Tires Performance

PRO Reporting Guide

Updated March 2026

RPRA Resource Productivity & Recovery Authority

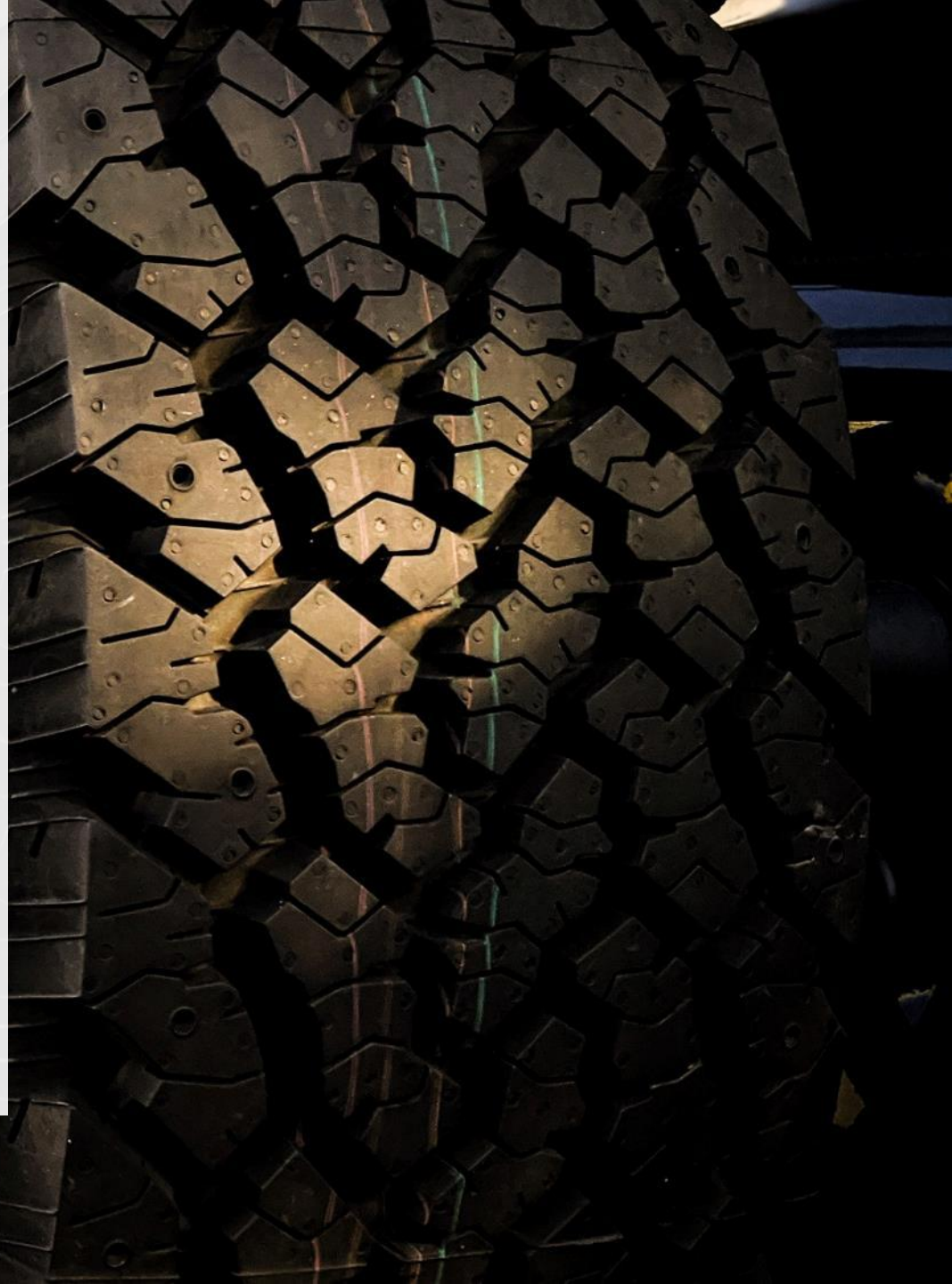


Table of Contents

Introduction

- What is tires performance reporting?
- What data needs to be reported?
- How to log into the Registry
- How to manage contacts on your Registry account

PRO Performance Reporting

- Step-by step instructions on how to complete your report

Performance Reporting on behalf of producers

- Step-by step instructions on how to complete reports on behalf of producer clients

Introduction

What is tires performance reporting?

PROs reporting on their own performance

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

PROs reporting on behalf of producers

Producers are required to ensure that tires are processed, retreaded or reused. As a PRO, you will have to report every year on the extent to which you were able to achieve the management requirement on behalf of your producer clients.

This guide will assist Tire PROs with understanding what data they need to report and provide step-by-step instructions on how to complete the report in the Registry. Further information about the Tires Regulation can be found on RPRA's website.

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?

Tire PROs are required to report the following information annually:

Reporting on their own performance

- Number and calculated weight of tires used and collected in Ontario
- Number and calculated weight of tires sent for reuse on a vehicle
- Number and calculated weight of tires sent for reuse for a new purpose
- Number and calculated weight of tires retreaded
- Actual weight of processed tire materials, by material type
- Details about each collection event held

What data needs to be reported for the performance report? cont.

Tire PROs are required to report the following information annually:

Reporting on behalf of producers

For the 2025-2029 performance periods, producers, or PROs on their behalf, will have to recover, through reuse, retreading, or processing, at least 65% of all tires and 60% of large tires they supplied into Ontario, based on a three-year rolling average.

- Number and calculated weight of tires used and collected in Ontario
- Number and calculated weight of tires sent for reuse on a vehicle
- Number and calculated weight of tires sent for reuse for a new purpose
- Number and calculated weight of tires retreaded
- Actual weight of processed tire materials, by material type

How to log into the Registry as an account admin

The performance report is completed online through the RPRA's Registry.

You can access your Registry account here: registry.rpra.ca

Tips for logging into the Registry for the first time:

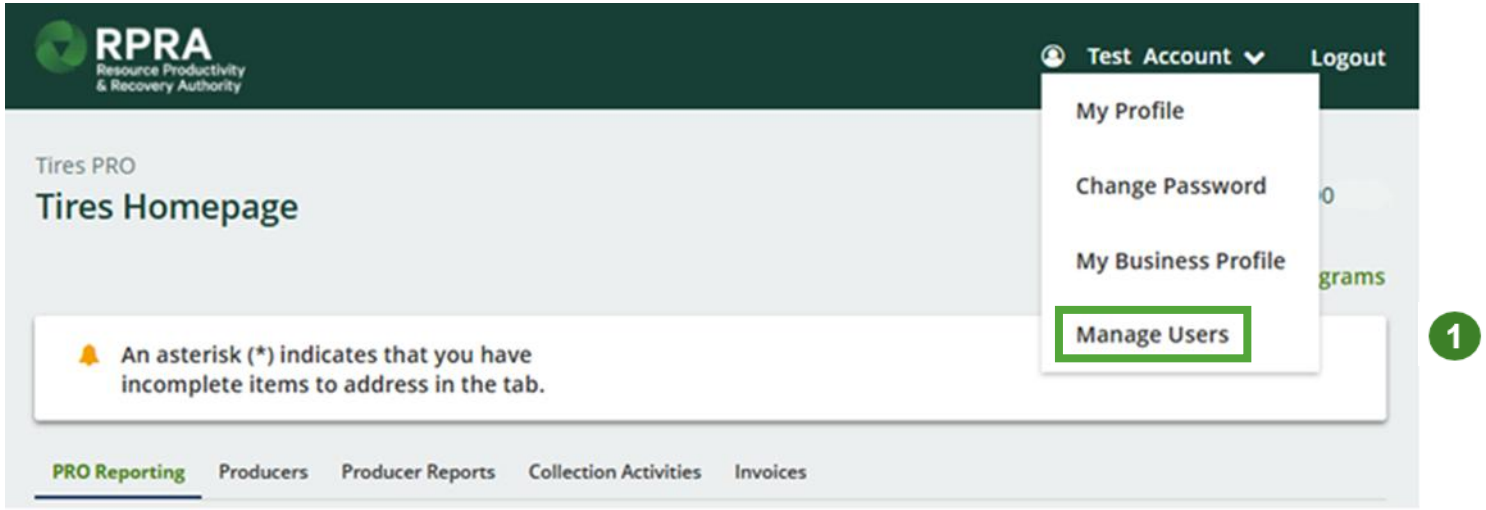
- The Registry **will not work** with the Internet Explorer web browser. Google Chrome is the recommended web browser to use.
- If you have an existing Registry account, simply log into your existing account, which will bring you to the homepage where you will see all programs you are enrolled in.
- If you have forgotten your password, click "Forgot Password" on the login screen and follow the instructions provided.

How to manage contacts on your Registry account

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

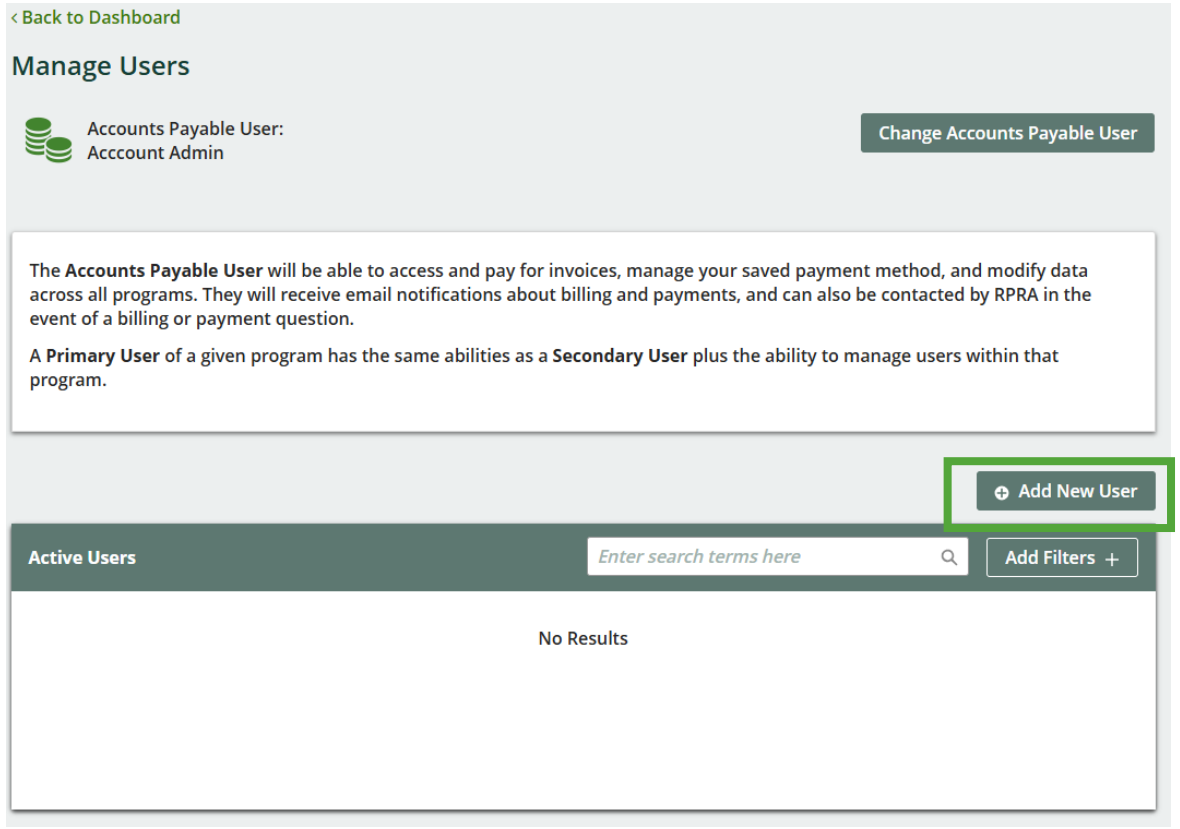
To Manage contacts on your Registry account, please see the following steps:

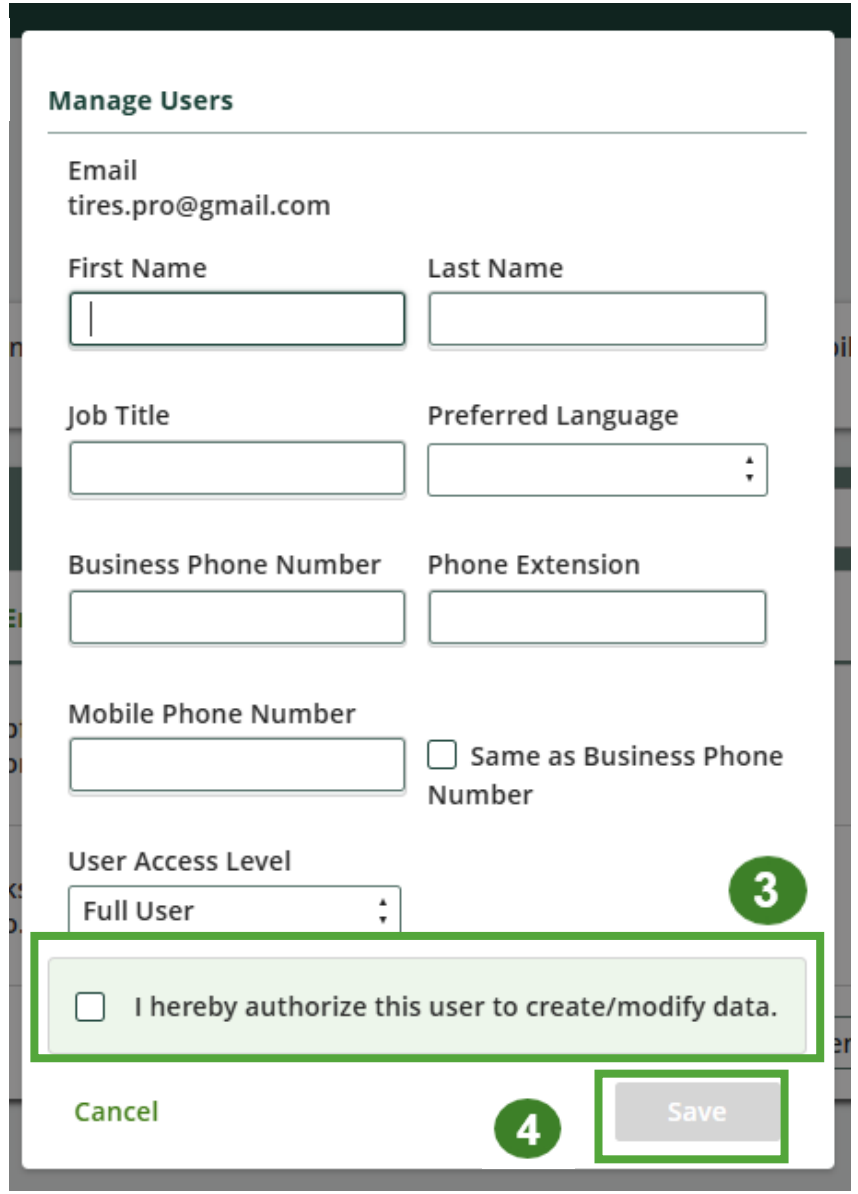
1. Once you are logged into your account, click on the drop-down arrow in the top right corner and select **Manage Users** as shown below.



How to manage contacts on your Registry account cont.

1. Click **Add New User** to add an additional user to your account.
2. Under **Manage Users**, fill in user contact information.
3. Click **“I hereby authorize this user to create/modify data.”** to grant permission.
4. Click **Save.**

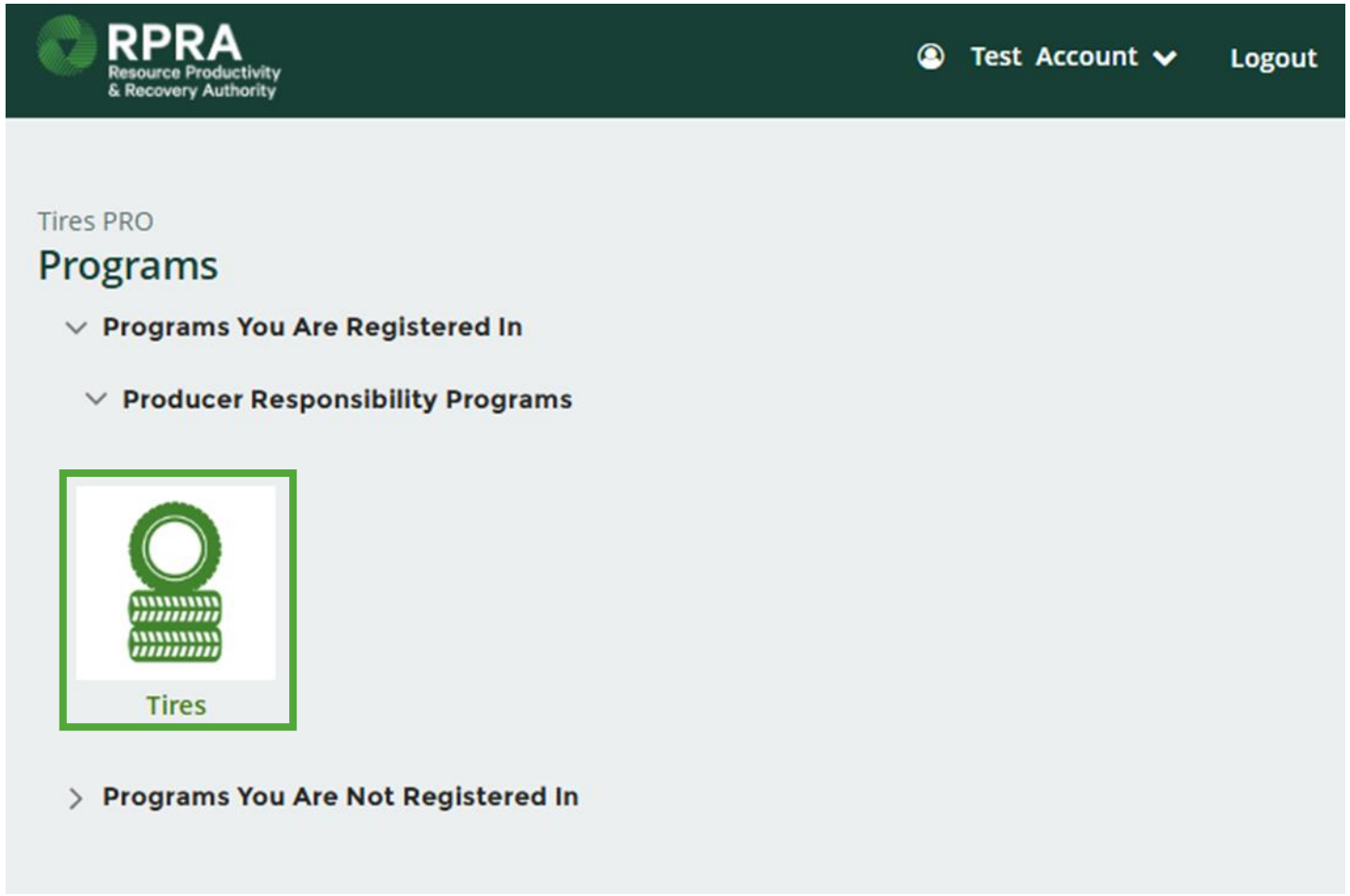




How to submit your PRO Performance Report

Performance report
Assessing your program

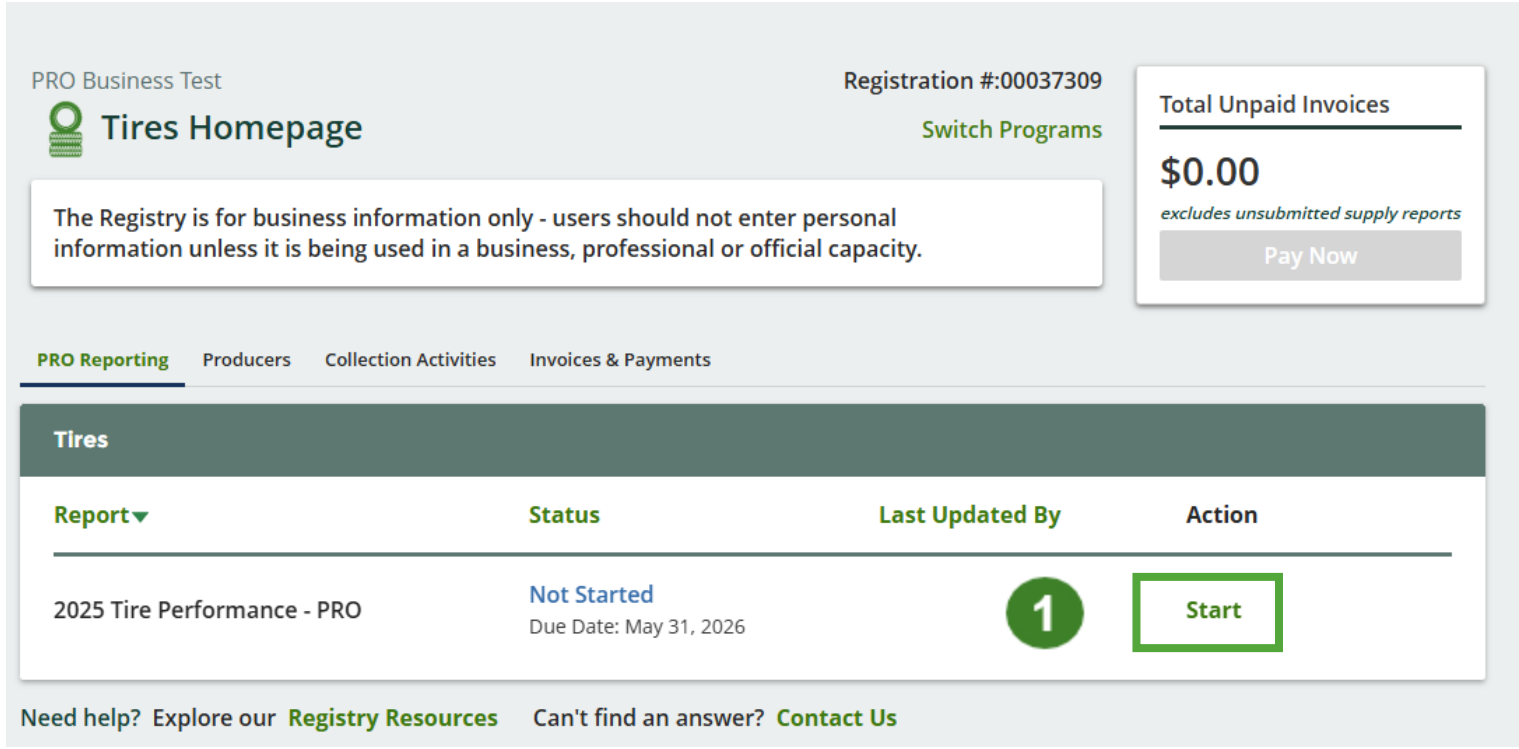
1. After logging in, click on the icon for the **Tires** program on your dashboard.

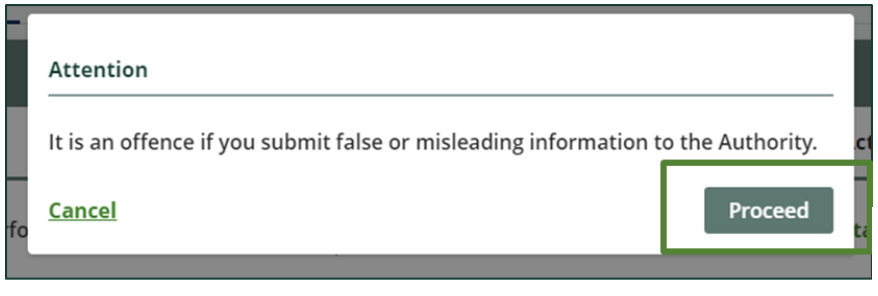


Performance report
Starting your own report

1. Under **Action**, click on **Start** to begin completing the report for Tires Performance – PRO.

2. After clicking **Start**, the below notice will appear. After reading the notice, click **Proceed**.



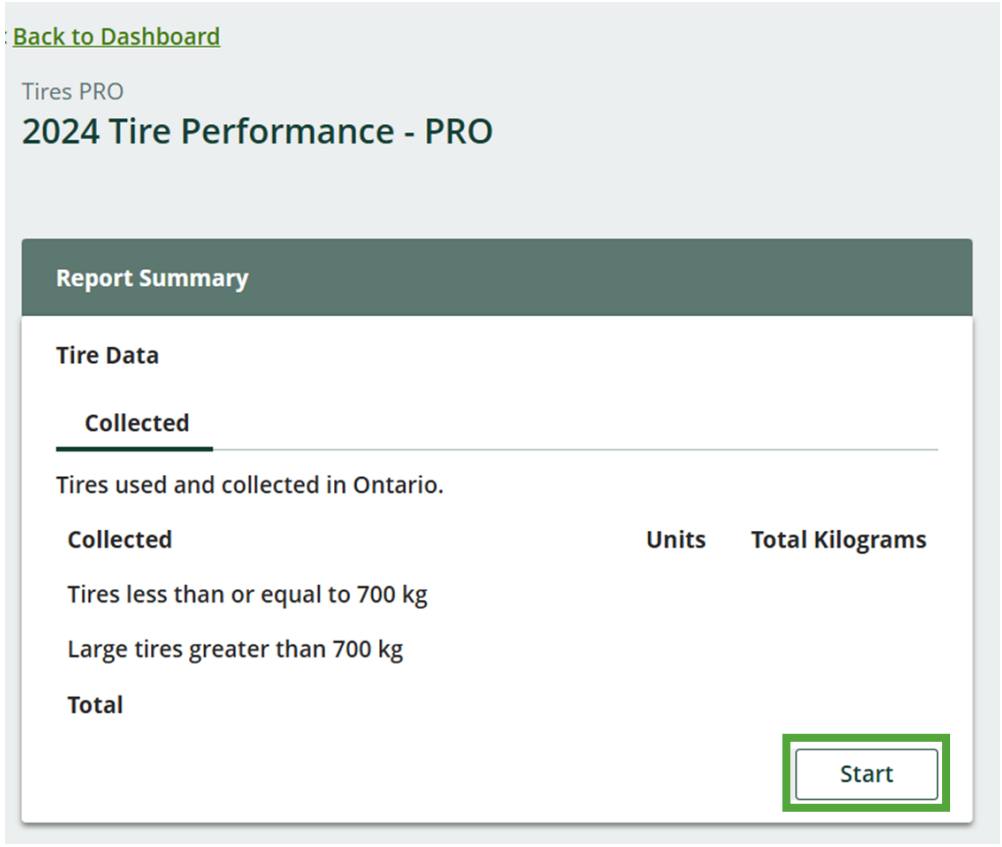


Performance report

Report summary page

Before entering any information, your report status will be listed as **Not Started**, and **Submit Report** will be disabled until the report is complete.

1. Under **Tires used and collected in Ontario**, click **Start** to begin entering the total weight of **Tires** collected.

