ITT/AV Performance Reporting - Hauler Guide

RPRA Resource Productivity & Recovery Authority

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Introduction

What is batteries performance reporting?

Batteries performance reporting is an annual report that haulers with obligations under the Electrical and Electronic Equipment (EEE) Regulation complete to report on their recovery and management activities in the previous calendar year.

This guide will assist ITT/AV haulers 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/

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

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

1. **Total weight of ITT/AV picked up**
2. **ITT/AV dropped off**
    1. Sent for processing
    2. Sent for refurbishing

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:

- 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:

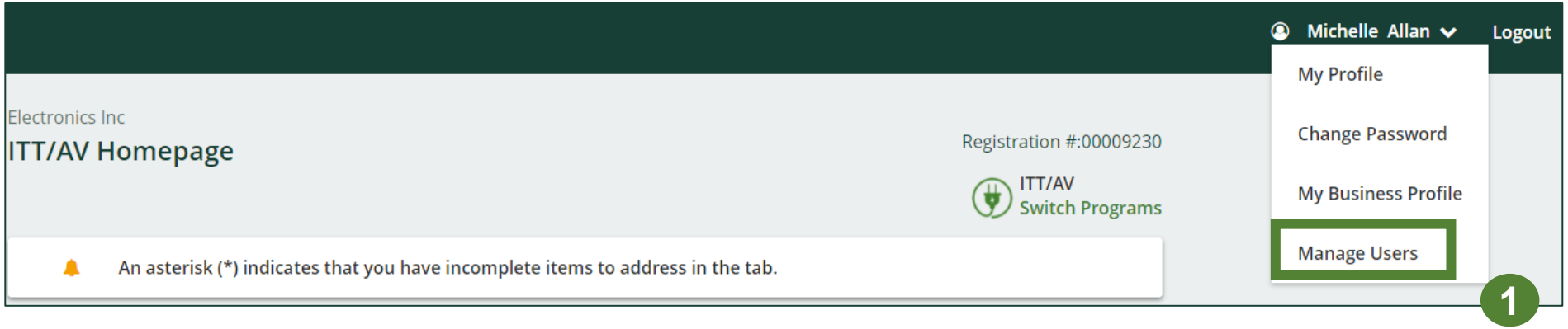
- If you already have an existing Tires account, you do not need to create a new one.
    - Simply log into your existing account, which will bring you to the homepage where you will see all programs you are enrolled in.
    - If you have forgotten your password, click "Forgot Password" on the login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

How to manage contacts on your Registry account

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

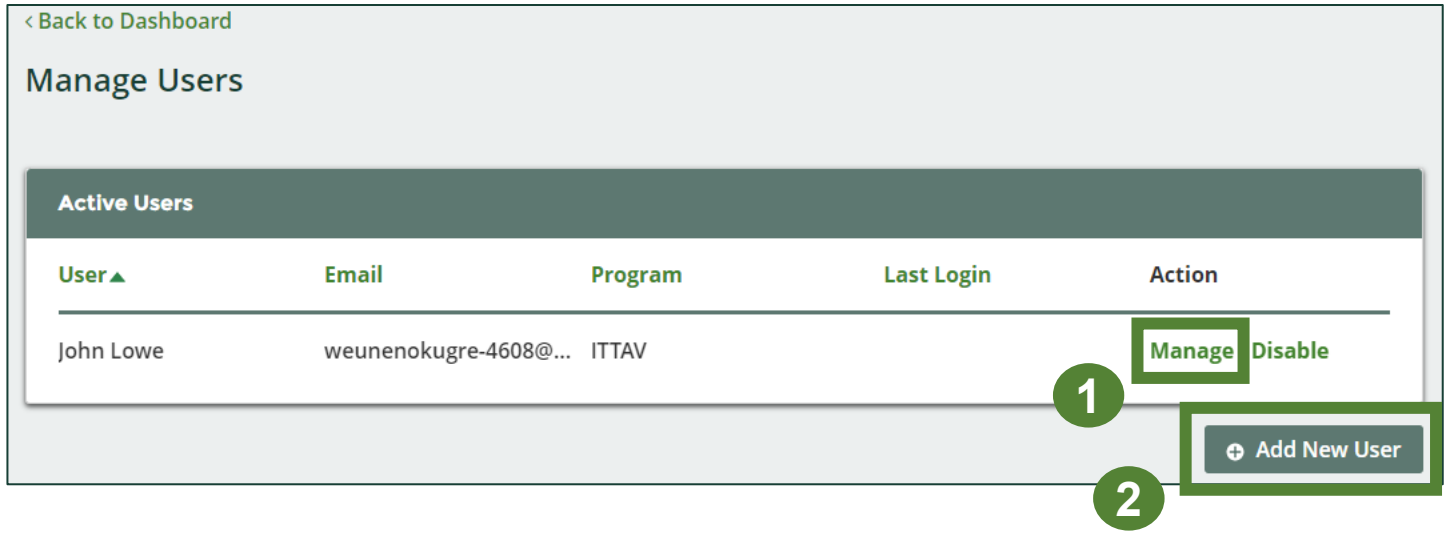
To Manage contacts on your Registry account, please see the following steps:

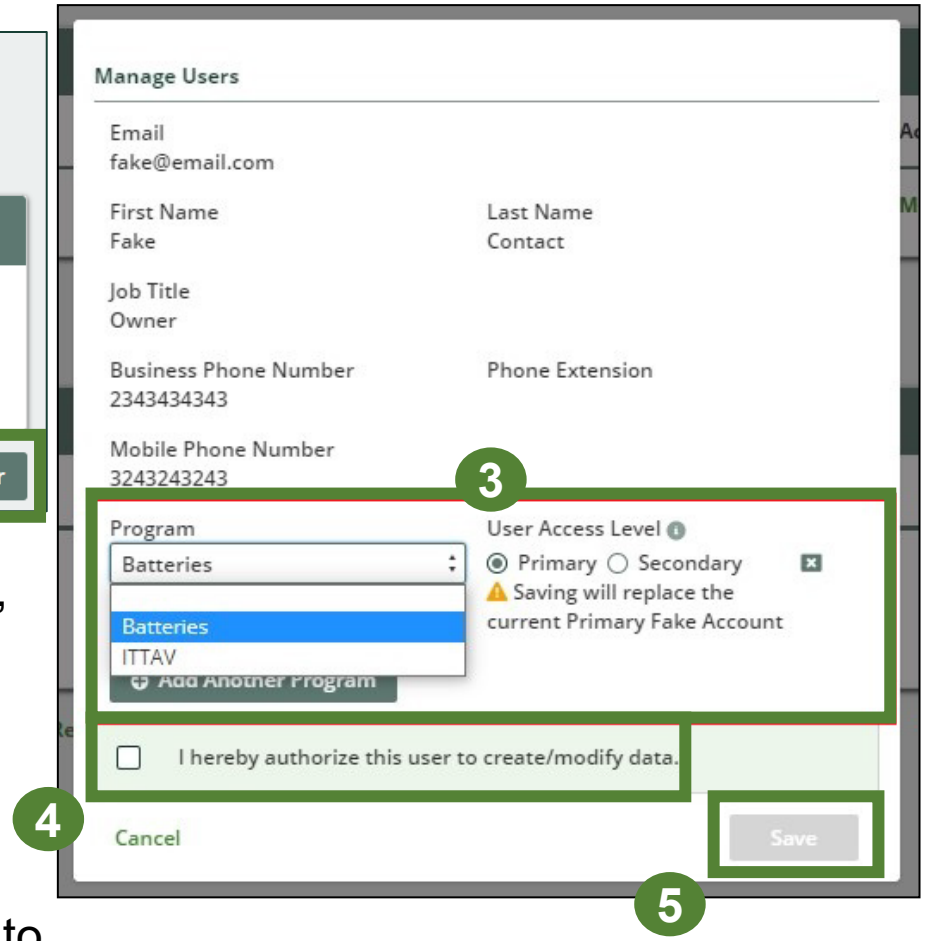
1. Once you are logged into your account, click on the drop-down arrow in the top right corner and select **Manage Users** as shown below.



How to manage contacts on your Registry account cont.

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





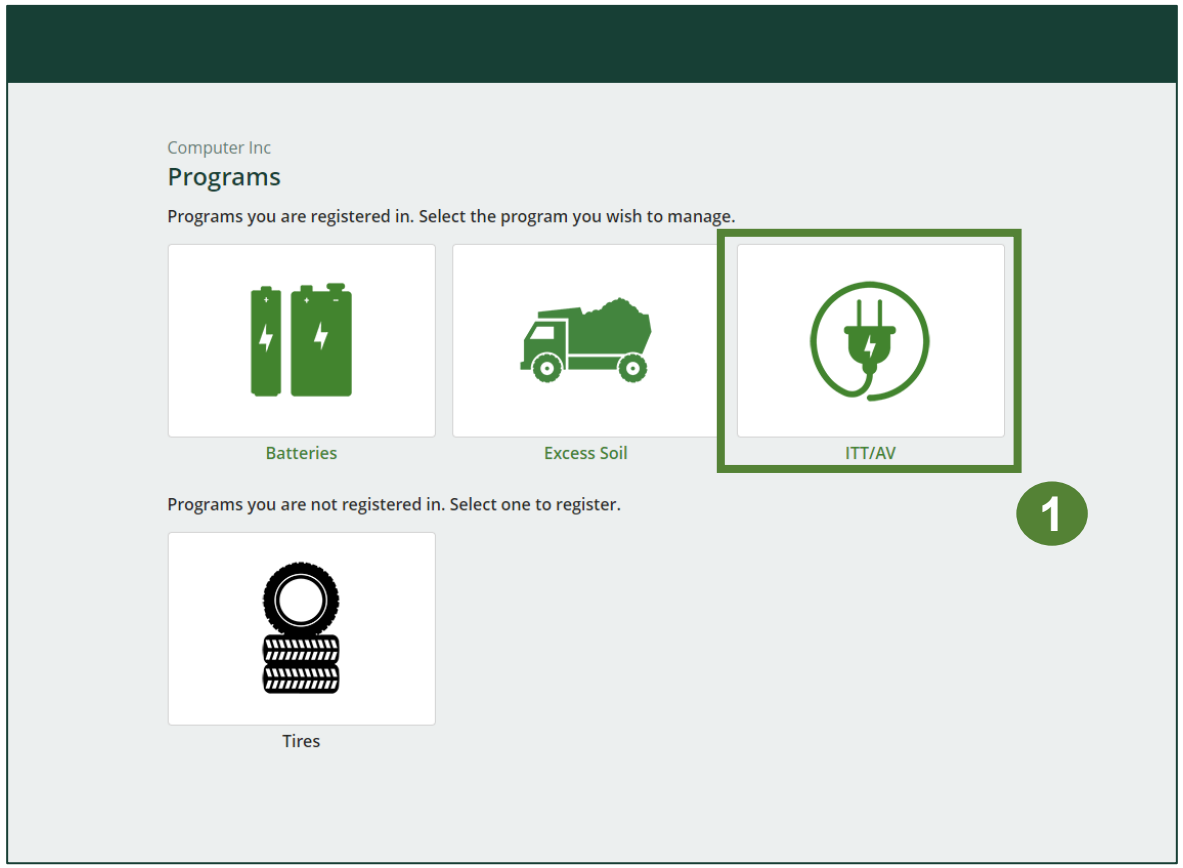
3. To give reporting abilities to a **Primary** or **Secondary** contact, select the program from the drop-down that you would like to grant the user access to.
4. Check the box to authorize the user.
5. Click **Save.**

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

How to submit your Performance Report

Performance report
Accessing your program

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

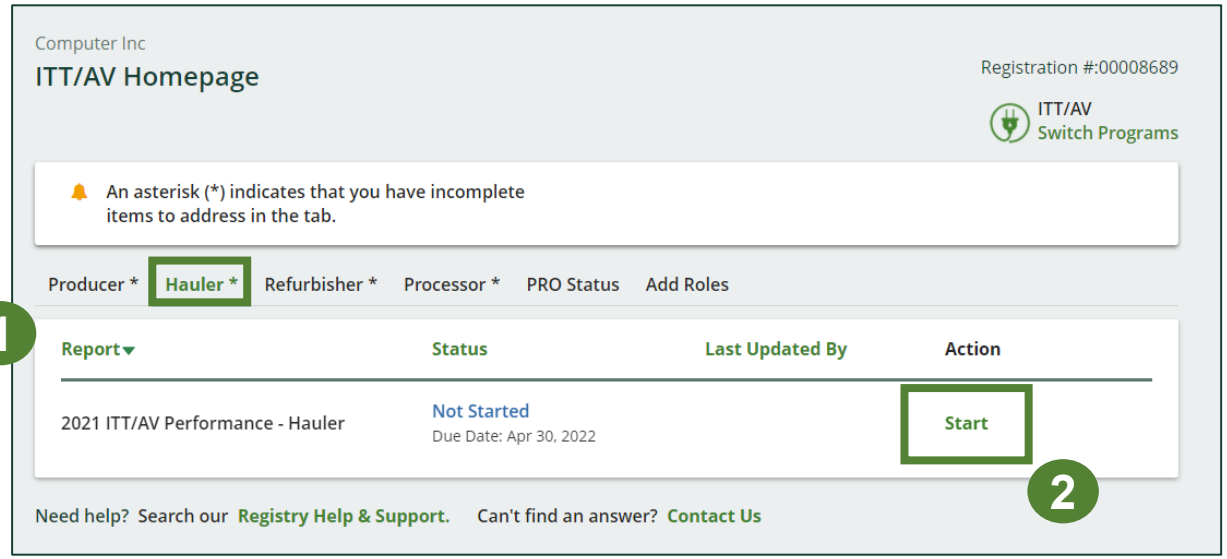


Performance report
Starting your report

1. On the ITT/AV Homepage, click on the **Hauler** tab to navigate to the hauler reports.

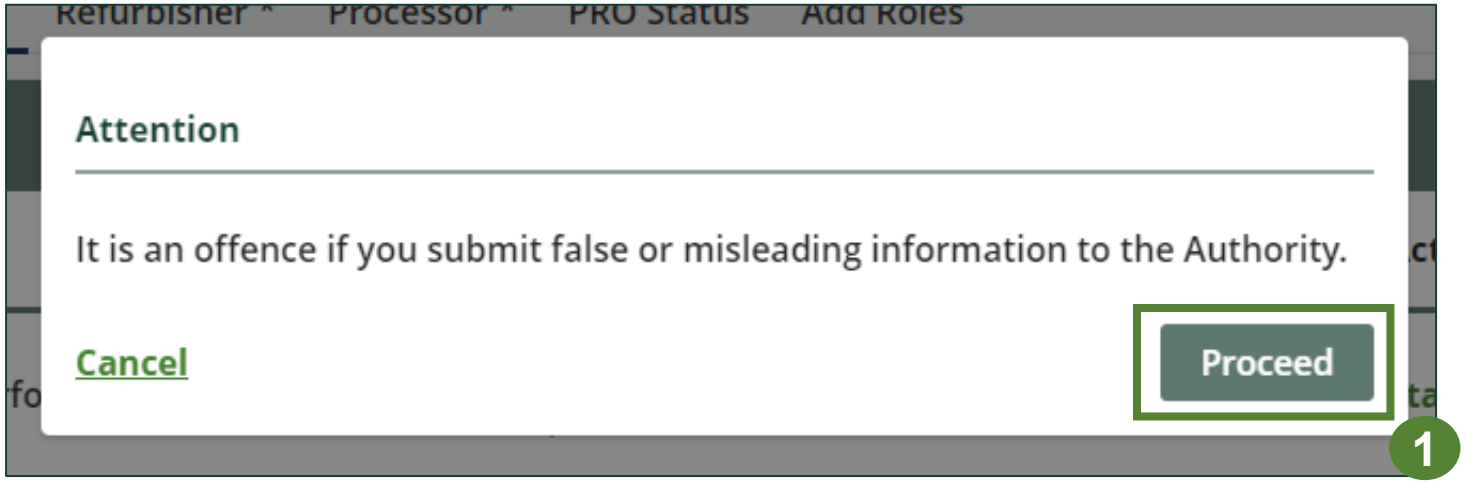
Note: Only the roles you are enrolled in will be clickable (e.g. if you are only a hauler, you cannot click into the other role tabs.).

2. Under **Action**, click on **Start** to begin completing the report for 2021 ITT/AV Performance – Hauler.



Performance report
Starting your report

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



Performance report

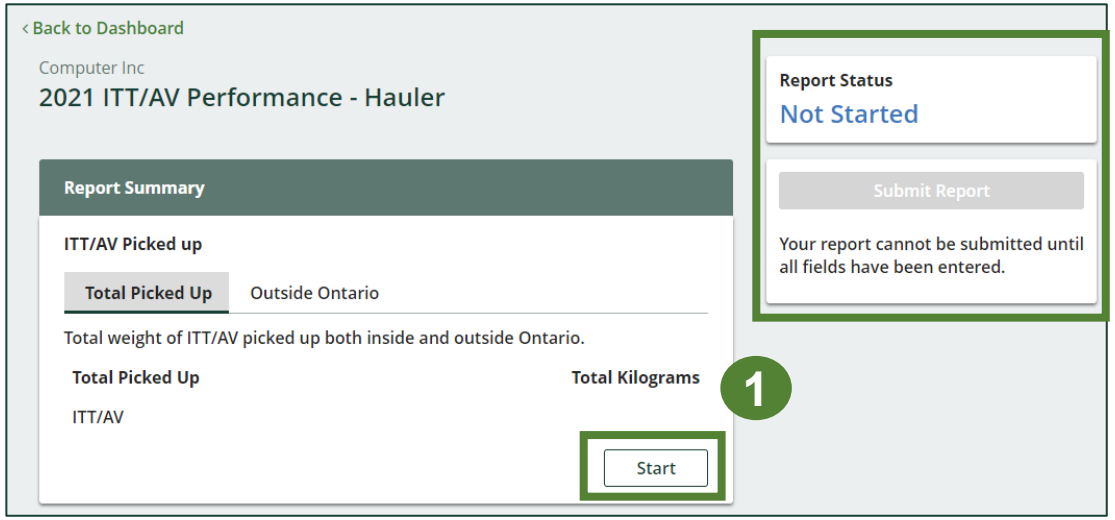
Enter your ITT/AV data picked up inside and outside of Ontario

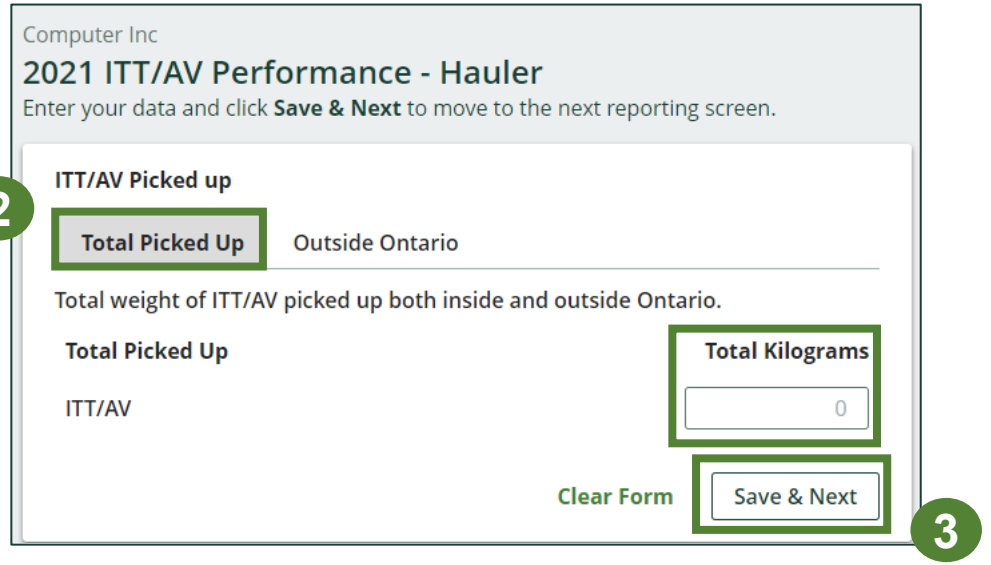
Before entering any information, your report status will be listed as **Not Started**, and **Submit Report** will be disabled until the report is complete.

1. Under **ITT/AV Picked Up**, click **Start** to begin entering the ITT/AV weights.

2. Under **Total Picked Up**, enter the total kilograms of ITT/AV picked up inside and outside of Ontario.

3. Click **Save & Next** to proceed.





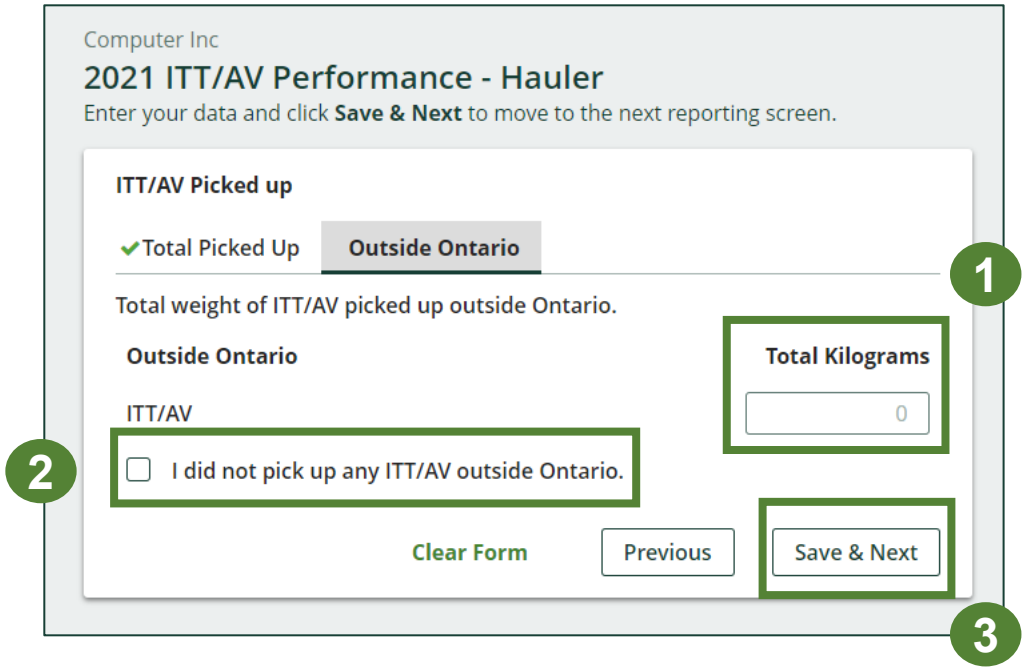
Performance report

Enter your ITT/AV data picked up outside of Ontario

1. Under the **Outside Ontario** tab, enter the total kilograms of ITT/AV under the **Total Kilograms** fields if you picked up ITT/AV outside of Ontario.

2. If you did not pick up any batteries outside of Ontario, leave the kilograms field blank and select the check box for **'I did not pick up any ITT/AV outside Ontario'**.

3. Click **Save & Next** to proceed.



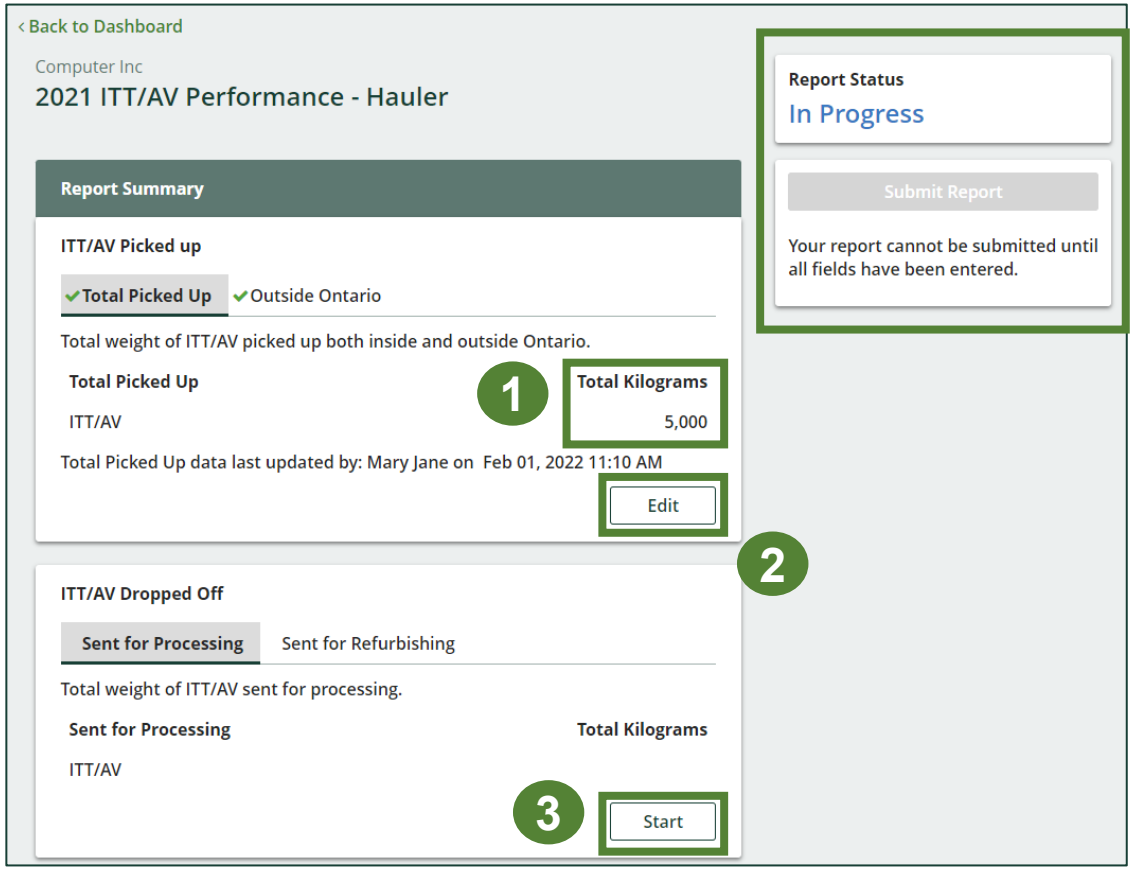
Performance report
Review your ITT/AV pick up data

Once you have begun entering in data for your report, your report status will change to '**In Progress**. You will not be able to click 'submit report' until all fields in the report have been completed.

1. You can review the kilograms of ITT/AV picked up (entered previously).

2. