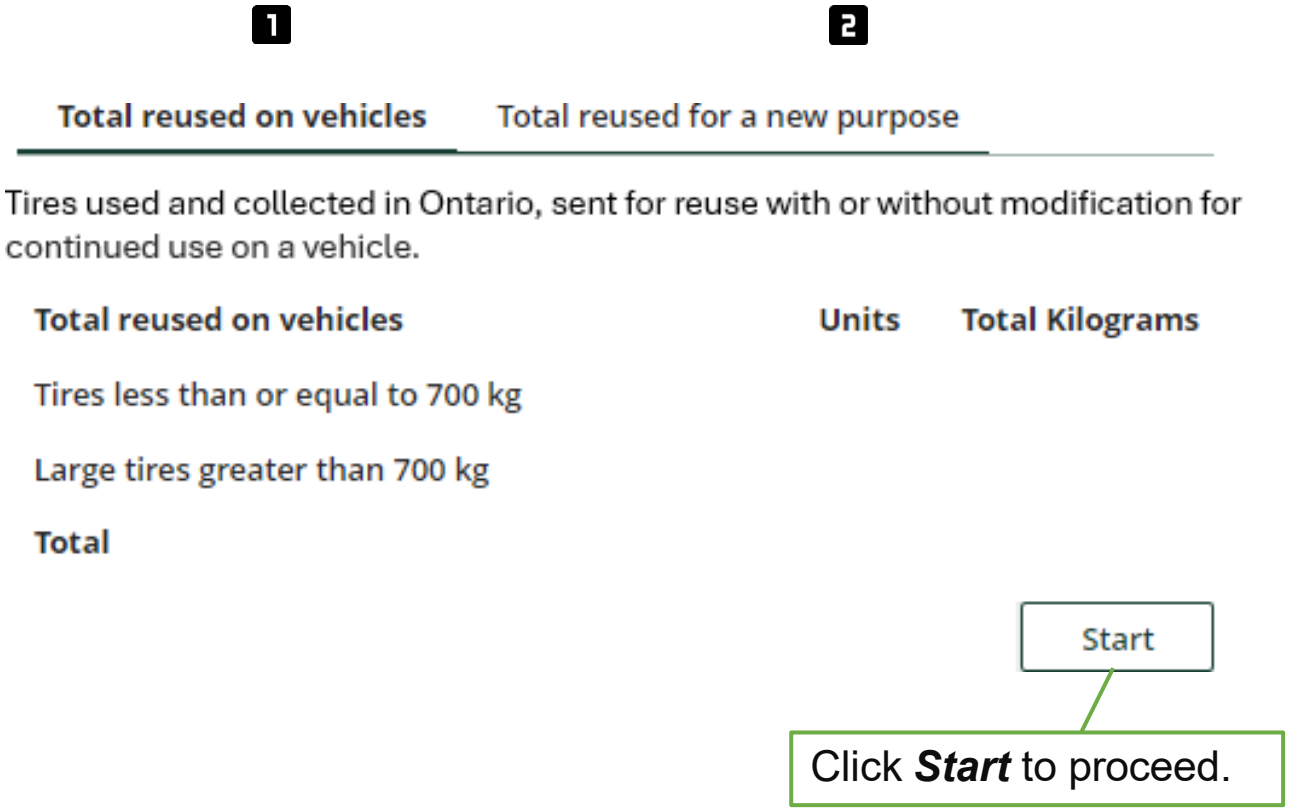
In this section you will be reporting the number of tires used and collected in Ontario that were sent for reuse for continued use on a vehicle and new purpose **without retreading** or modifying the tire.

You will need to enter data in the two tabs indicated:

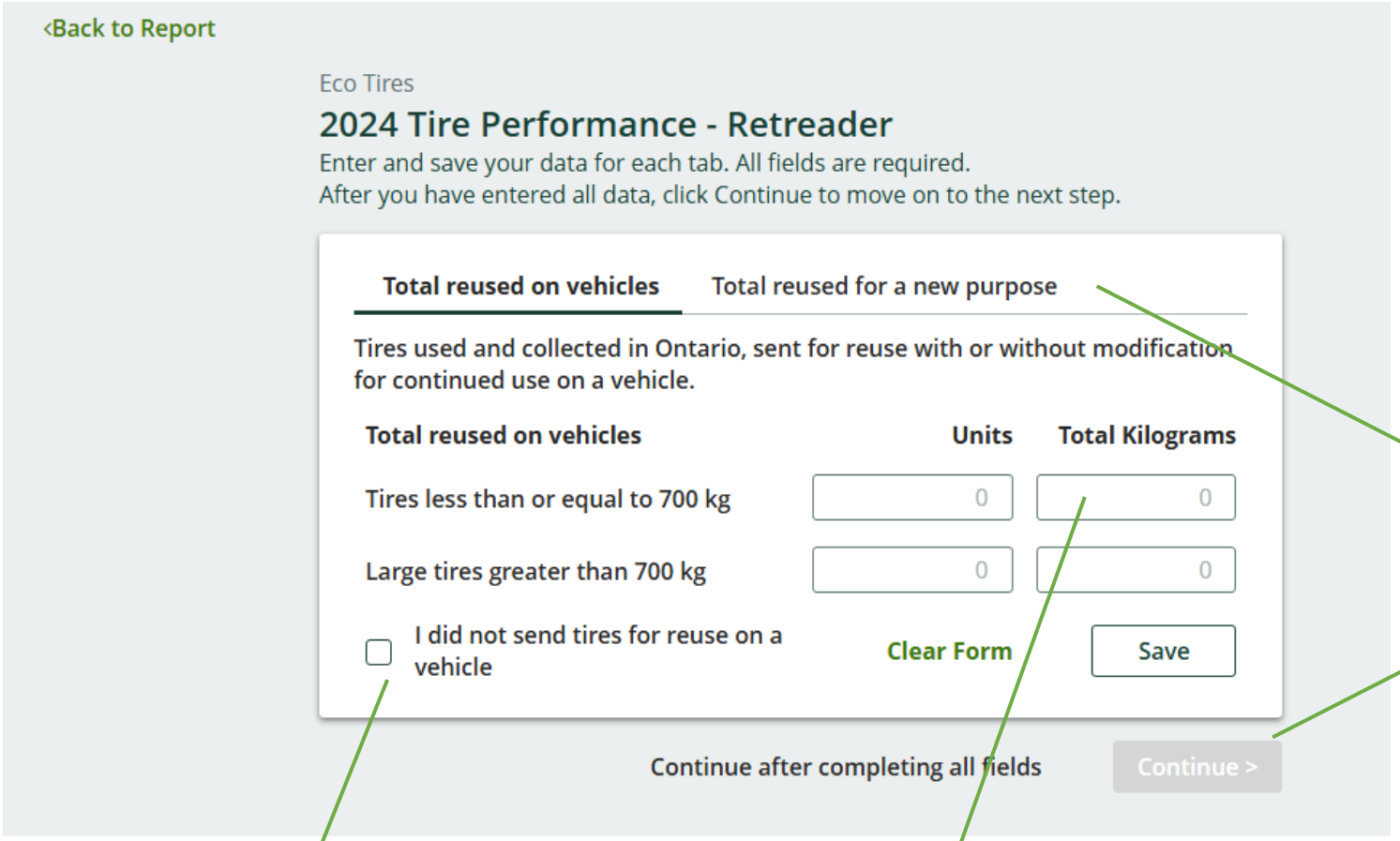
1. **Total reused on vehicles**
2. **Total reused for a new purpose**

RPRA has developed a Weight Conversion Factors Procedure to determine the calculated weight of tires.

Common calculated used tire weights include:
- Passenger and light truck tire = 12.5 kg
- Medium truck tire = 50 kg



D. Number and calculated weight of tires sent to be reused on a vehicle or for a new purpose



On the first tab you will enter the total number and calculated weight of tires you sent to be reused **with or without modification** as a tire on a vehicle.

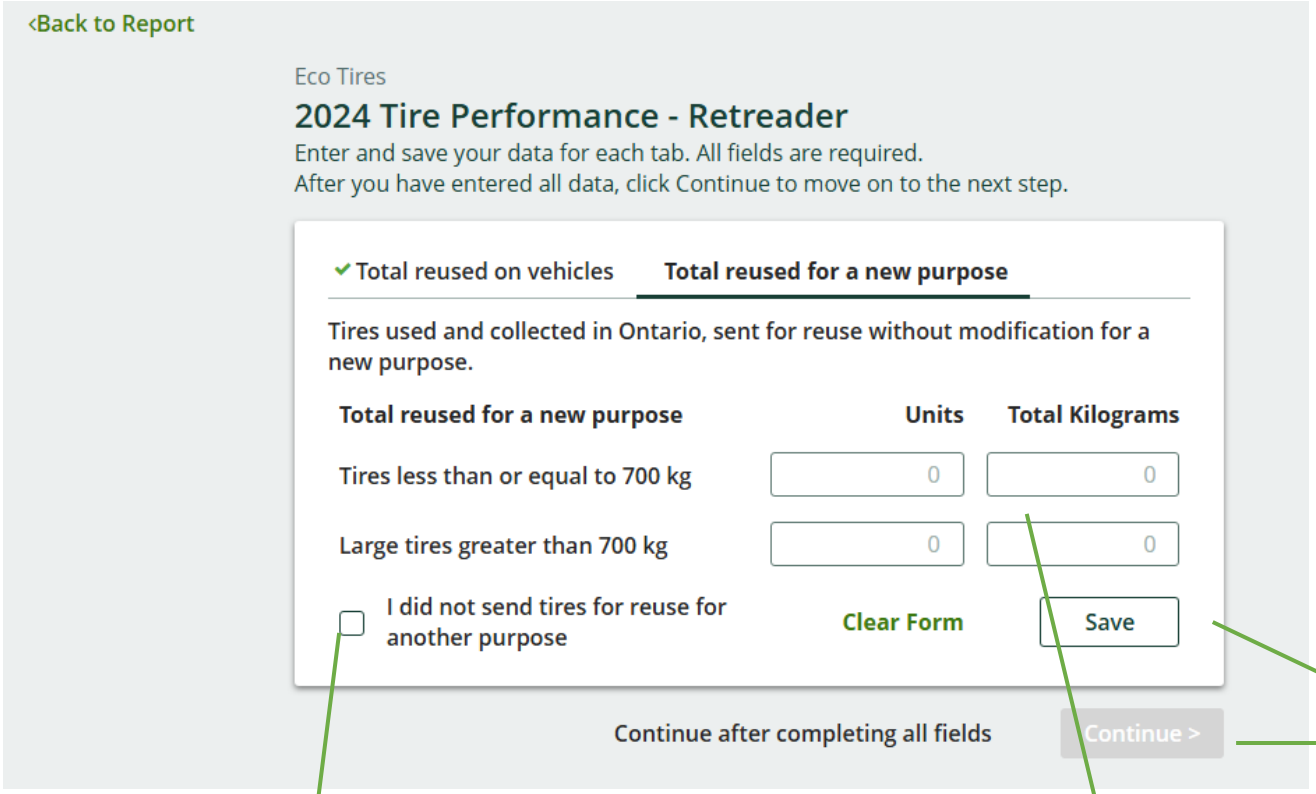
Do not include tires that you retreaded.

Once you are done inputting your data click ***Save*** and then click on the ***Total reused for a new purpose*** tab.

If you did not send any tires for reuse on a vehicle, click here.

Click here to enter total number and total calculated weight (in kg) of tires.

D. Number and calculated weight of tires sent to be reused on a vehicle or for a new purpose



On the second tab you will enter the total number and calculated weight of tires you sent to be reused **for a new purpose**.

Examples include:

- Dock Bumpers
- Flower Pots/Planters
- Agricultural Bunkers

Do not include tires that you retreaded or modified before sending for reuse.

If you did not send any tires for reuse for a new purpose, click here.

Click here to enter total number and total calculated weight (in kg) of tires.

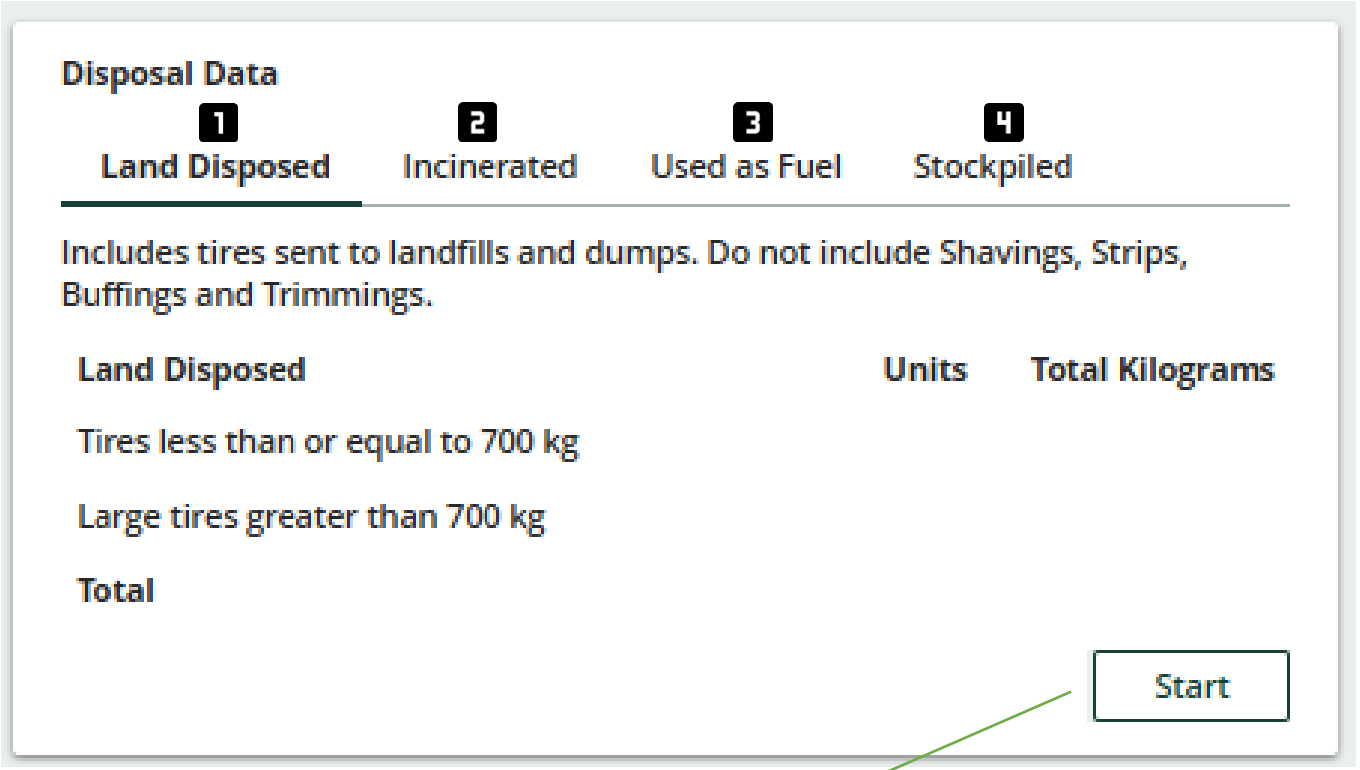
Once you are done inputting data, click ***Save*** and ***Continue*** to return to the report summary screen and complete the next section of the report.

E. Number and actual weight of tires disposed

In this section you will report the total weight in kg of **tires** sent to landfill and dumps, incinerated, used as fuel or stockpiled.

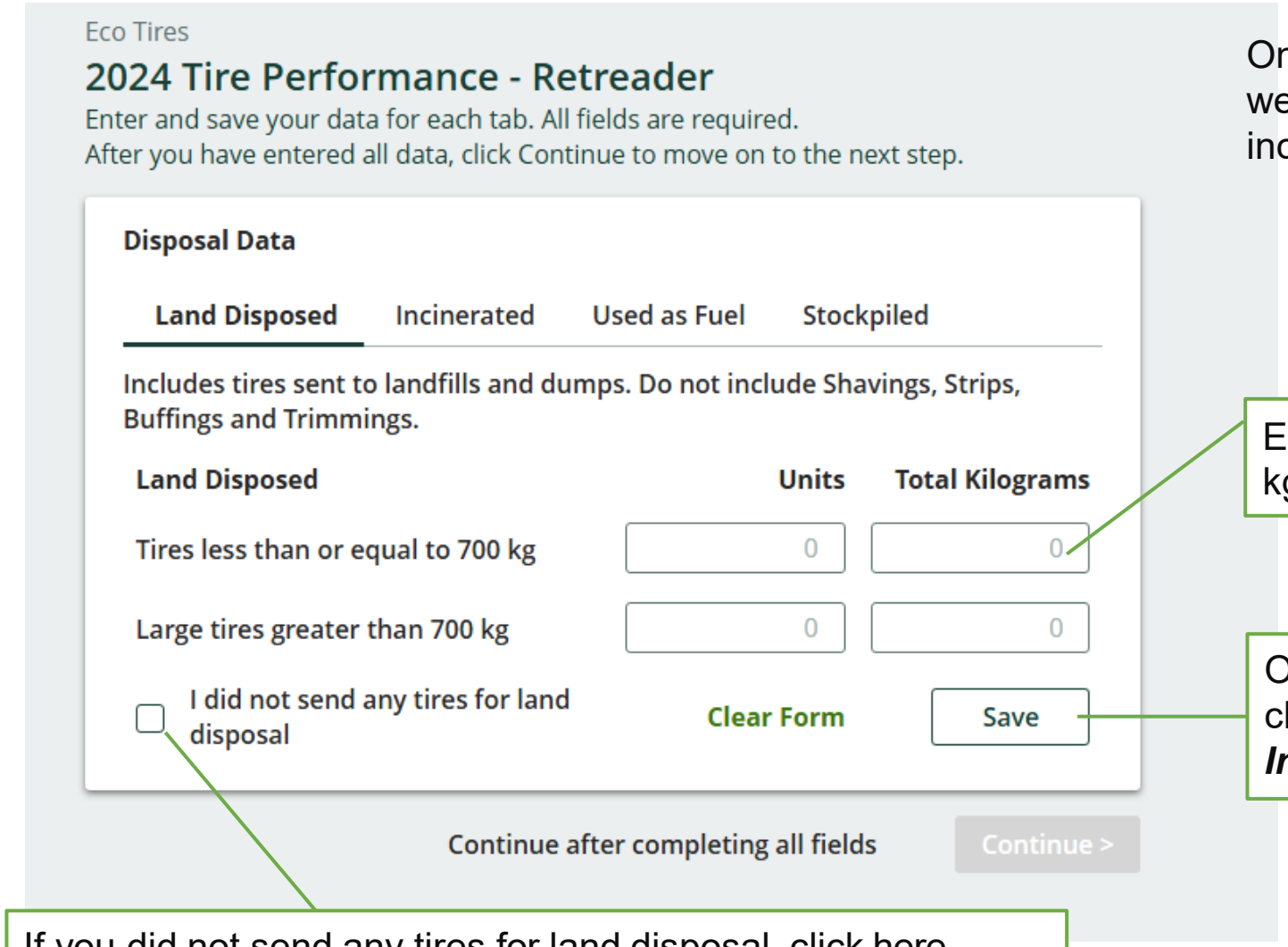
You will need to enter data in the four tabs indicated:

1. Land Disposed
2. Incinerated
3. Used as Fuel
4. Stockpiled



Click ***Start*** to proceed.

E. Number and actual weight of tires disposed



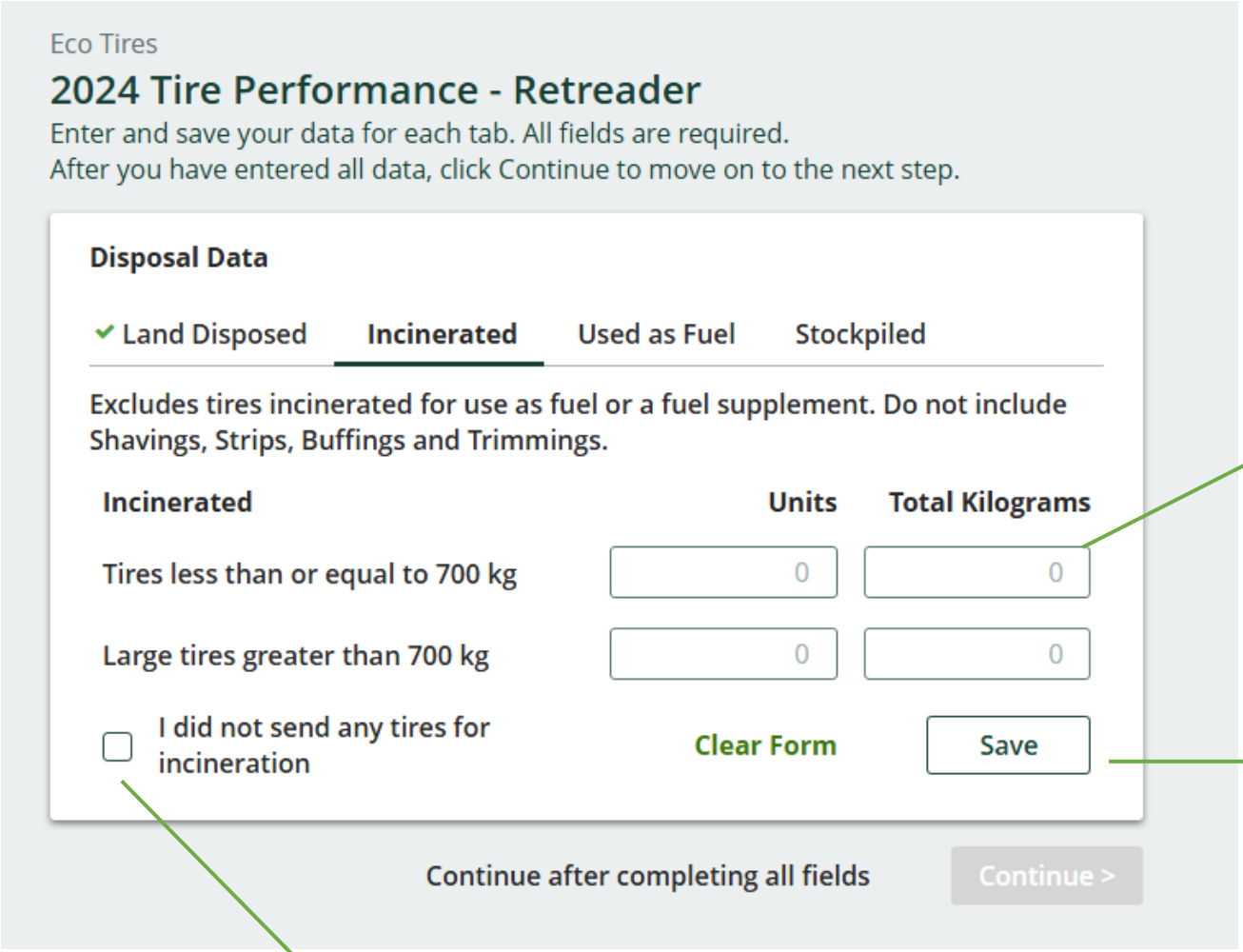
On the first tab you will enter total actual weight of tires you sent to be disposed on land, including tires sent to landfills and dumps.

Enter total number and **actual** weight (in kg) for each category of tire.

Once you are done inputting your data click ***Save*** and then click on the ***Incinerated*** tab.

If you did not send any tires for land disposal, click here.

E. Number and actual weight of tires disposed



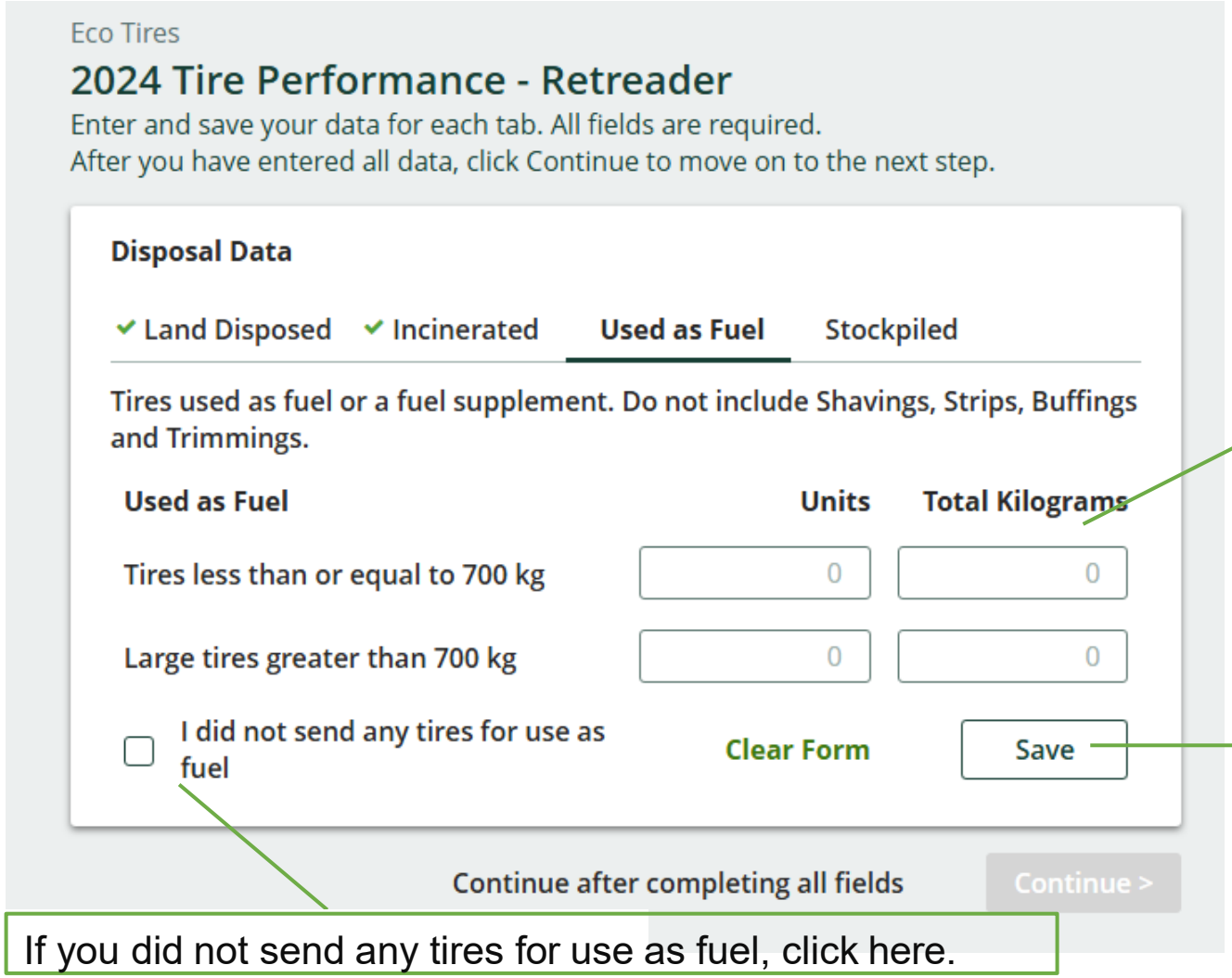
On the second tab you will enter total weight of tires you sent to be incinerated. Do not include tires incinerated for use as fuel or a fuel supplement.

Enter total number and **actual** weight (in kg) for each category of tire.

Once you are done inputting your data click ***Save*** and then click on the ***Used as Fuel*** tab.

If you did not send any tires for incineration, click here.

E. Number and actual weight of tires disposed



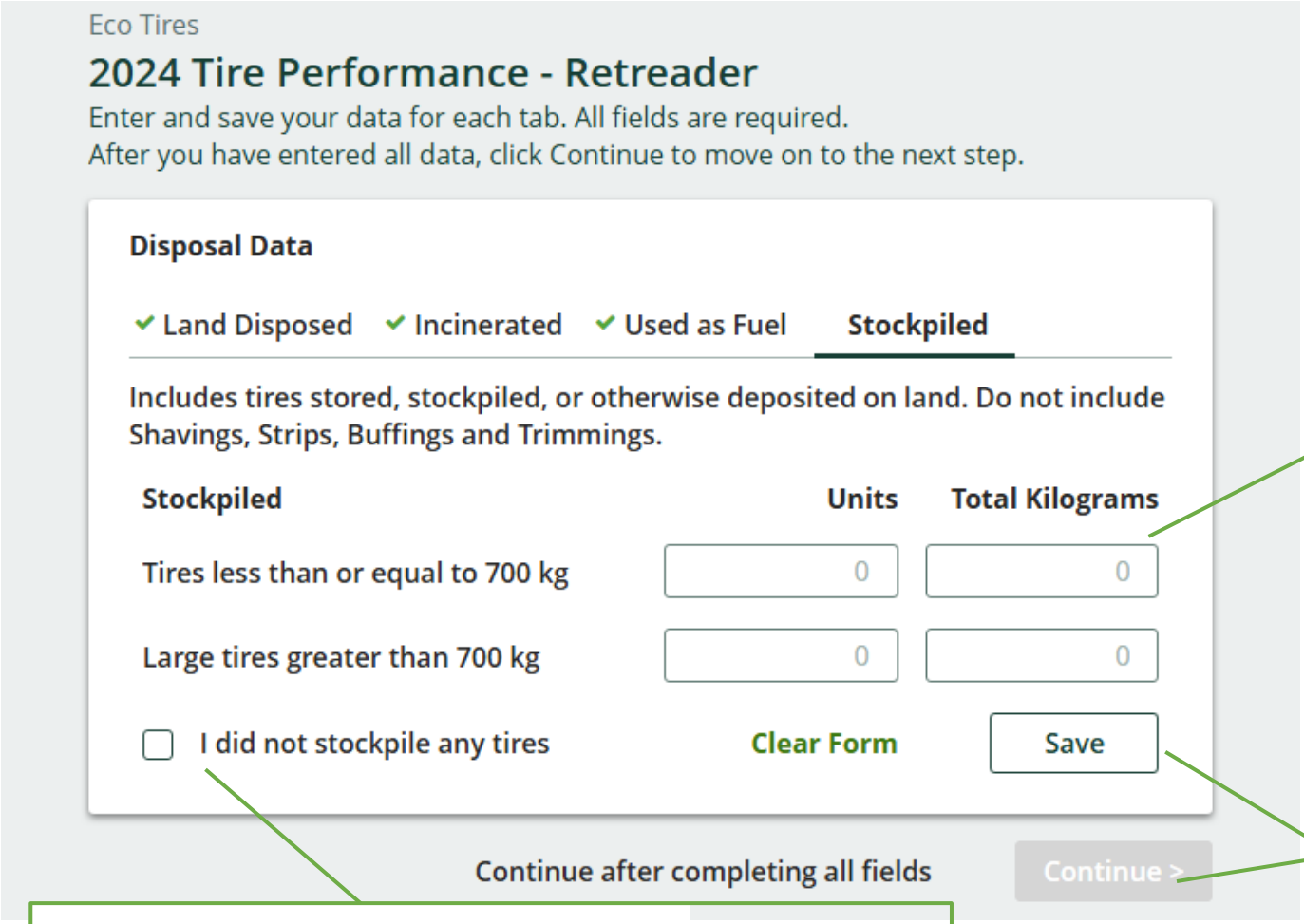
On the third tab you will enter total actual weight of tires you sent to be used as fuel.

Enter total number and **actual** weight (in kg) for each category of tire.

Once you are done inputting your data click ***Save*** and then click on the ***Stockpiled*** tab.

If you did not send any tires for use as fuel, click here.

F. Number and actual weight of tires disposed



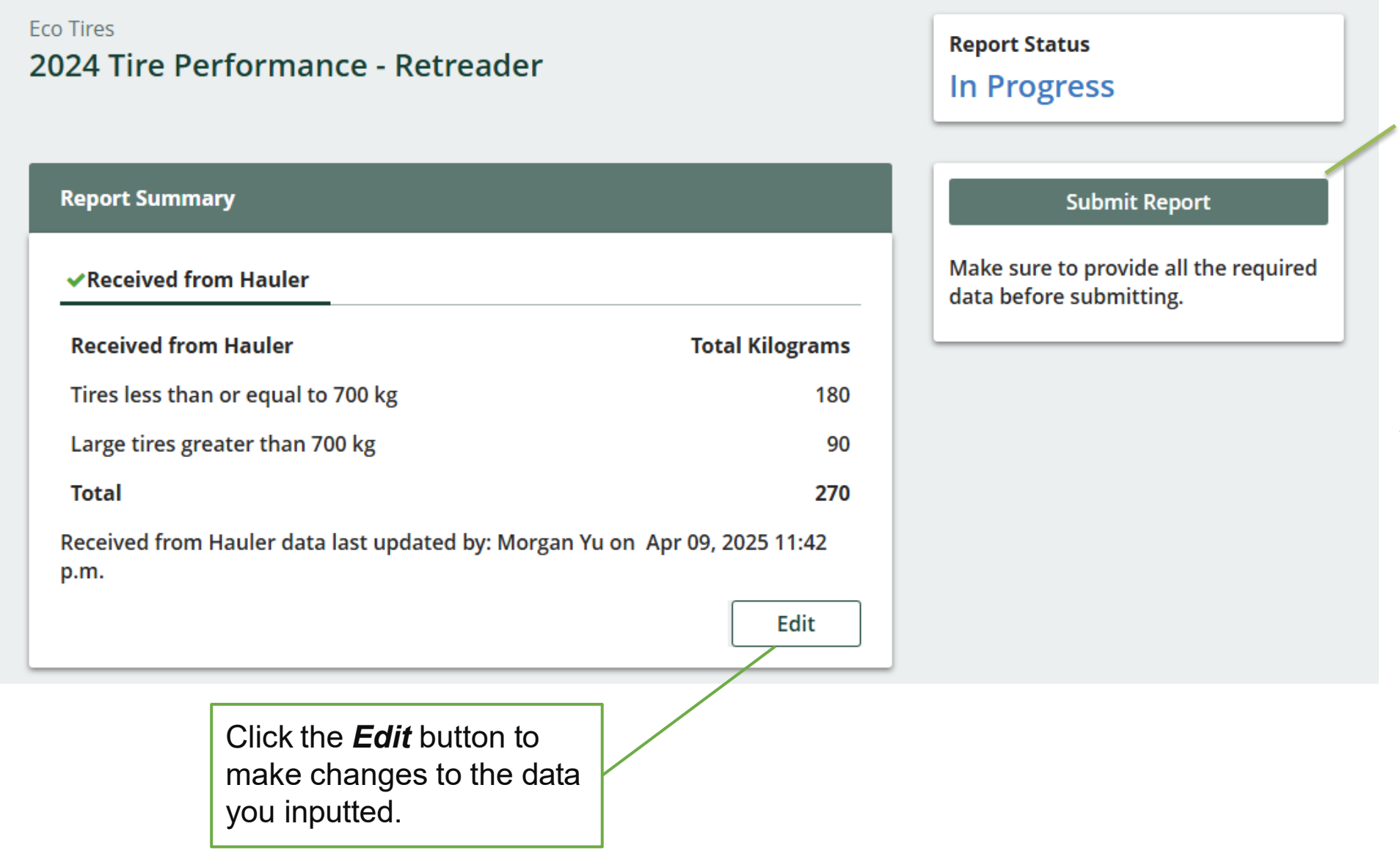
On the fourth tab you will enter total actual weight of tires you stored, stockpiled or otherwise deposited on land.

Enter total number and **actual** weight (in kg) for each category of tire.

Once you are done inputting data, click ***Save*** and ***Continue*** to return to the report summary screen.

If you did not stockpile any tires, click here.

Submit Your Report



Click the ***Edit*** button to make changes to the data you inputted.

Once you have completed all sections and saved the data, the ***Submit Report*** button will turn green.

Review and make any necessary changes to the data you entered before submitting your report.

You will not be able to make any changes to the data after you click the ***Submit Report*** button.