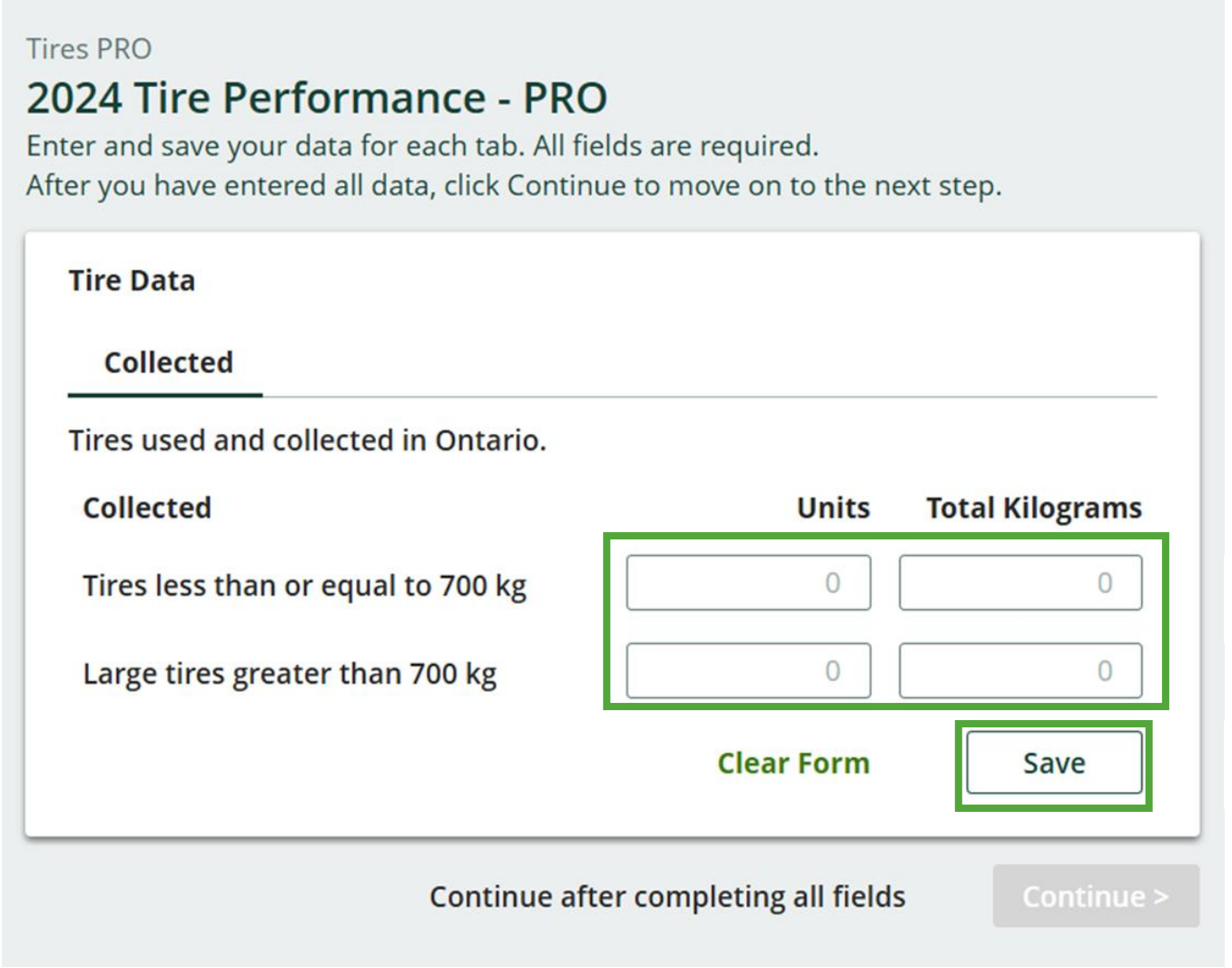


Performance report

Enter your weight of Tires used and collected in Ontario

1. Under **Collected**, enter the number of tires and their calculated weights for each category. You can use the Registry Procedure – Weight Conversion Factors to determine the calculated weight of tires. You may also use actual weights.

2. Click **Save & Continue** to proceed.



Performance report

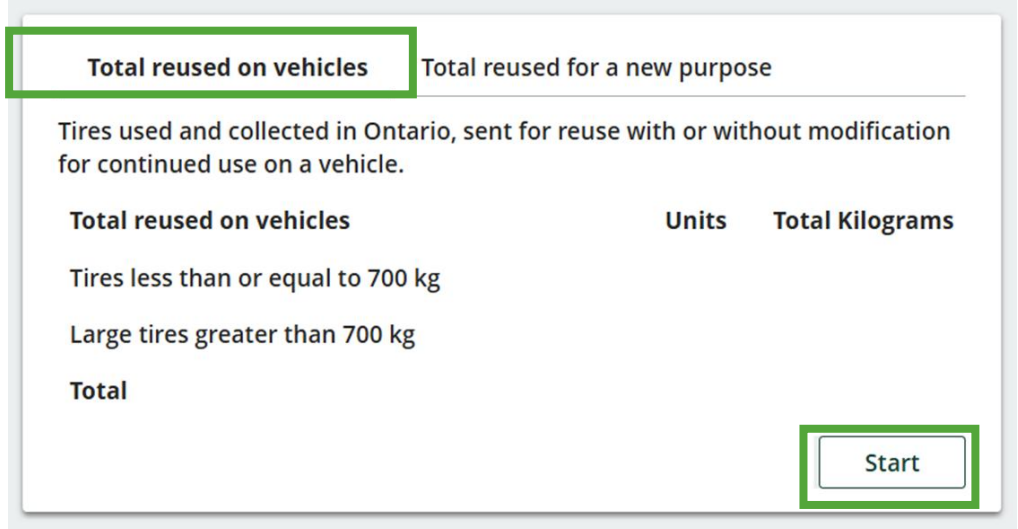
Enter your tires reused on vehicles data

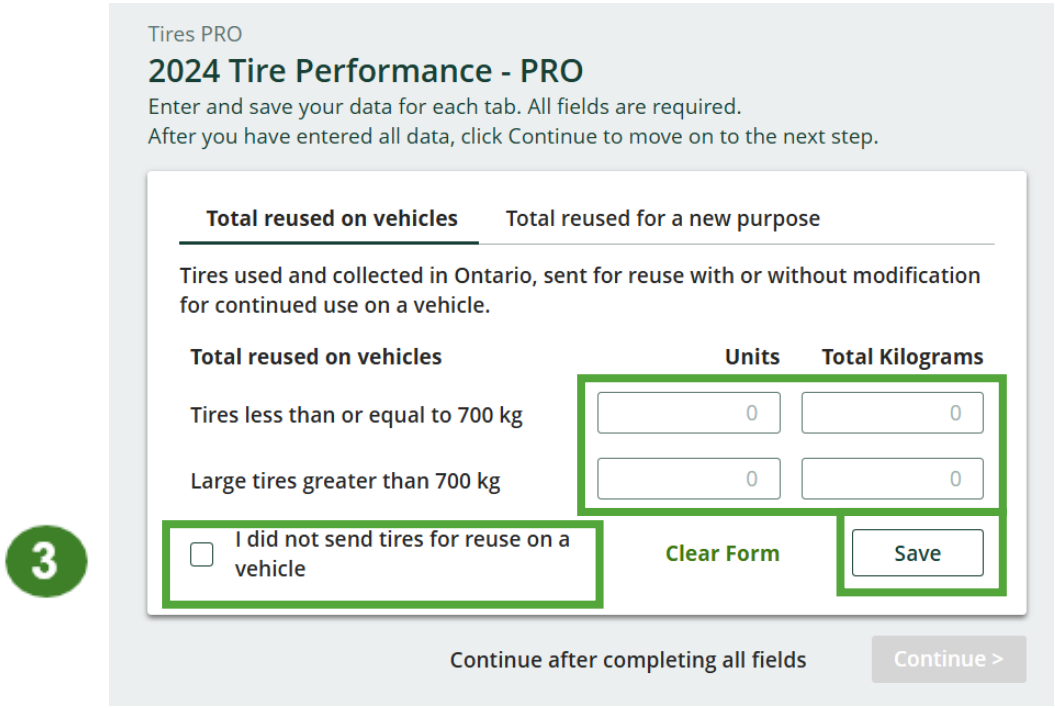
1. Under **the Total reused on vehicles tab**, click **Start** to enter weights.

1. Under **Total reused on vehicles**, enter number of tires and their calculated weights collected and sent for reuse with or without modification for continued use on a vehicle.

3. If you did not send tires for reuse, leave the kilograms field blank and check box for '**I did not send tires for reuse on a vehicle'**.

4. Click **Save & Continue** to proceed.





Performance report

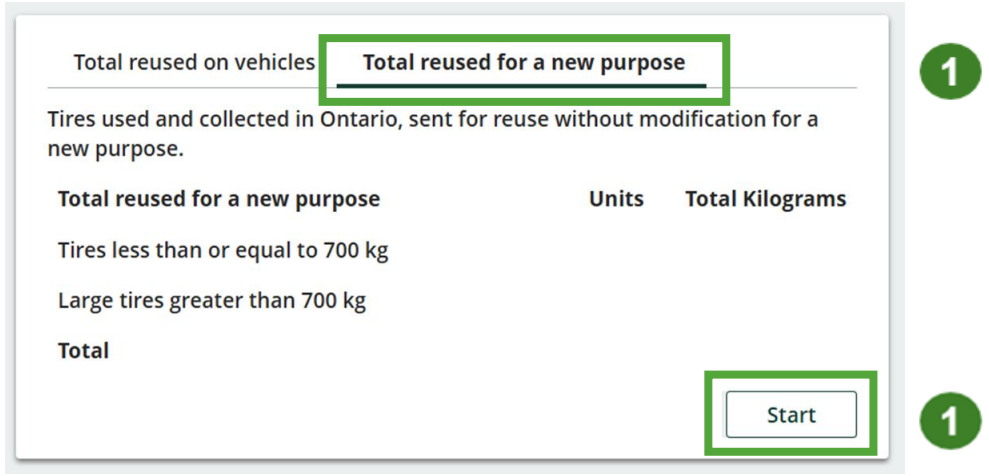
Enter your tires reused for a new purpose data

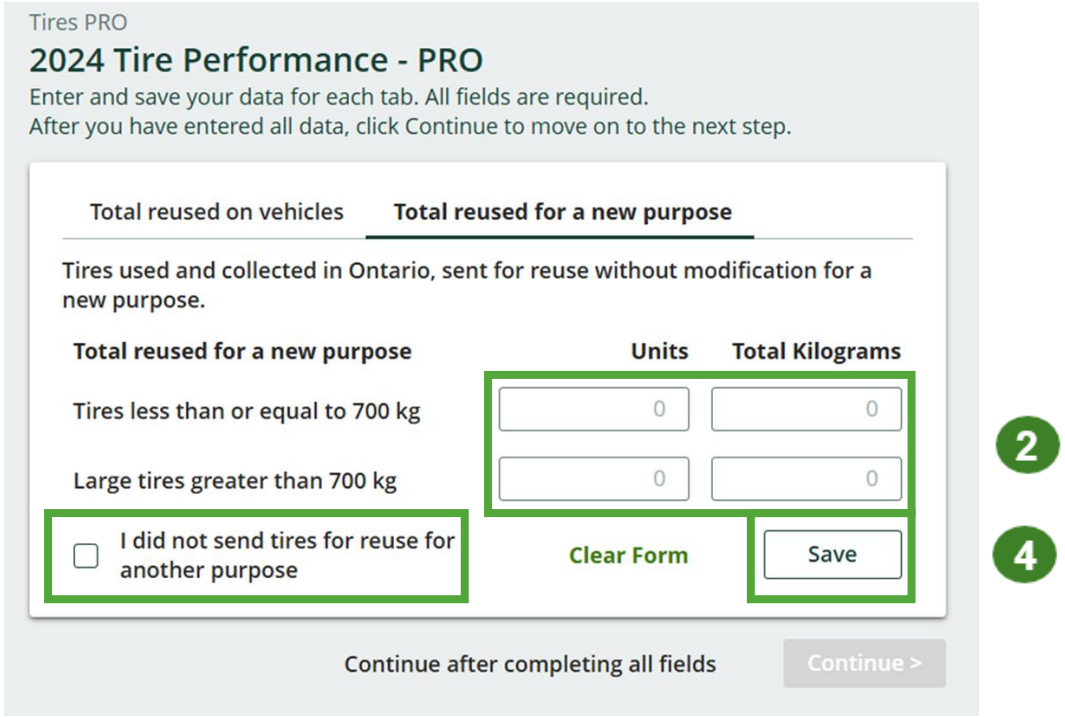
1. Under **the Total reused for a new purpose tab**, click **Start** to enter weights.

2. Under **Total reused for a new purpose**, enter number of tires and their calculated weights collected and sent for reuse without modification for a new purpose.

3. If you did not send tires for reuse, leave the kilograms field blank and check box for '**I did not send tires for reuse on a vehicle'**.

4. Click **Save & Continue** to proceed.





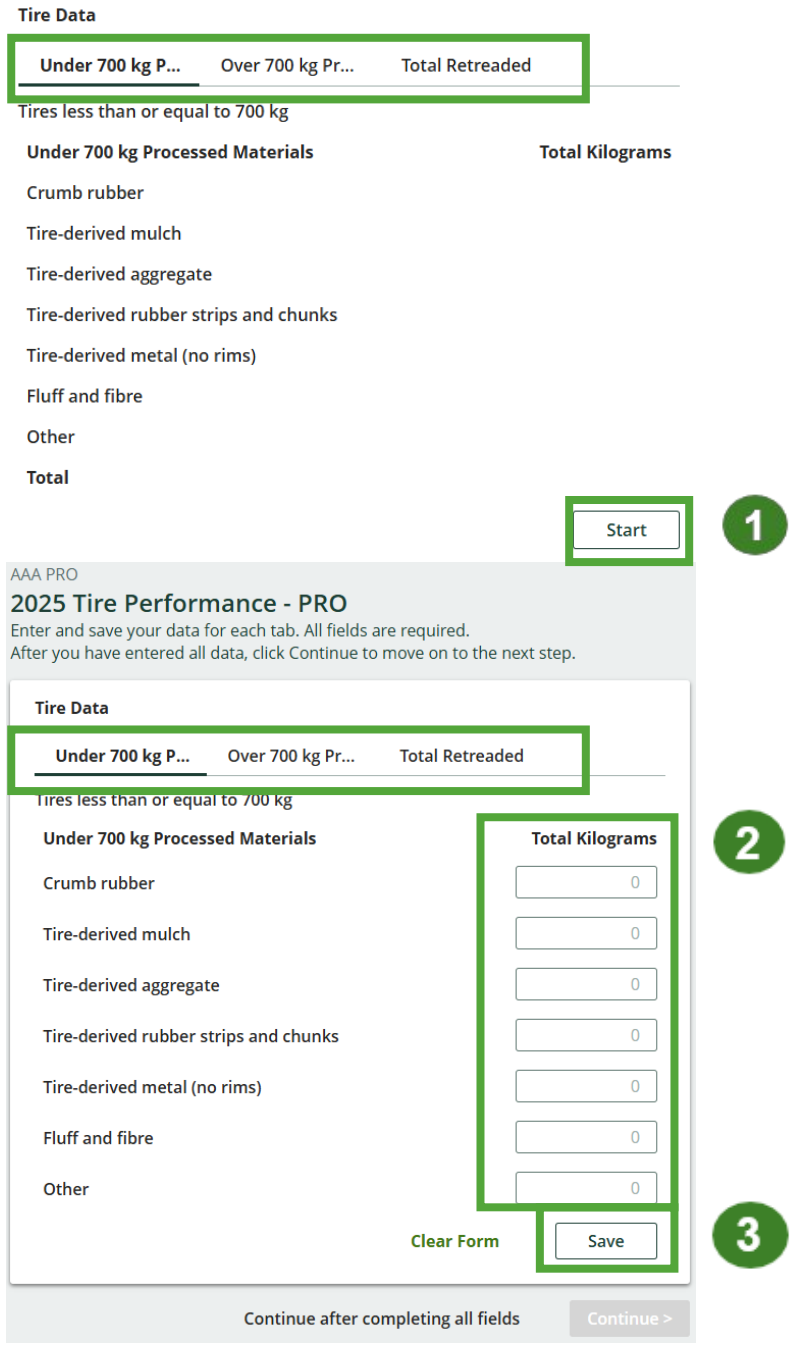
Performance report

Enter your tire data for recovered materials

1. For the **Under 700 kg Processed Materials**, click **Start** to enter the actual weights of materials recovered from processing.

