

ITT/AV Performance Reporting - PRO Guide



RPRA Resource Productivity
& Recovery Authority

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Introduction



What is ITT/AV performance reporting?

PROs reporting on their own performance

ITT/AV performance reporting is an annual report that PROs with obligations under the [Electrical and Electronic Equipment \(EEE\) 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 [make best efforts](#) to ensure that **at least 55%** of ITT/AV is processed, refurbished or reused. As a PRO, you will have to report every year on the extent to which you were able to achieve that target on behalf of your producer clients.

This guide will assist ITT/AV 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 EEE Regulation can be found on RPRA's website: <https://rp.ra.ca/programs/electronics/>

What data needs to be reported for the 2021 performance report?

ITT/AV PROs are required to report the following information annually:

Reporting on their own performance

- Weight of ITT/AV collected.
- Weight of refurbished ITT/AV.
- Weight of recovered materials from processing the collected ITT/AV.

Reporting on behalf of producers

- Total weight of ITT/AV collected.
- Total weight of collected ITT/AV that were refurbished.
- Input the weight of materials recovered from processing the collected ITT/AV (e.g. metals, plastics, etc.).

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:

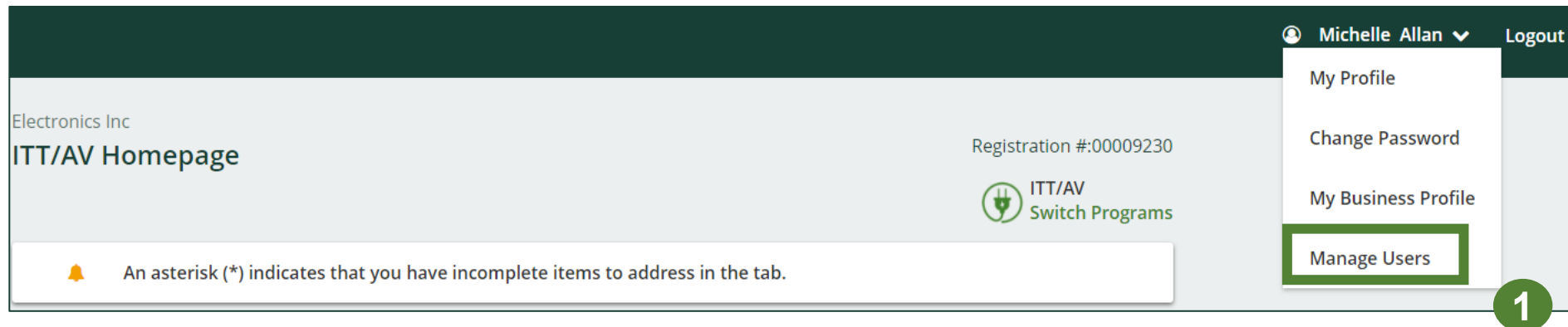
- The Registry **will not work** with the Internet Explorer web browser. Google Chrome is the recommended web browser to use.
- If you have an existing Registry account, simply log into your existing account, which will bring you to the homepage where you will see all programs you are enrolled in.
- 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**.

[← Back to Dashboard](#)

Manage Users

Active Users

User ▲	Email	Last Login	Action
No Results			

[+ Add New User](#)

2

Manage Users

Email
ITT.AVPRO@gmail.com

First Name Last Name

Job Title Preferred Language

Business Phone Number Phone Extension

Mobile Phone Number ☐ Same as Business Phone Number

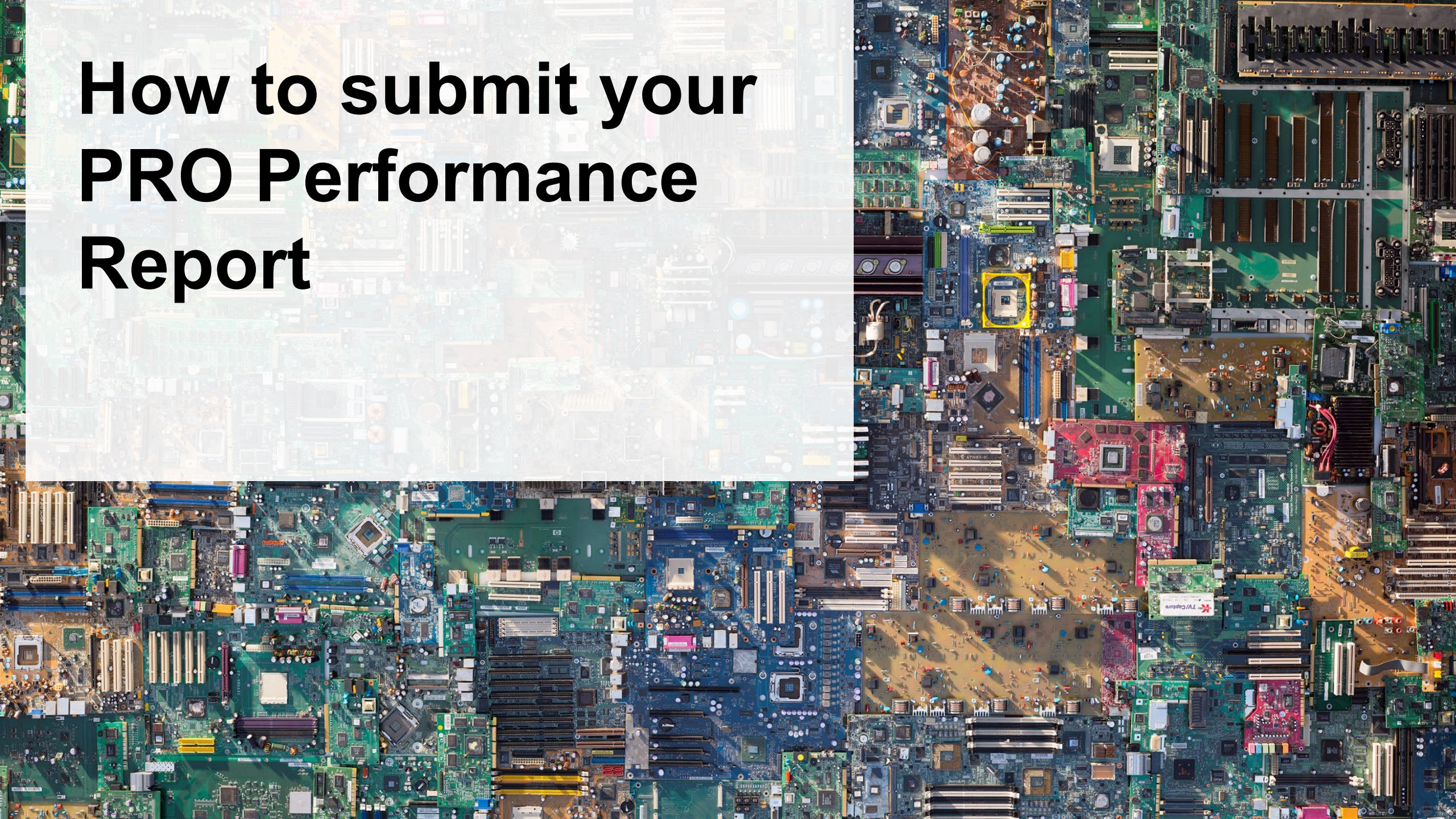
3

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

Cancel

4

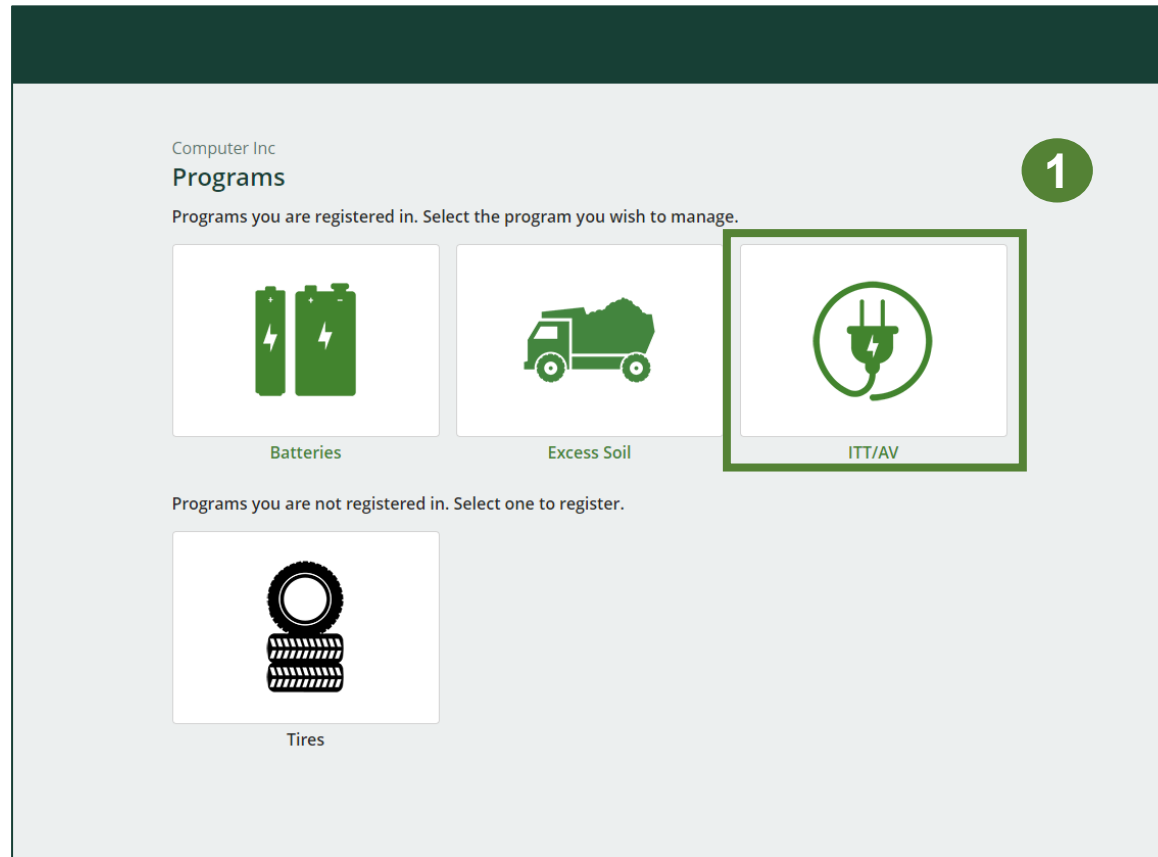
How to submit your PRO Performance Report



