# ITT/AV Performance Reporting - PRO Guide

**RPRA** Resource Productivity & Recovery Authority

# Table of Contents

# 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://rpra.ca/programs/electronics/](https://rpra.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.
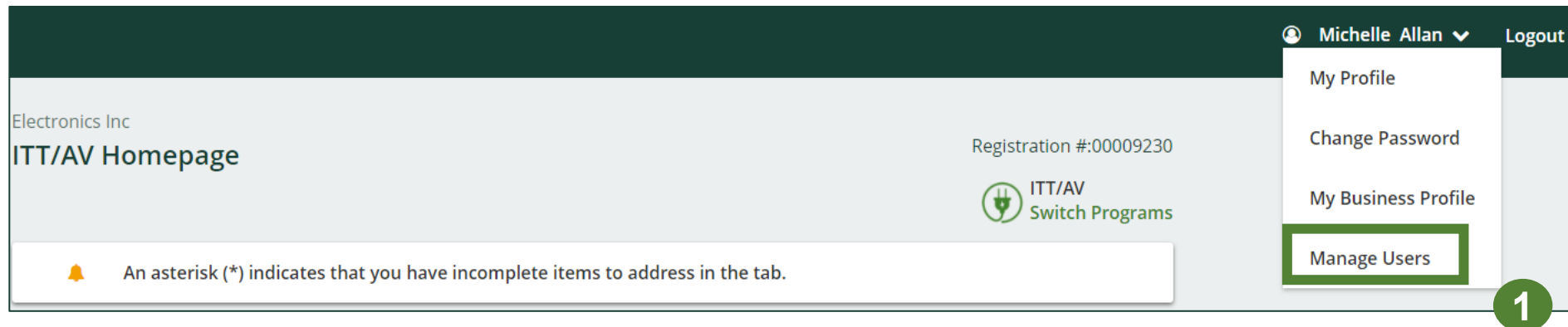
# How to manage contacts on your Registry account cont.

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**.

# How to submit your PRO Performance Report
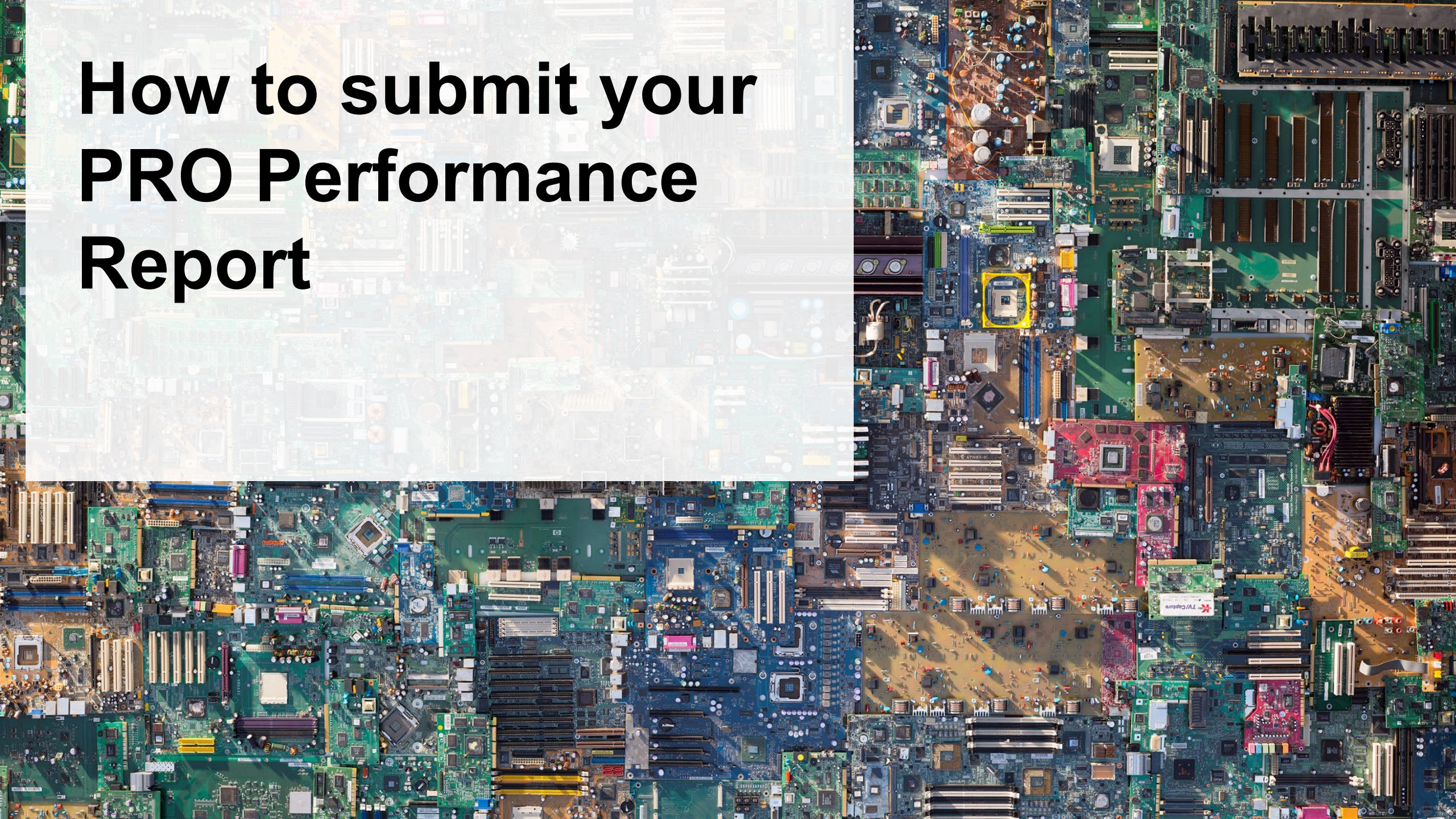
# Performance report
## Accessing your program

1. After logging in, click on the icon for the **ITT/AV** program on your dashboard.
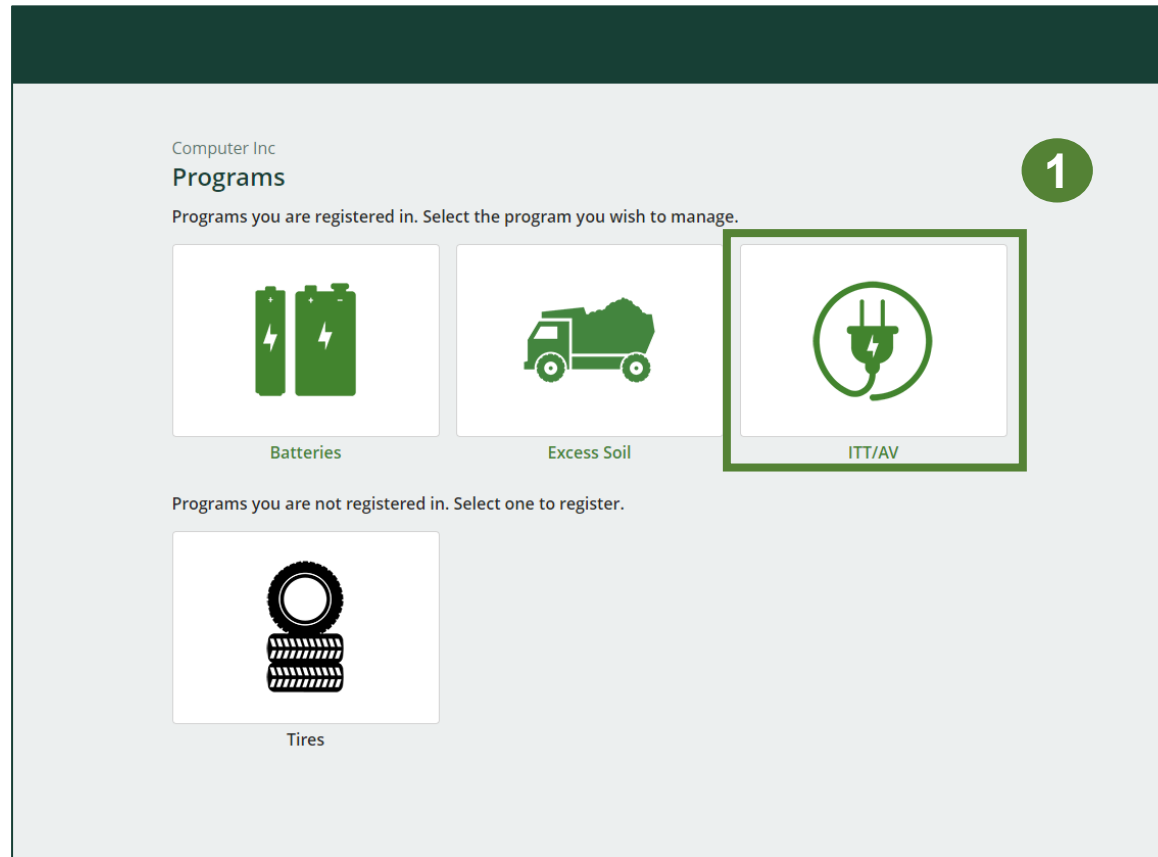
# Performance report
**Starting your own report**

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**.

Circular Economy PRO
## ITT/AV Homepage

Registration #:00008260

ITT/AV
Switch Programs

**PRO Reporting**    Producers    Producer Reports

| Report ▼ | Status | Last Updated By | Action |
|---|---|---|---|
| **1** 2021 ITT/AV Performance - PRO | Not Started<br>Due Date: Apr 30, 2022 | | Start |
| **ITT/AV Collection Services**<br>Identify any curbside collection, direct collection programs or collection events you have performed. | | | Manage |
| **Collection Sites**<br>List the address of each site in your network where ITT/AV are collected. | | | Manage |
| **ITT/AV Management Systems**<br>Identify the haulers, processors and refurbishers you have contracted. | | | Manage |

Need help? Search our **Registry Help & Support.**    Can't find an answer? **Contact Us**

## Attention

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

Cancel                                    Proceed

**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.

# 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

# 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 if ITT/AV may be counted two times its actual weight. Refer to s.17(3) for more information.

# 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**.

# 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.
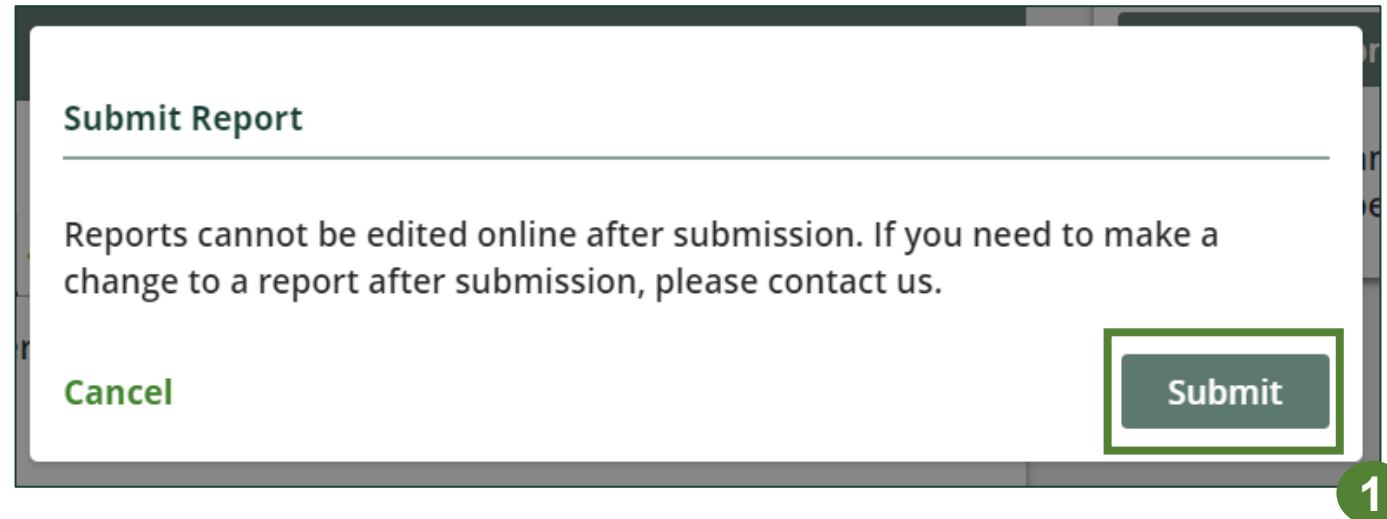
# Performance report
**Submit your report**

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.

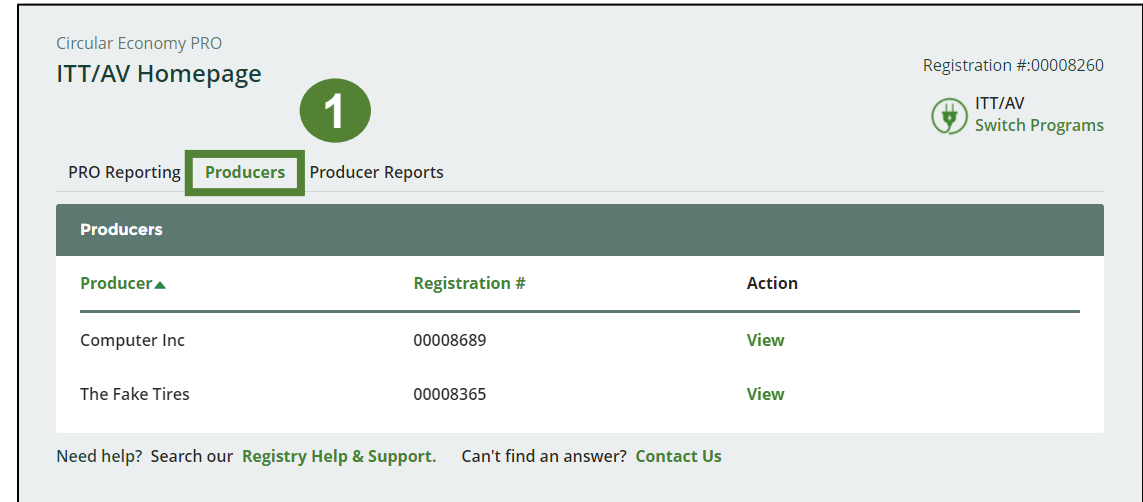# How to submit Performance Reports on behalf of producers

# 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.



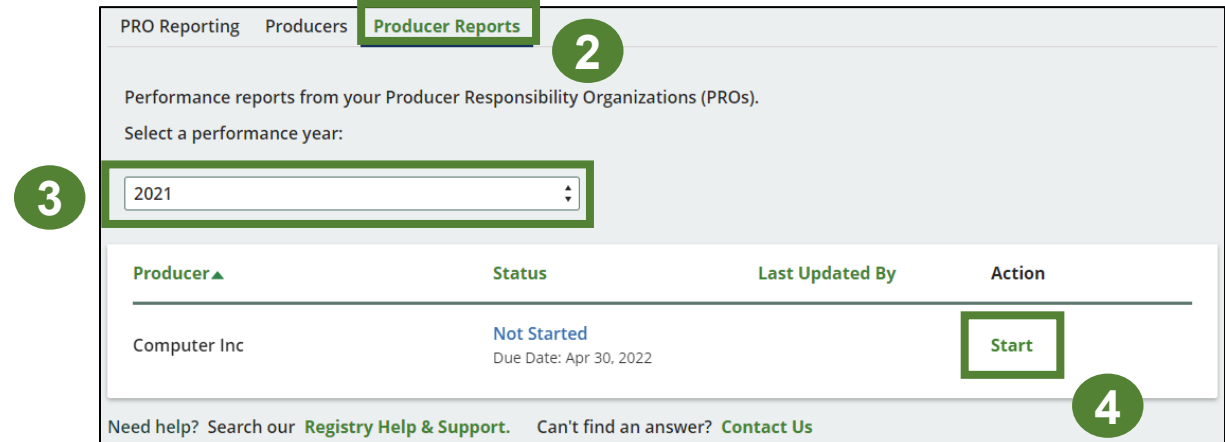Circular Economy PRO
ITT/AV Homepage

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**



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<br>Due Date: Apr 30, 2022 | | Start |

Need help? Search our **Registry Help & Support.**    Can't find an answer? **Contact Us**

# 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.

# 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.

# 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.

# 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.

**2**

**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 | 0 |
| Metals | 0 |
| Plastic | 0 |
| Rare Earth Metals | 0 |
| Glass | 0 |
| Batteries | 0 |
| Mercury | 0 |
| Printed Circuit Boards (PCBs) | 0 |
| Bulbs | 0 |
| Other | 0 |

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

Clear Form    Save & Next

**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.

# Performance report
**Submit your report**

1. After clicking on **Submit Report**, the below notice will appear. After reading the notice, click **Submit**.
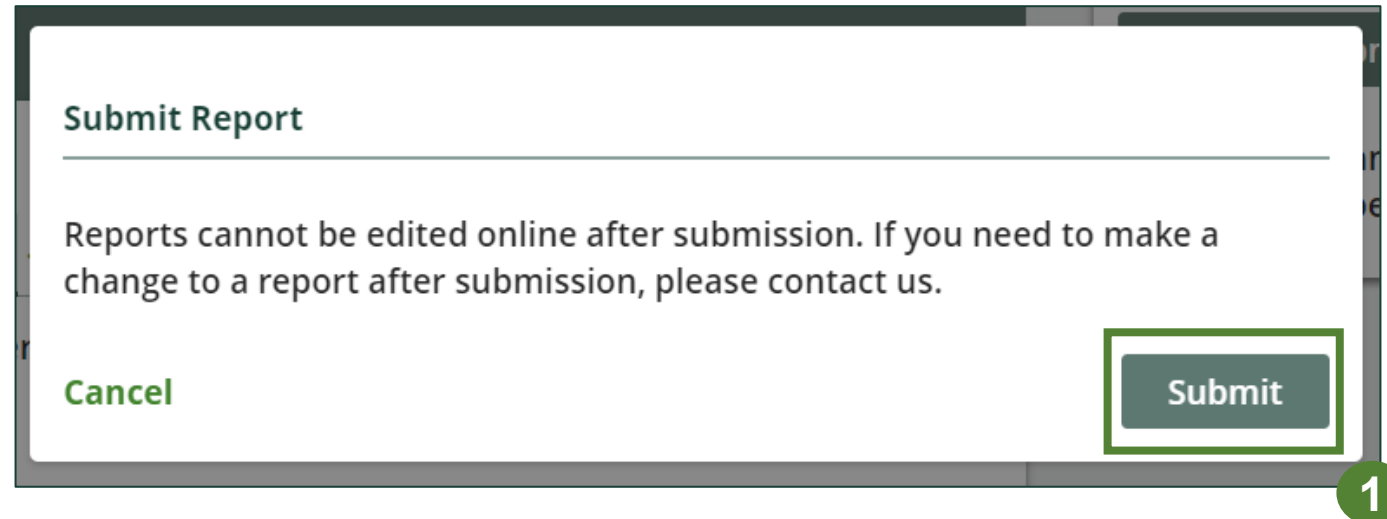
# Performance report
## View submitted report(s)

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.

# 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 to speak to our Compliance and Registry Team