2. Enter the total actual weights of processed materials for each of the material(s) under **Total Kilograms**.
   - If applicable, specify the process included under “other”.
   - Leave the box blank for materials you did not process. The Registry will automatically add a zero in the field.

3. Click **Save & Continue**.



Performance report

Enter your tire data for recovered materials

1. For the **Over 700 kg Processed Materials**, click **Start** to enter the actual weights of materials recovered from processing.

2. Enter the total actual weights of processed materials for each of the material(s) under **Total Kilograms**.
   - If applicable, specify the process included under “other”.
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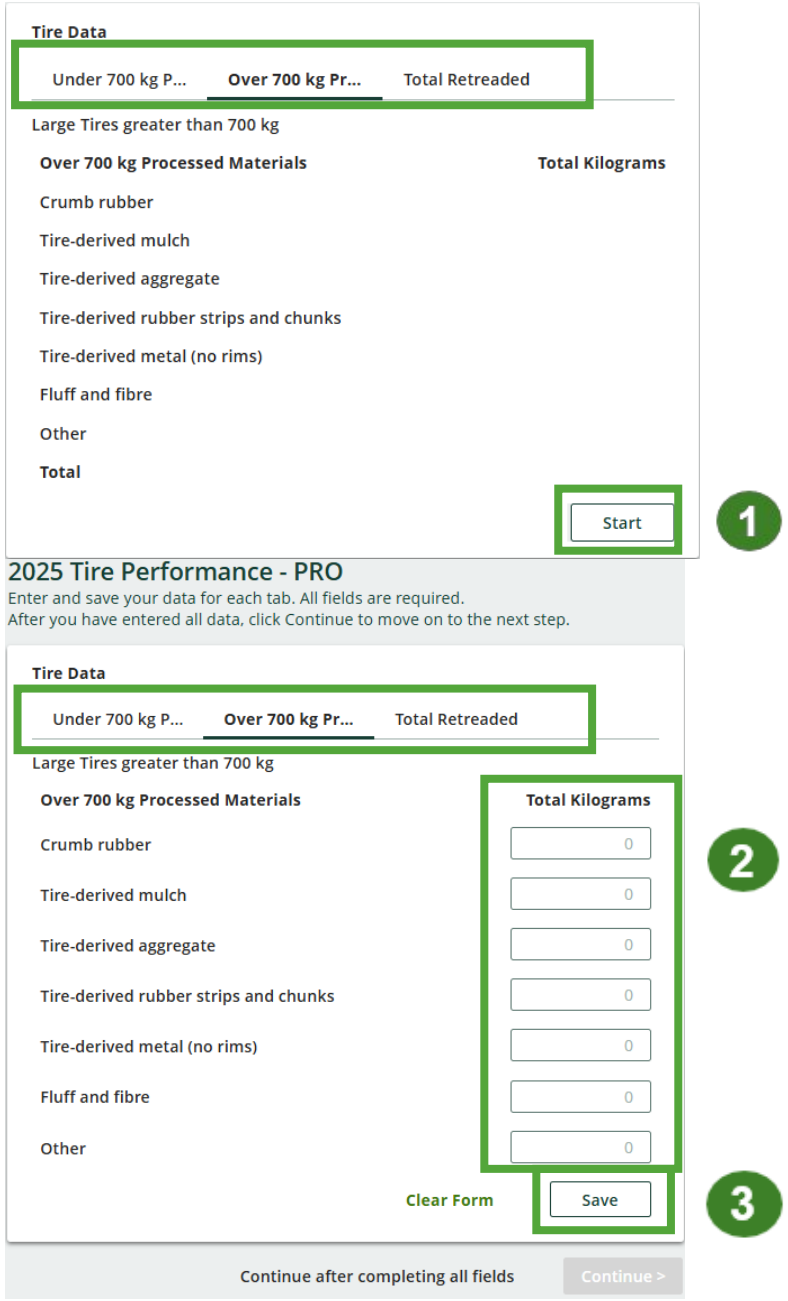


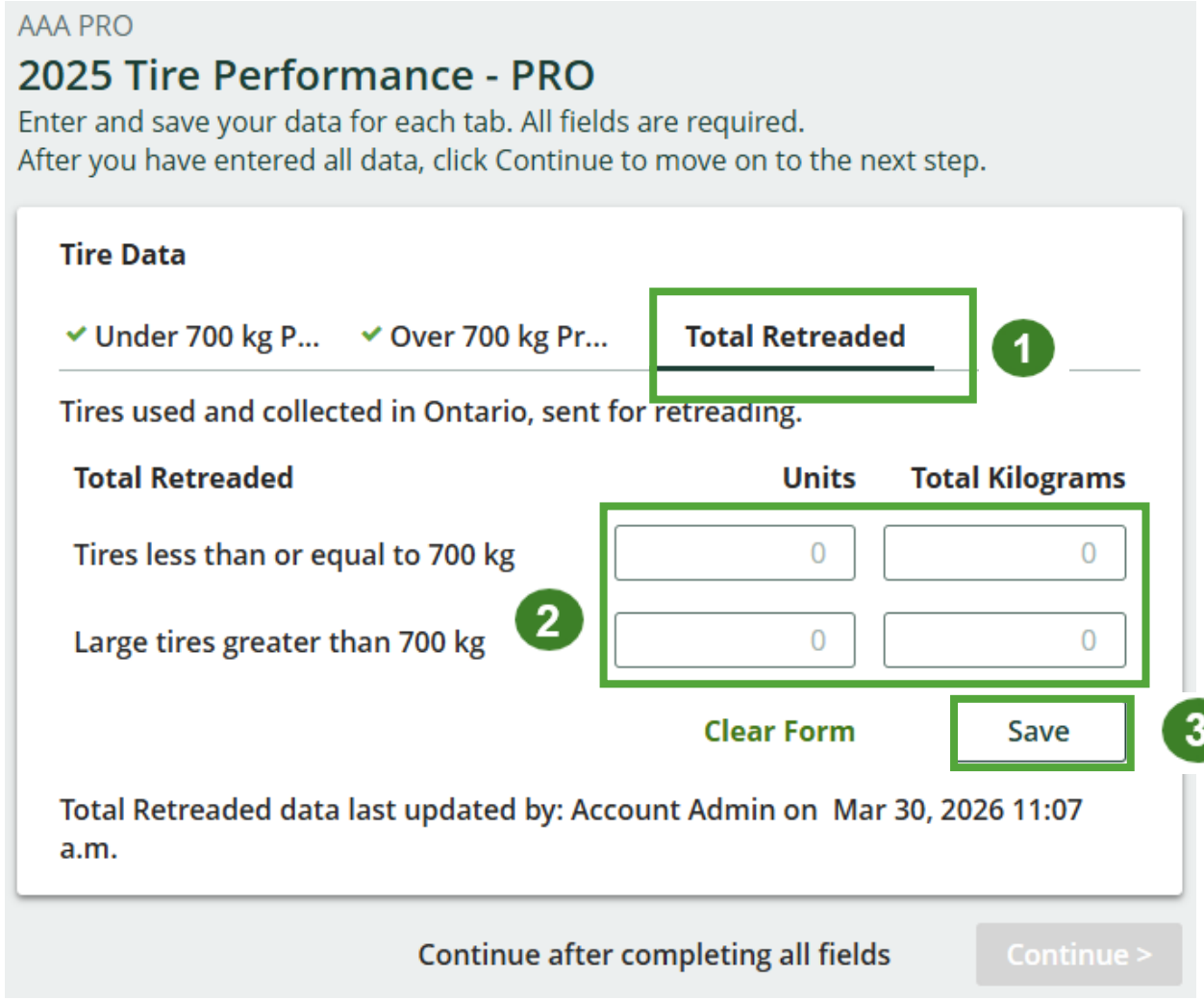
Performance report

Enter your tire data for retreaded tires

1. Under **the Total Retreaded** tab, enter the units and weights of materials recovered from processing.

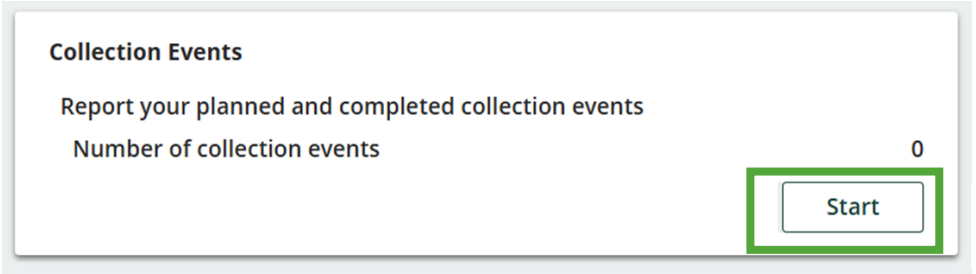
2. Enter the total **Units** and weights of tires collected and sent for retreading under **Total Kilograms**.

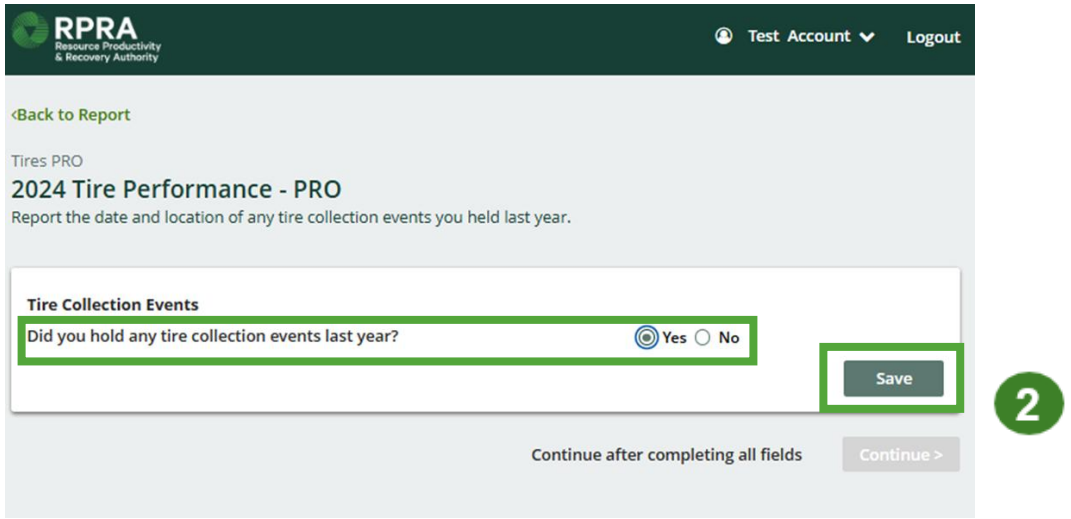
3. Click **Save & Continue**.

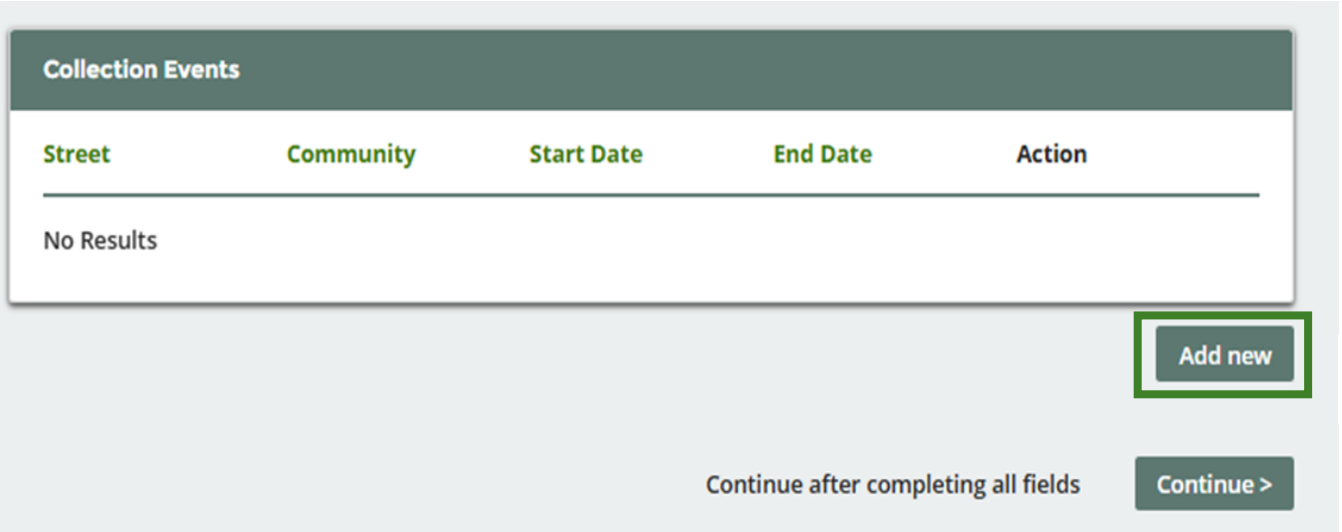


Collection events

1. Click **Start** to report the date and location of tire collection events.
2. Confirm whether you held any tire collection events in the previous year and click **Save**. Selecting **No** will proceed you to the **Report Summary**.
3. Selecting **Yes** will prompt you to provide more information, click **Add New** to do so.