Performance report

Accessing your program

1. After logging in, click on the icon for the **ITT/AV** program on your dashboard.



Performance report

Starting your own report

1. Under **Action**, click on **Start** to begin completing the report for 2021 ITT/AV Performance – PRO.
2. After clicking **Start**, the below notice will appear. After reading the notice, click **Proceed**.

Attention

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

[Cancel](#)

[Proceed](#)

Circular Economy PRO
ITT/AV Homepage

Registration #:00008260

ITT/AV
Switch Programs

[PRO Reporting](#) [Producers](#) [Producer Reports](#)

Report▼	Status	Last Updated By	Action
2021 ITT/AV Performance - PRO	Not Started Due Date: Apr 30, 2022		Start

ITT/AV Collection Services

Identify any curbside collection, direct collection programs or collection events you have performed.

[Manage](#)

Collection Sites

List the address of each site in your network where ITT/AV are collected.

[Manage](#)

ITT/AV Management Systems

Identify the haulers, processors and refurbishers you have contracted.

[Manage](#)

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

2

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 **Weight of ITT/AV Collected**, click **Start** to begin entering the total weight of batteries collected.

< Back to Dashboard

Computer Inc
2021 ITT/AV Performance - PRO

Report Summary

Weight of ITT/AV Collected

Collected

Total Weight Collected

ITT/AV

Total Kilograms

Start

Report Status
Not Started

Submit Report

Submit Report

Make sure to provide all the required data before submitting.

1

Performance report

Enter your weight of ITT/AV collected data

1. Under **Collected**, enter the total kilograms of ITT/AV collected under the **Total Kilograms**.
2. If you did not collect ITT/AV, leave the kilograms field blank and check box for '**I did not collect any ITT/AV**'.
3. Click **Save & Next** to proceed.

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

Weight of ITT/AV Collected

Collected

Total Weight Collected

ITT/AV

☐ I did not collect any ITT/AV.

Total Kilograms

0

Clear Form

Save & Next

The form is titled "2021 ITT/AV Performance - PRO" and includes a subtitle "Enter your data and click **Save & Next** to move to the next reporting screen." The form is divided into sections. The "Weight of ITT/AV Collected" section has a "Collected" tab. Below this, there are fields for "Total Weight Collected", "ITT/AV", and a checkbox labeled "I did not collect any ITT/AV." To the right of these fields is a "Total Kilograms" field with a value of "0". At the bottom right, there are two buttons: "Clear Form" and "Save & Next". Three green circles with numbers 1, 2, and 3 are overlaid on the form. Circle 1 is next to the "Total Kilograms" field. Circle 2 is next to the "I did not collect any ITT/AV." checkbox. Circle 3 is next to the "Save & Next" button.

Performance report

Enter your refurbished ITT/AV data

1. Under **Weight of Refurbished ITT/AV**, click **Start** to enter weights.
2. Under **Refurbished**, enter the total kilograms of ITT/AV collected under the **Total Kilograms**.
3. If you did not refurbish ITT/AV, leave the kilograms field blank and check box for '**None of my ITT/AV were refurbished**'.
4. Click **Save & Next** to proceed.

Note: In the case of refurbishment, where the producer utilizes the services of a refurbisher located inside Ontario, the weight of ITT/AV may be counted two times its actual weight. [Refer to s.17\(3\)](#) for more information.