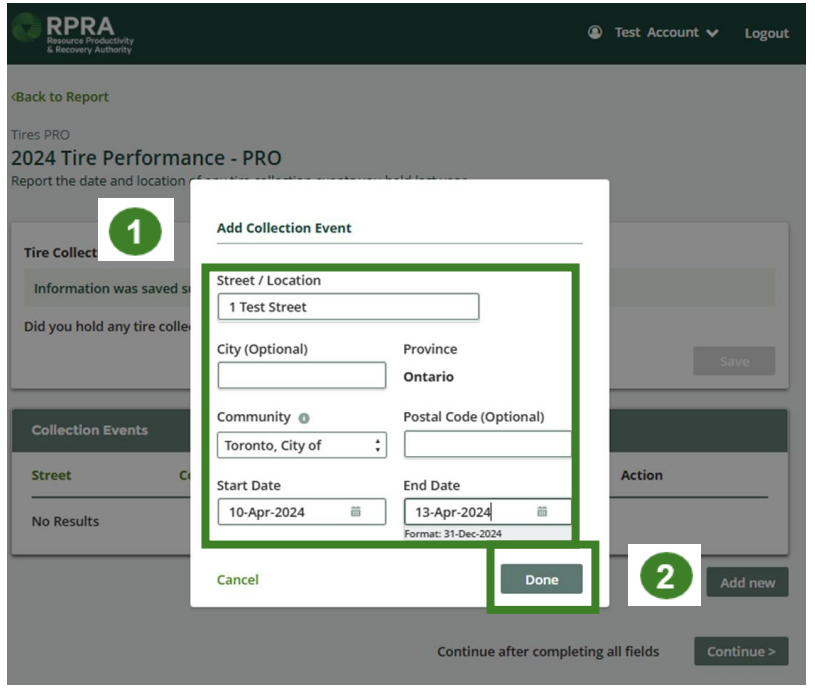


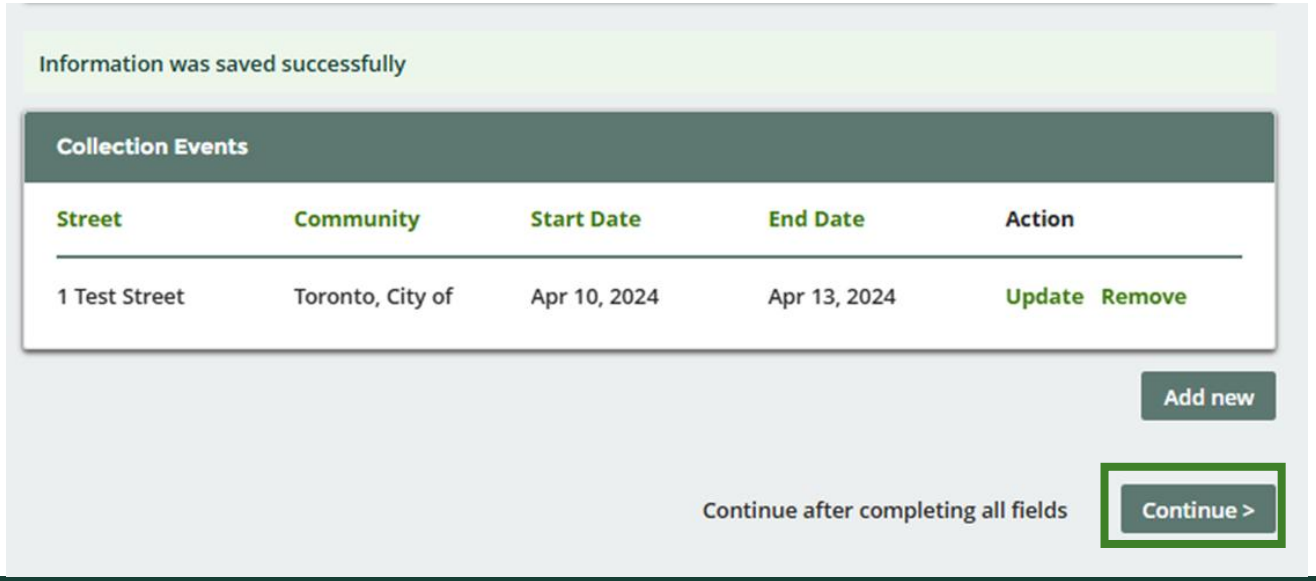




Collection events cont.

1. Complete all fields for each collection event.
   - You will get an error message if the dates are not within the reporting year.
2. Click **Done**.
3. Once you have entered all events, click **Continue** to proceed to the **Report Summary**.



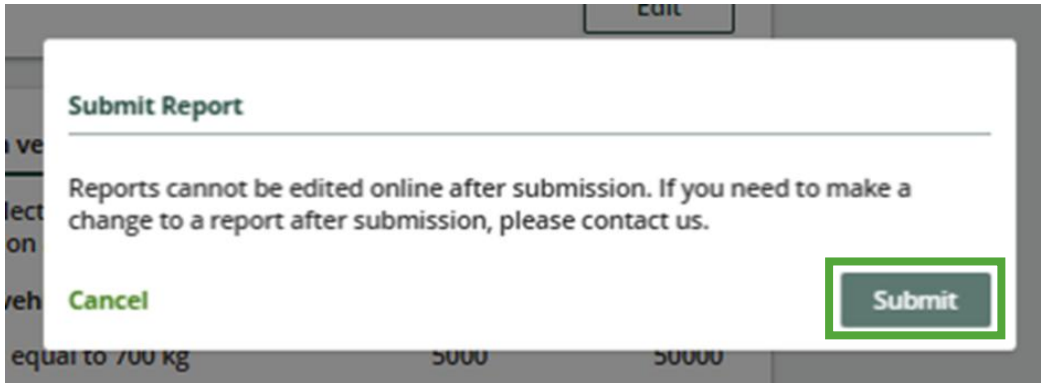


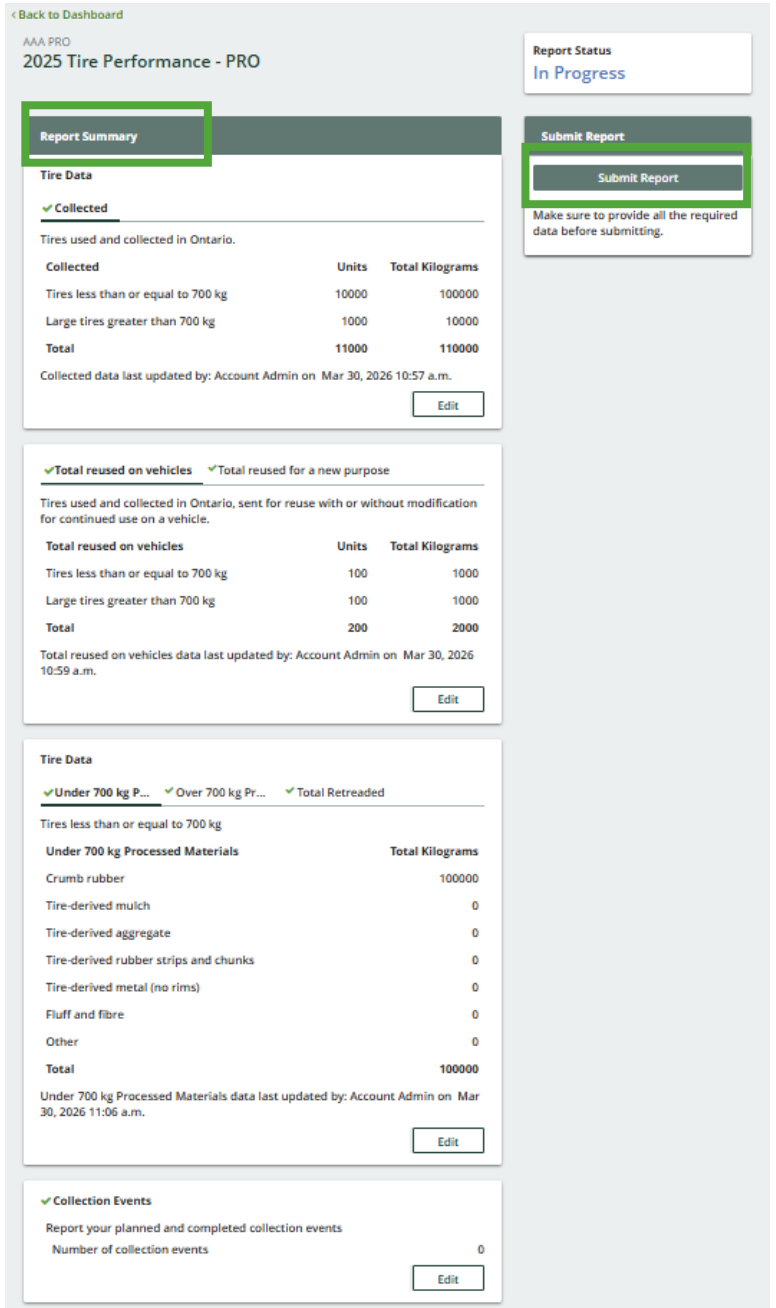
Performance report

Submit your report

Under **Report Summary**, you can review the data previously entered.

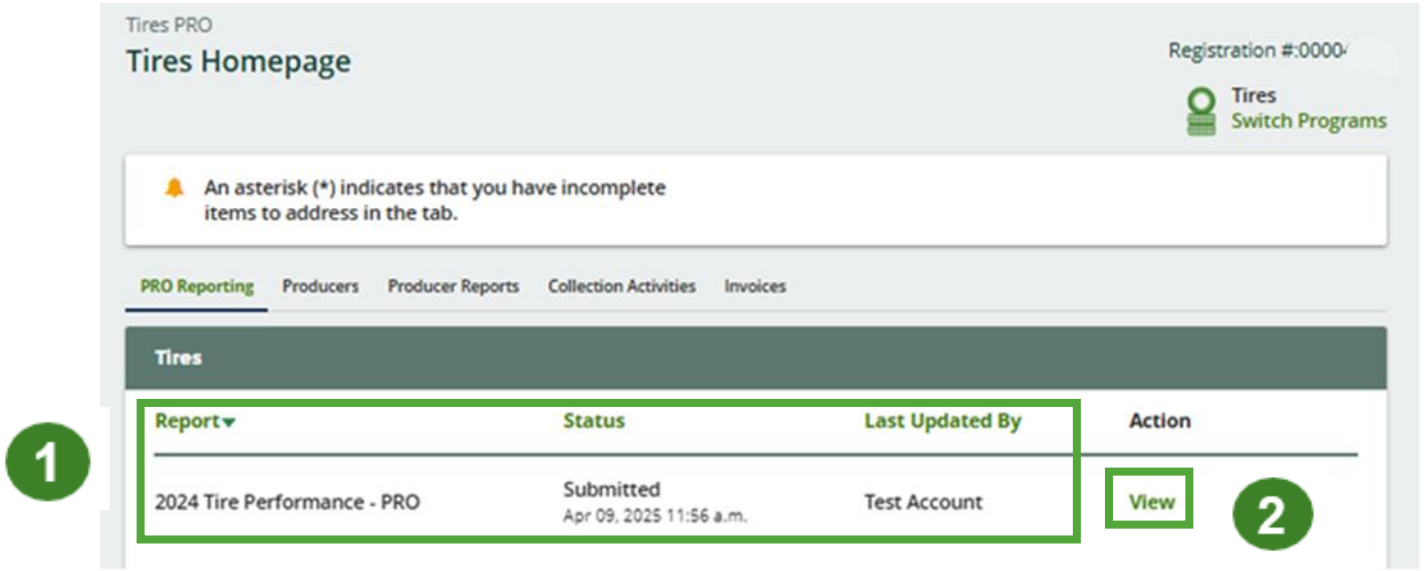
1. Click on **Edit**, if you need to make a change to the data.
2. Click on **Submit Report** once you are finished reviewing and ready to submit.
3. After clicking on **Submit Report**, the notice below will appear. After reading the notice, click **Submit**.



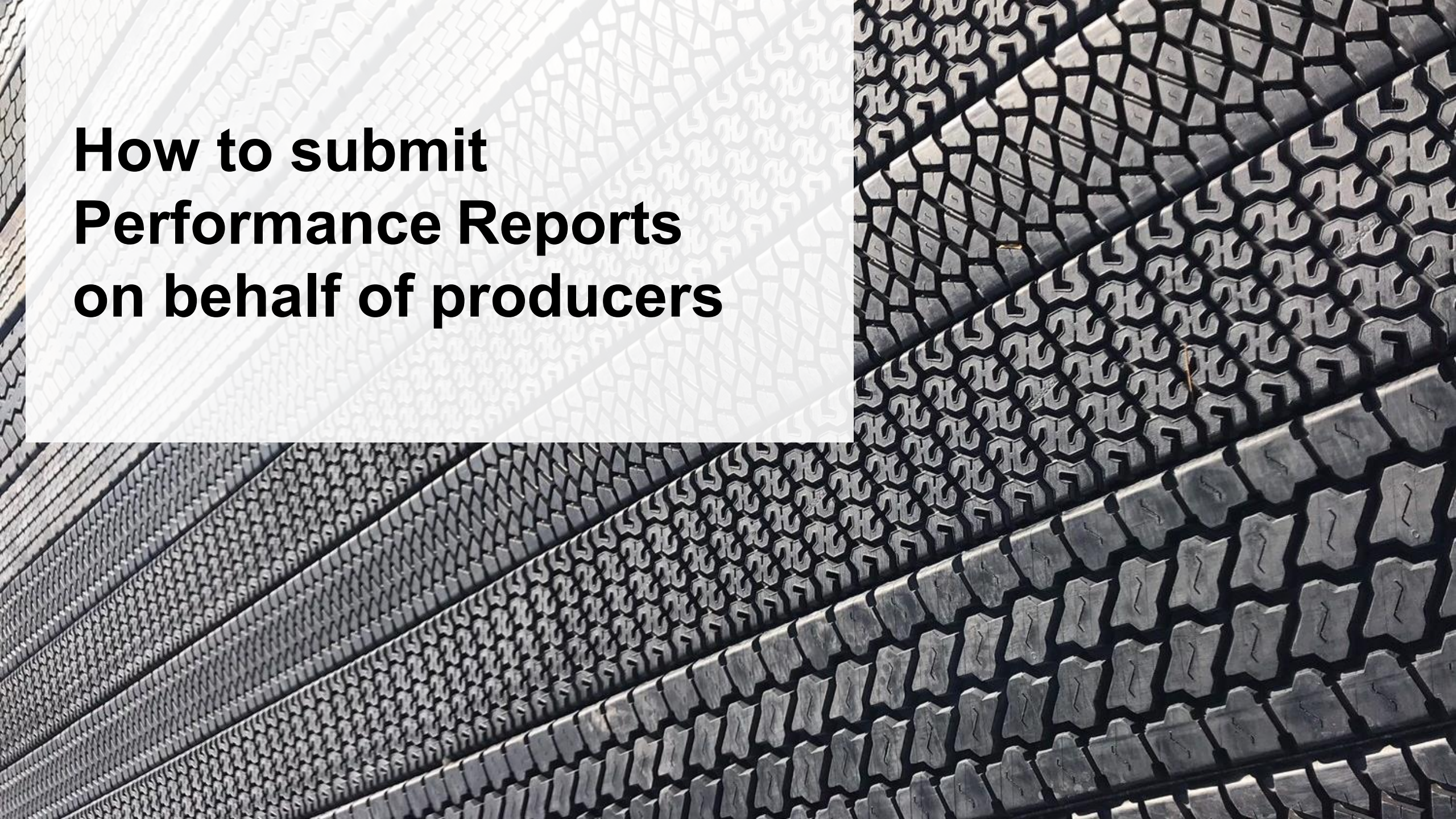


Performance report
View submitted report

1. On the **Tires Homepage**, your Tire Performance - PRO report status should show **Submitted**, and who it was last updated by.
2. Under Action, you can either click **View** or **Download** to review and save your report submission.



How to submit Performance Reports on behalf of producers

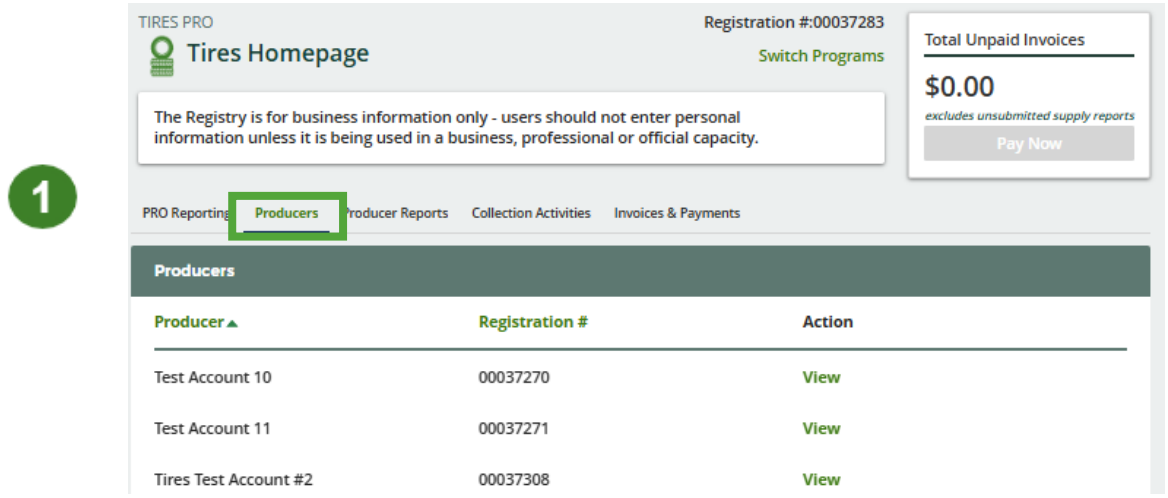


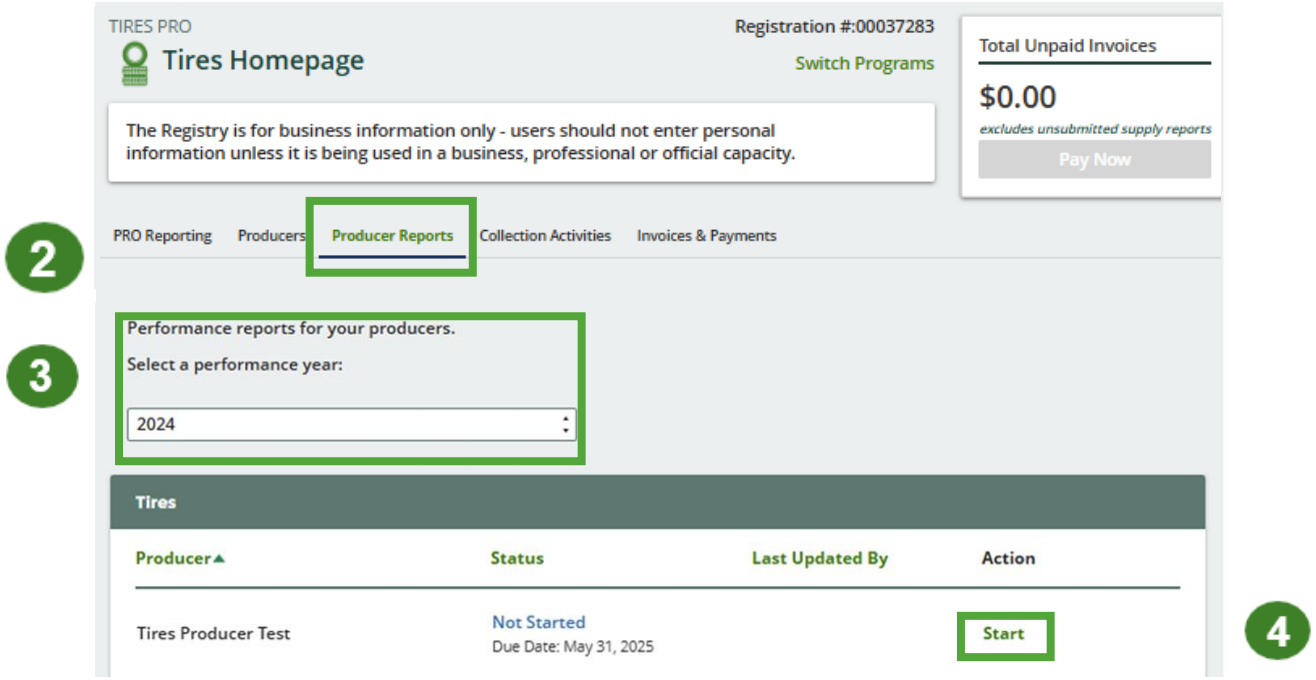
Performance report on behalf of producers

Starting a producer report

1. Click on the **Producers** tab to see all producers you have retained.
2. Click **Producer Reports** tab to see reports available for you to submit.
3. Under the **Producer Reports** tab, select the year for which you would like to submit a report for.
4. Click **Start** next to the producer you would like to begin reporting on behalf of.

Note: Producers must identify their PRO in their Registry account in order for the report to show in your PRO account. If you are missing a producer's report in your account, it is recommended to reach out to the producer directly.





Performance report on behalf of producers

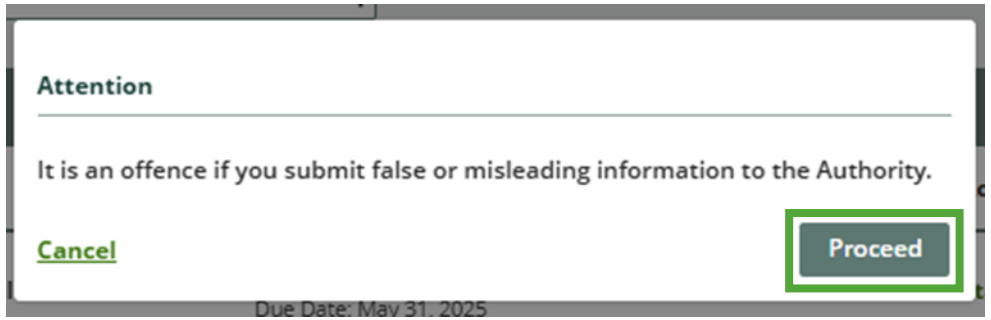
Starting a producer report

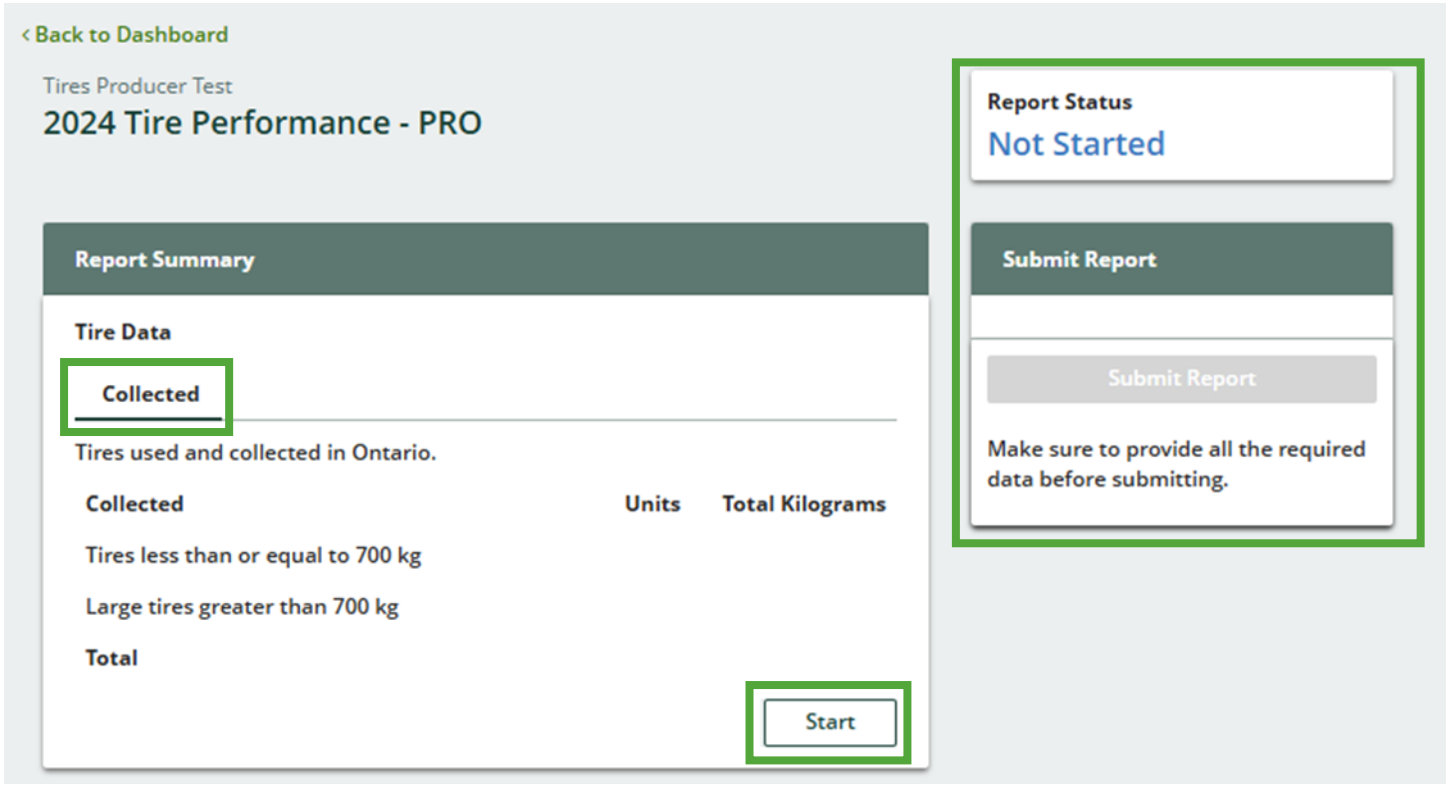
1. After clicking **Start**, this notice will appear. After reading the notice, click **Proceed**.

2. Before entering any information, your report status will be listed as **Not Started**, and **Submit Report** will be disabled until the report is complete.

3. Under the **Collected tab**, click **Start** to begin entering the total weight of tires collected.

1





2

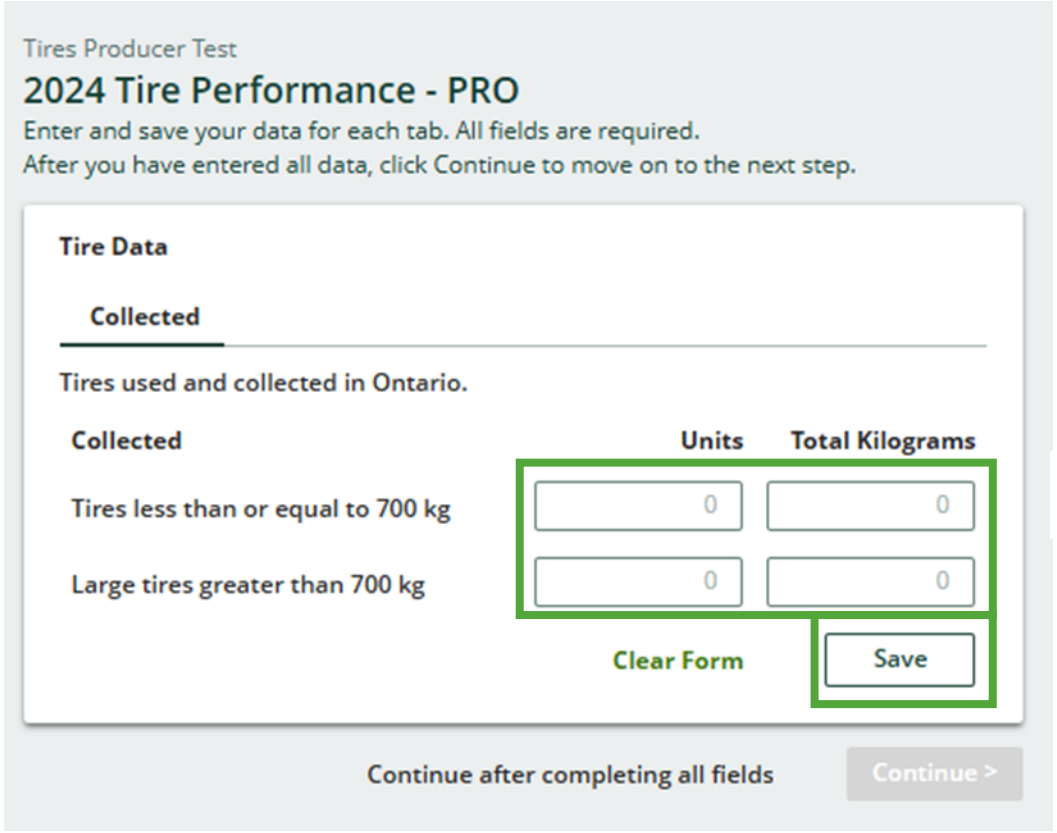
3

Performance report

Enter your weight of tires collected data

1. Under **Collected**, enter the number of tires and their calculated weights for each category. You can use the Registry Procedure – Weight Conversion Factors (Tires) to determine the calculated weight of tires. You may also use actual weights.

2. Click **Save & Continue** to proceed



Performance report

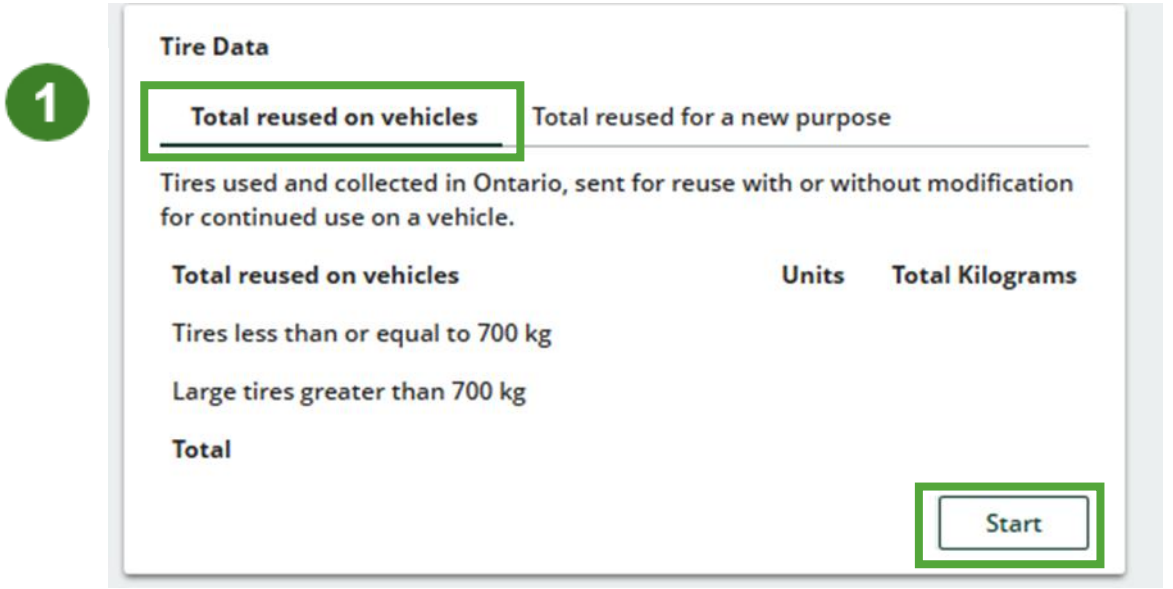
Enter your tires reused on vehicles data

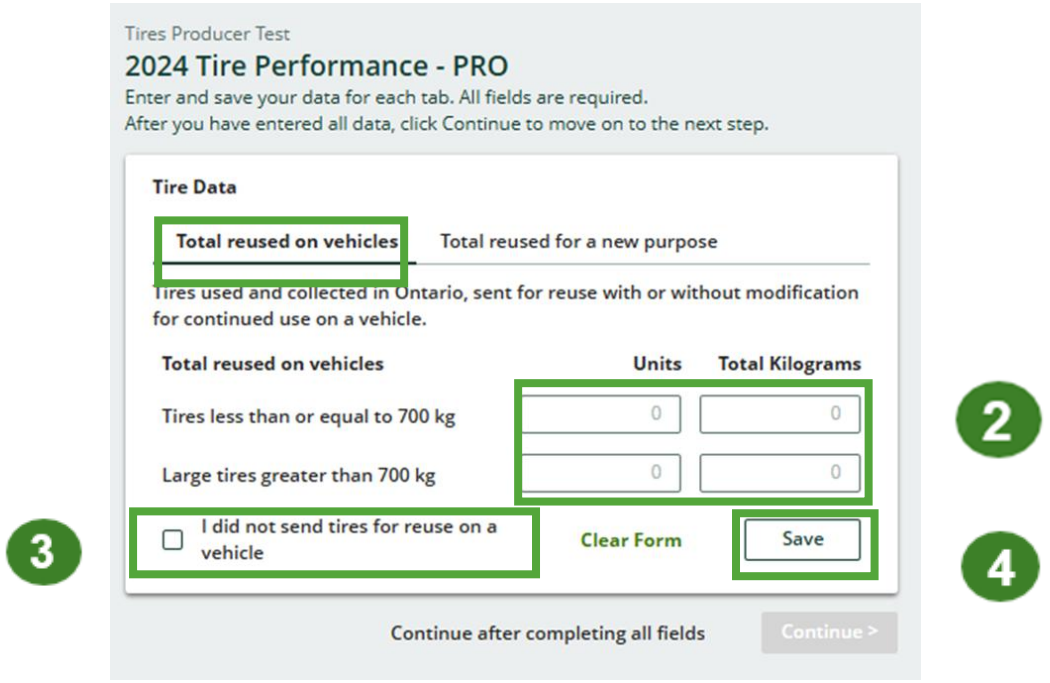
1. Under **Total reused on vehicles tab**, click **Start** to enter weights.

2. Under **Total reused on vehicles**, enter number of tires and their calculated weights collected sent for reuse on a vehicle.

3. If you did not send tires for reuse on vehicles, leave the kilograms field blank and check box for '**I did not send tires for reuse on a vehicle'**.

4. Click **Save & Continue** to proceed.





Performance report

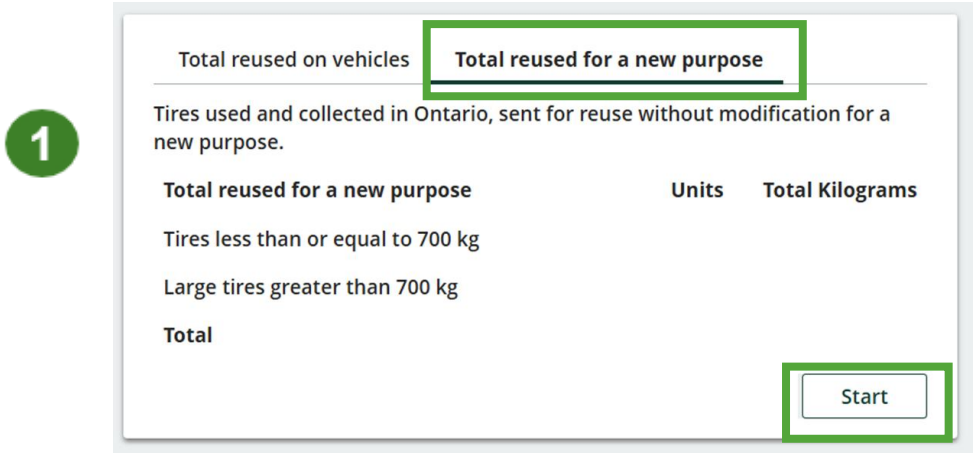
Enter your tires reused for a new purpose data

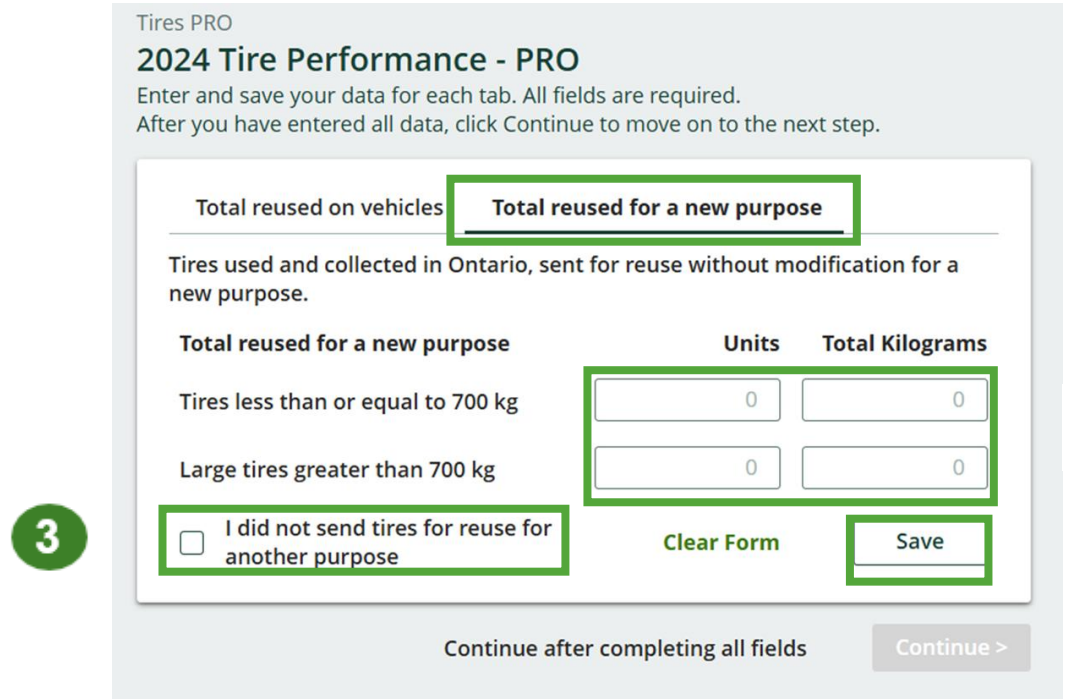
1. Under **Total reused for a new purpose** tab, click **Start** to enter weights.

2. Under **Total reused for a new purpose**, enter number of tires and their calculated weights collected sent for reuse on a vehicle.

3. If you did not send tires for reuse on vehicles, leave the kilograms field blank and check box for '**I did not send tires for reuse on a vehicle'**.

4. Click **Save & Continue** to proceed.





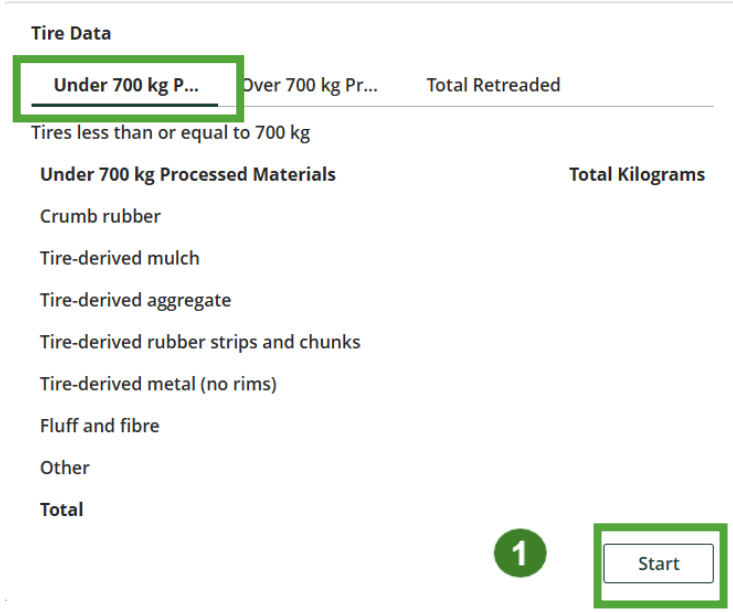
Performance report

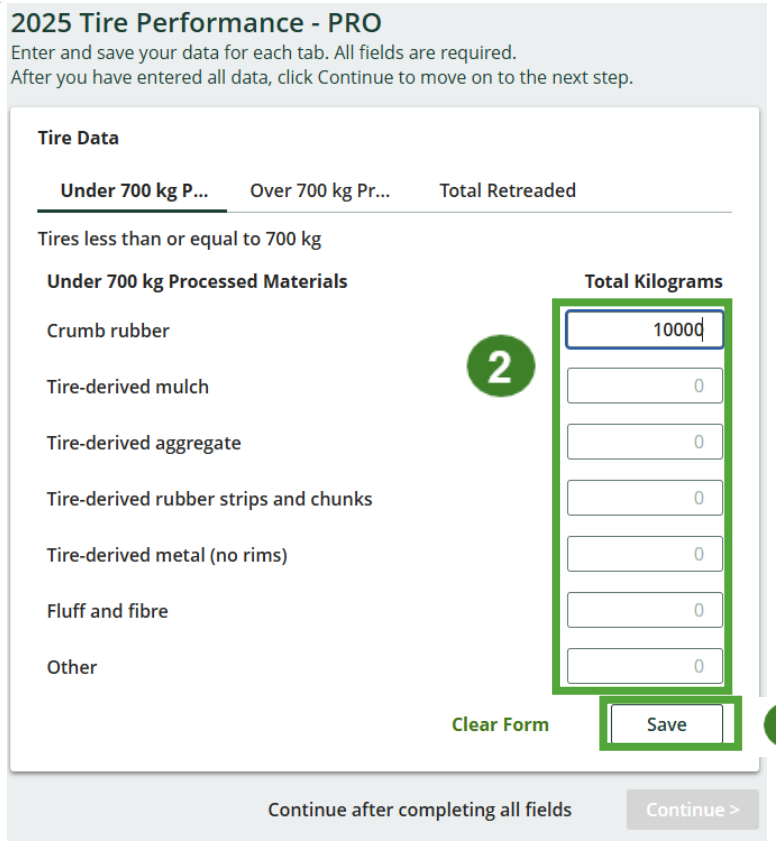
Enter your tire data for recovered materials

1. For **Under 700 kg Processed Materials**, click **Start** to enter the actual weights of materials recovered from processing.

2. Enter the total actual weights of processed materials for each of the material(s) under **Total Kilograms**.

3. Click **Save & Continue**.





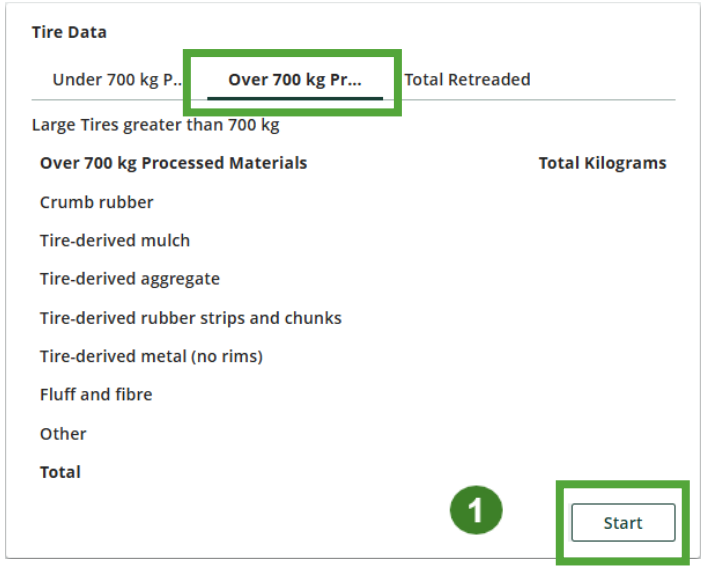
Performance report

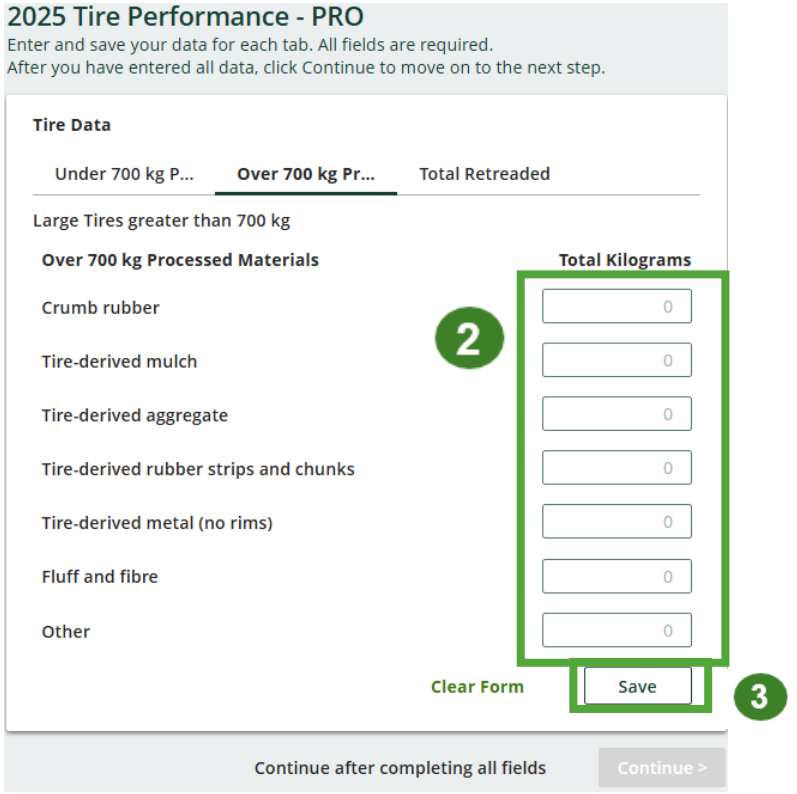
Enter your tire data for recovered materials

1. For **Over 700 kg Processed Materials**, click **Start** to enter the actual weights of materials recovered from processing.

2. Enter the total actual weights of processed materials for each of the material(s) under **Total Kilograms**.

3. Click **Save & Continue**.





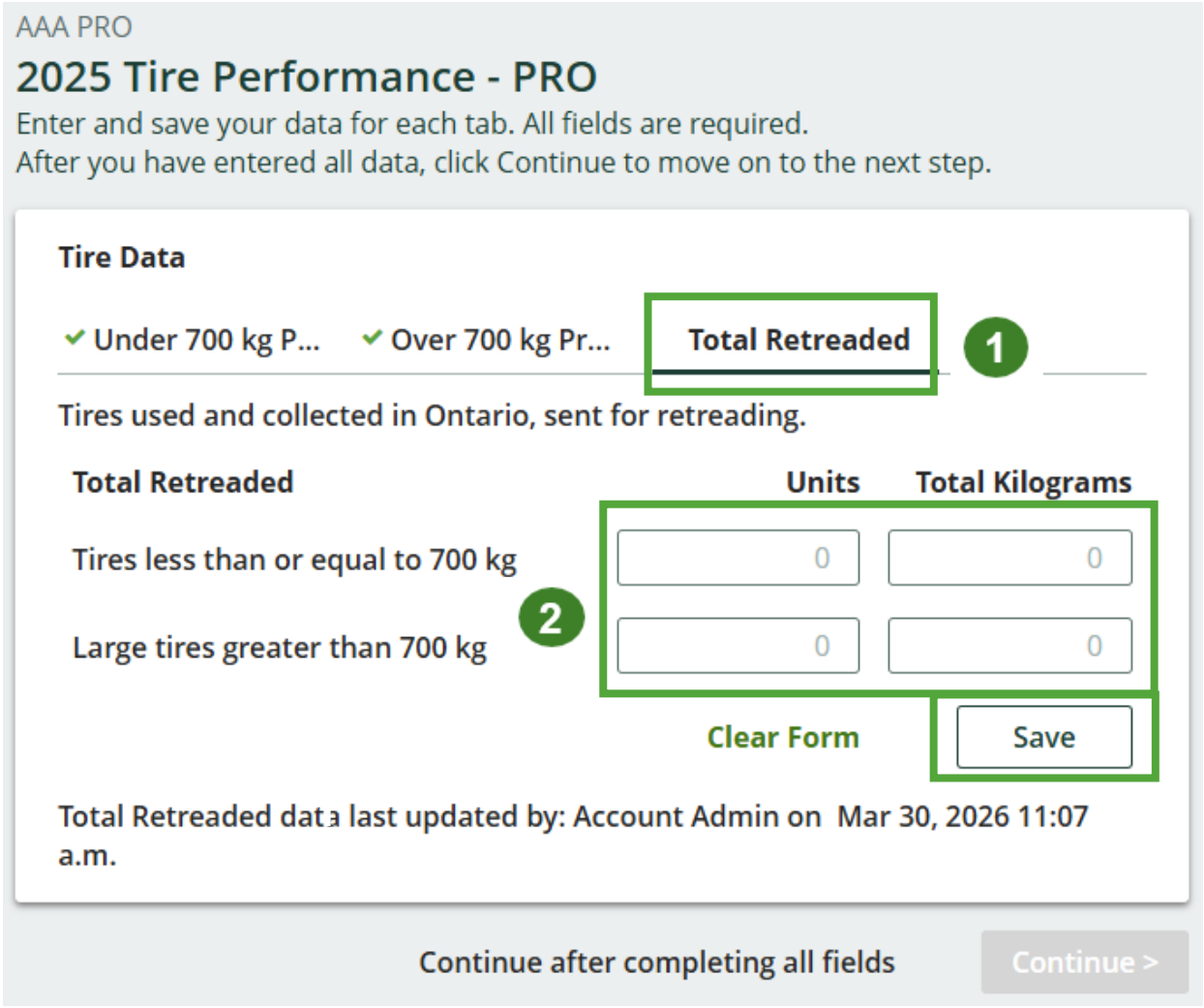
Performance report

Enter your tire data for recovered materials

1. For **Total Retreaded**, enter the units actual weights of materials recovered from processing.

2. Enter the total **Units** and weights of tires collected and sent for retreading under **Total Kilograms**.

3. Click **Save & Continue**.



Performance report

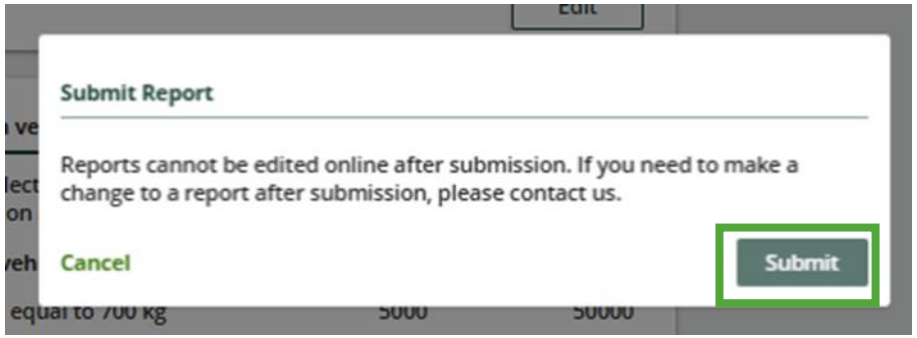
Submit your report

Under **Report Summary**, you can review the data previously entered.

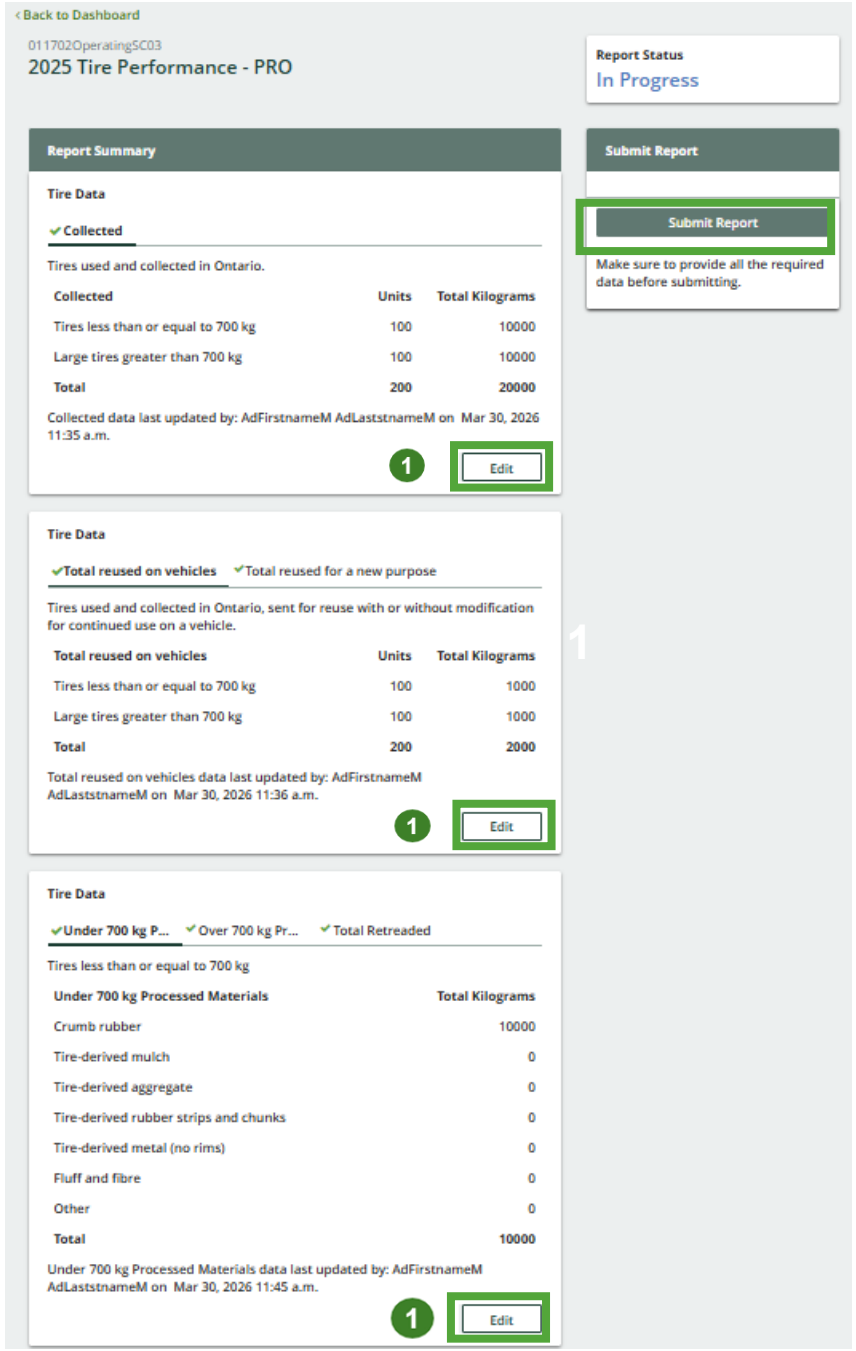
1. Click on **Edit**, if you need to make a change to the data.

2. Click on **Submit Report** once you are finished reviewing and ready to submit.

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

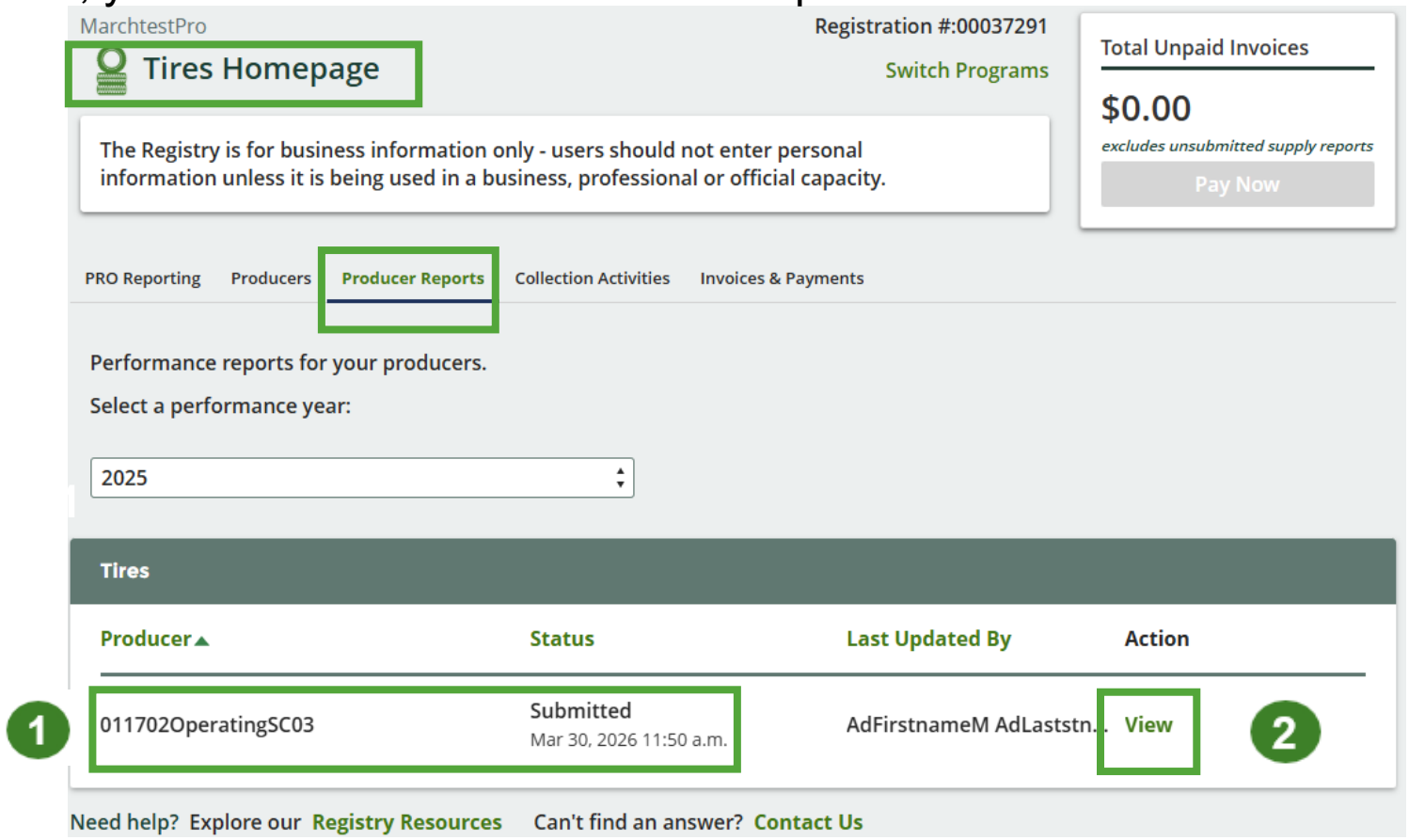


3



Performance report

View submitted report(s)

1. On the **Tires Homepage** under the **Producer Reports** tab, reports submitted on behalf of producers will have a report status of **Submitted**, and who it was last updated by.

2. Under Action, you can click **View** to review the report submission.