The image displays two screenshots of a web form titled 'Weight of Refurbished ITT/AV'. The top screenshot shows the initial state with a 'Start' button highlighted by a green box and a green circle with the number 1. The bottom screenshot shows the form after clicking 'Start', with several elements highlighted by green boxes and green circles with numbers 2 through 4. Callout 2 points to the 'Refurbished' tab. Callout 3 points to the 'Total Kilograms' input field, which contains the value '0'. Callout 4 points to the 'Save & Next' button. Callout 2 also points to the checkbox labeled 'None of my ITT/AV were refurbished.' The form includes a header 'Circular Economy PRO' and a sub-header '2021 ITT/AV Performance - PRO'. Below the sub-header is a prompt: 'Enter your data and click **Save & Next** to move to the next reporting screen.'

Weight of Refurbished ITT/AV

Refurbished

Total weight of collected ITT/AV that were refurbished.

Total Weight Refurbished

Total Kilograms

ITT/AV

Start

Circular Economy PRO

2021 ITT/AV Performance - PRO

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

Weight of Refurbished ITT/AV

Refurbished

Total weight of collected ITT/AV that were refurbished.

Total Weight Refurbished

Total Kilograms

ITT/AV

☐ None of my ITT/AV were refurbished.

Save & Next

Clear Form

Performance report

Enter your ITT/AV data for recovered materials

1. Under **Weight of Recovered Materials**, click **Start** to enter the weights of materials recovered from processing.
2. Under **ITT/AV**, enter the total weight of processed materials for each of the material(s) under **Total Kilograms**.
 - If applicable, specify the process included under “other”.
3. Click **Save & Next**.

Weight of Recovered Materials

Total Processed Materials

Input the weight of materials recovered from processing the collected ITT/AV.

Processed Materials	Total Kilograms
Precious Metals	
Metals	
Plastic	
Rare Earth Metals	
Glass	
Batteries	
Mercury	
Printed Circuit Boards (PCBs)	
Bulbs	
Other	
Total	

List any materials included in the “Other” category (250 characters max.)

Start

1

2021 ITT/AV Performance - PRO

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

Weight of Recovered Materials

Total Processed Materials

Input the weight of materials recovered from processing the collected ITT/AV.

Processed Materials	Total Kilograms
Precious Metals	<input type="text" value="0"/>
Metals	<input type="text" value="0"/>
Plastic	<input type="text" value="0"/>
Rare Earth Metals	<input type="text" value="0"/>
Glass	<input type="text" value="0"/>
Batteries	<input type="text" value="0"/>
Mercury	<input type="text" value="0"/>
Printed Circuit Boards (PCBs)	<input type="text" value="0"/>
Bulbs	<input type="text" value="0"/>
Other	<input type="text" value="0"/>

List any materials included in the “Other” category (250 characters max.)

Clear Form **Save & Next**

2

3

Performance report

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.

[Back to Dashboard](#)
Circular Economy PRO
2021 ITT/AV Performance - PRO

Report Summary

Weight of ITT/AV Collected

✔ Collected

Total Weight Collected	Total Kilograms
ITT/AV	450

Collected data last updated by: Mary Jane on Feb 17, 2022 11:07 AM

Edit

Weight of Refurbished ITT/AV

✔ Refurbished

Total weight of collected ITT/AV that were refurbished.

Total Weight Refurbished	Total Kilograms
ITT/AV	0

Refurbished data last updated by: Mary Jane on Feb 17, 2022 11:13 AM

Edit

Weight of Recovered Materials

✔ Total Processed Materials

Input the weight of materials recovered from processing the collected ITT/AV.

Processed Materials	Total Kilograms
Precious Metals	45
Metals	55
Plastic	20
Rare Earth Metals	30
Glass	10
Batteries	15
Mercury	0
Printed Circuit Boards (PCBs)	20
Bulbs	10
Other	0
Total	205

List any materials included in the "Other" category (250 characters max.)

Total Processed Materials data last updated by: Mary Jane on Feb 17, 2022 11:22 AM

Edit

Report Status
In Progress

Submit Report

Submit Report

Make sure to provide all the required data before submitting.

1

1

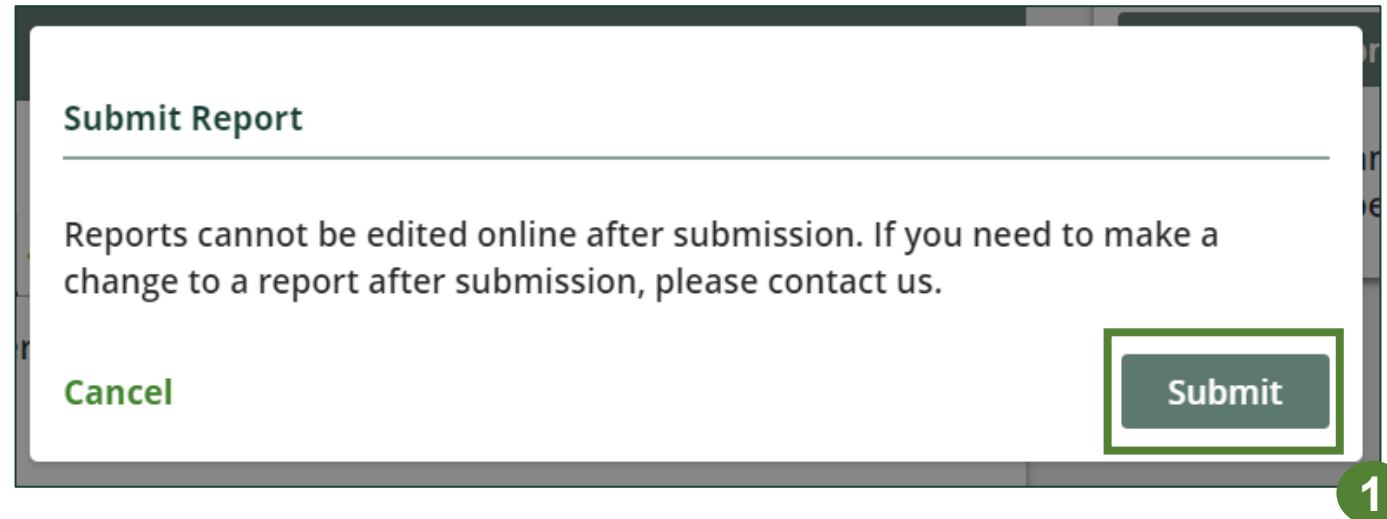
1

2

Performance report

Submit your report

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



Performance report


View submitted report

1. On the **ITT/AV Homepage**, your 2021 ITT/AV 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.

Circular Economy PRO

ITT/AV Homepage

Registration #:00008260

 ITT/AV
Switch Programs

PRO ReportingProducersProducer Reports

Report▼	Status	Last Updated By	Action
2021 ITT/AV Performance - PRO	Submitted Feb 17, 2022 11:28 AM	Circular Economy PRO	View Download

1

ITT/AV Collection Services

Identify any curbside collection, direct collection programs or collection events you have performed.

Manage

Collection Sites

List the address of each site in your network where ITT/AV are collected.

Manage

ITT/AV Management Systems

Identify the haulers, processors and refurbishers you have contracted.

Manage

2

How to submit Performance Reports on behalf of producers

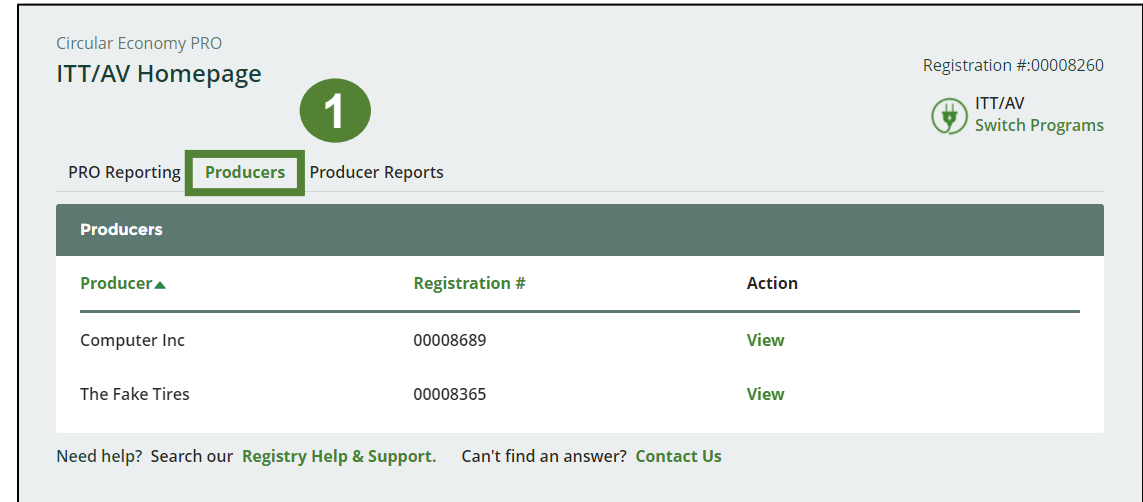


Performance report on behalf of producers

Starting a producer report

1. Click on the **Producers** tab to see all producers you have retained.
2. Click **Producer Reports** tab.
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 producers report in your account, it is recommended to reach out to the producer directly.



Circular Economy PRO
ITT/AV Homepage

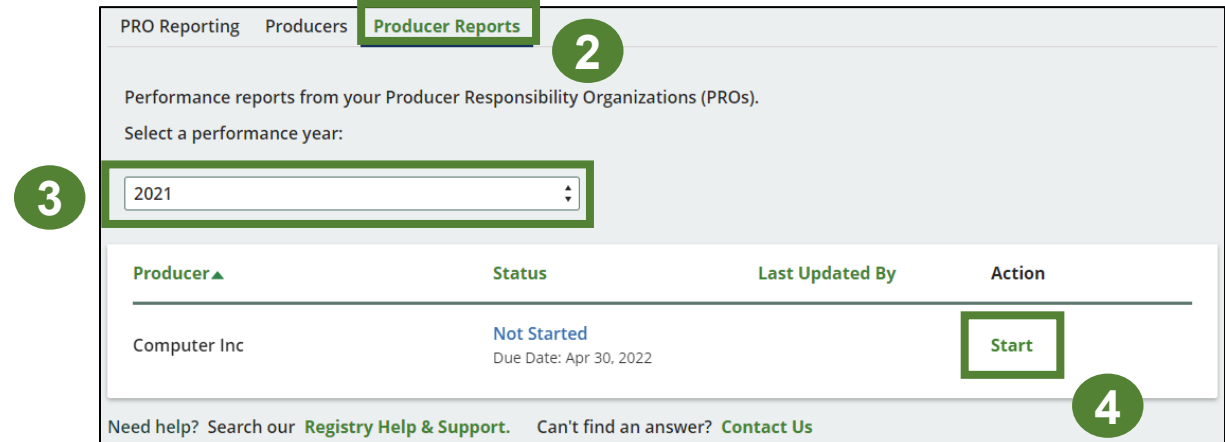
Registration #:00008260
ITT/AV Switch Programs

PRO Reporting **Producers** Producer Reports

Producers		
Producer ▲	Registration #	Action
Computer Inc	00008689	View
The Fake Tires	00008365	View

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

This screenshot shows the ITT/AV Homepage. The 'Producers' tab is highlighted with a green box and a green circle with the number 1. Below the tabs, there is a table with two rows of producers: 'Computer Inc' and 'The Fake Tires'. Each row has a 'View' link in the 'Action' column.



PRO Reporting Producers **Producer Reports**

Performance reports from your Producer Responsibility Organizations (PROs).
Select a performance year:

2021

Producer ▲	Status	Last Updated By	Action
Computer Inc	Not Started Due Date: Apr 30, 2022		Start

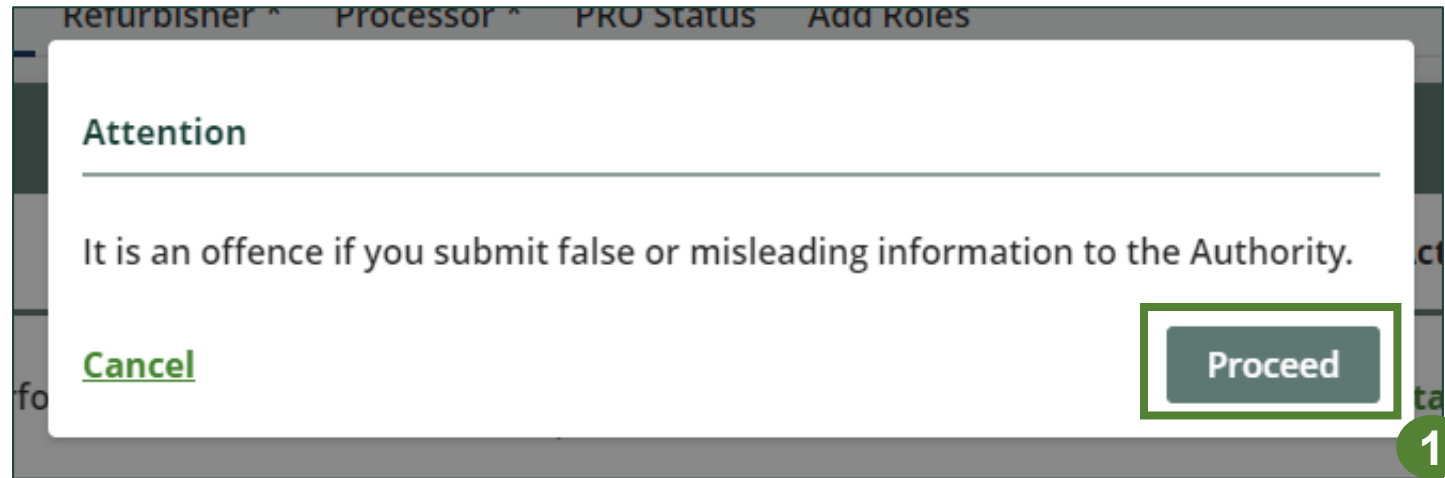
Need help? Search our [Registry Help & Support](#). Can't find an answer? [Contact Us](#)

This screenshot shows the 'Producer Reports' tab. A green box highlights the year '2021' in the dropdown menu, and a green circle with the number 2 is next to it. Below the dropdown, there is a table with one row for 'Computer Inc'. The 'Status' column shows 'Not Started' with a due date of 'Apr 30, 2022'. The 'Action' column has a 'Start' button highlighted with a green box and a green circle with the number 4. A green circle with the number 3 is next to the dropdown menu.

Performance report on behalf of producers

Starting a producer report

1. 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 **Weight of ITT/AV Collected**, click **Start** to begin entering the total weight of batteries collected.

< Back to Dashboard

Computer Inc
2021 ITT/AV Performance - Producer

Report Summary

Weight of ITT/AV Collected

Collected

Total Weight Collected	Total Kilograms
ITT/AV	

Start

Report Status
Not Started

Submit Report

Submit Report

Make sure to provide all the required data before submitting.

1

Performance report

Enter your weight of ITT/AV collected data

1. Under **Collected**, enter the total kilograms of ITT/AV collected under the **Total Kilograms**.
2. If you did not collect ITT/AV, leave the kilograms field blank and check box for '**I did not collect any ITT/AV**'.
3. Click **Save & Next** to proceed.

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

Weight of ITT/AV Collected

Collected

Total Weight Collected

ITT/AV

☐ I did not collect any ITT/AV.

Total Kilograms

0

Clear Form

Save & Next

The form includes three numbered callouts: 1 points to the 'Total Kilograms' input field, 2 points to the 'I did not collect any ITT/AV' checkbox, and 3 points to the 'Save & Next' button.

Performance report

Enter your refurbished ITT/AV data

1. Under **Weight of Refurbished ITT/AV**, click **Start** to enter weights.
2. Under **Refurbished**, enter the total kilograms of ITT/AV collected under the **Total Kilograms**.
3. If you did not refurbish ITT/AV, leave the kilograms field blank and check box for '**None of my ITT/AV were refurbished**'.
4. Click **Save & Next** to proceed.

Weight of Refurbished ITT/AV

Refurbished

Total weight of collected ITT/AV that were refurbished.

Total Weight Refurbished	Total Kilograms
ITT/AV	<input type="text"/>

Start

1

Computer Inc

2021 ITT/AV Performance - Producer

Weight of Refurbished ITT/AV

Refurbished

Total weight of collected ITT/AV that were refurbished.

Total Weight Refurbished	Total Kilograms
ITT/AV	<input type="text" value="0"/>

☐ None of my ITT/AV were refurbished.

Save & Next

Clear Form

2 3 4

Performance report

Enter your ITT/AV data for recovered materials

1. Under **Weight of Recovered Materials**, click **Start** to enter the weights of materials recovered from processing.
2. Under **ITT/AV**, enter the total weight of processed materials for each of the material(s) under **Total Kilograms**.
 - If applicable, specify the process included under “other”.
3. Click **Save & Next**.

Weight of Recovered Materials

Total Processed Materials

Input the weight of materials recovered from processing the collected ITT/AV.

Processed Materials	Total Kilograms
Precious Metals	
Metals	
Plastic	
Rare Earth Metals	
Glass	
Batteries	
Mercury	
Printed Circuit Boards (PCBs)	
Bulbs	
Other	
Total	

List any materials included in the “Other” category (250 characters max.)

Start

1

Computer Inc.

2021 ITT/AV Performance - Producer

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

Weight of Recovered Materials

Total Processed Materials

Input the weight of materials recovered from processing the collected ITT/AV.

Processed Materials	Total Kilograms
Precious Metals	<input type="text" value="0"/>
Metals	<input type="text" value="0"/>
Plastic	<input type="text" value="0"/>
Rare Earth Metals	<input type="text" value="0"/>
Glass	<input type="text" value="0"/>
Batteries	<input type="text" value="0"/>
Mercury	<input type="text" value="0"/>
Printed Circuit Boards (PCBs)	<input type="text" value="0"/>
Bulbs	<input type="text" value="0"/>
Other	<input type="text" value="0"/>

List any materials included in the “Other” category (250 characters max.)

Clear Form **Save & Next**

2

3

Performance report

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.

[Back to Dashboard](#)

Computer Inc
2021 ITT/AV Performance - Producer

Report Status
In Progress

Submit Report

Submit Report

Make sure to provide all the required data before submitting.

Report Summary

Weight of ITT/AV Collected

✓ Collected

Total Weight Collected	Total Kilograms
ITT/AV	450

Collected data last updated by: Mary Jane on Feb 17, 2022 11:07 AM

Edit

Weight of Refurbished ITT/AV

✓ Refurbished

Total weight of collected ITT/AV that were refurbished.

Total Weight Refurbished	Total Kilograms
ITT/AV	0

Refurbished data last updated by: Mary Jane on Feb 17, 2022 11:13 AM

Edit

Weight of Recovered Materials

✓ Total Processed Materials

Input the weight of materials recovered from processing the collected ITT/AV.

Processed Materials	Total Kilograms
Precious Metals	45
Metals	55
Plastic	20
Rare Earth Metals	30
Glass	10
Batteries	15
Mercury	0
Printed Circuit Boards (PCBs)	20
Bulbs	10
Other	0
Total	205

List any materials included in the "Other" category (250 characters max.)

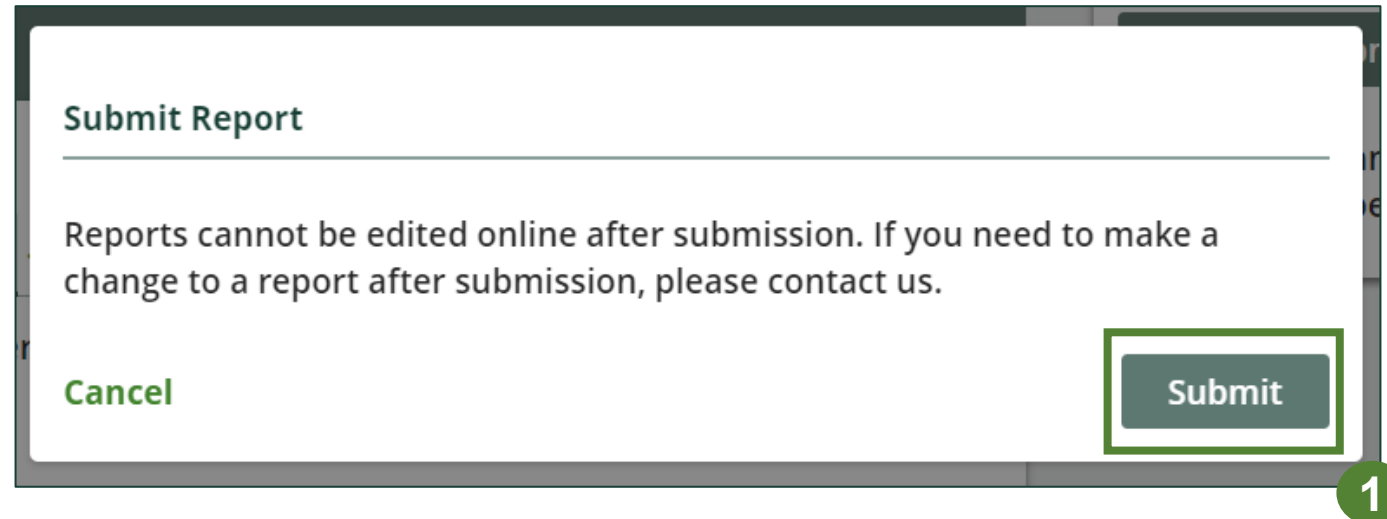
Total Processed Materials data last updated by: Mary Jane on Feb 17, 2022 11:22 AM

Edit

Performance report

Submit your report

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



Performance report

View submitted report(s)

1. On the **ITT/AV 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.

The screenshot shows the 'Producer Reports' section of a web application. At the top, there are tabs for 'PRO Reporting', 'Producers', and 'Producer Reports' (which is active). Below the tabs, there is a heading 'Performance reports from your Producer Responsibility Organizations (PROs)' and a label 'Select a performance year:' followed by a dropdown menu showing '2021'. Below this is a table with four columns: 'Producer', 'Status', 'Last Updated By', and 'Action'. The first row of the table contains the following data: 'Computer Inc' in the 'Producer' column, 'Submitted' (with 'Feb 17, 2022 11:28 AM' below it) in the 'Status' column, 'Circular Economy PRO' in the 'Last Updated By' column, and a 'View' button in the 'Action' column. A green box highlights the 'View' button, and a green circle with the number '2' is next to it. Another green circle with the number '1' is next to the 'Producer' column header. At the bottom of the page, there is a footer with the text 'Need help? Search our Registry Help & Support. Can't find an answer? Contact Us'.

Producer▲	Status	Last Updated By	Action
Computer Inc	Submitted Feb 17, 2022 11:28 AM	Circular Economy PRO	View

Additional Resources



Have a question?

Resources to help you submit your report(s):

- Visit our [ITT/AV](#) PRO webpage for additional information on reporting
- If you can't find the answer you're looking for, send us an email at registry@rpra.ca or call [1-833-600-0530](tel:1-833-600-0530) to speak to our Compliance and Registry Team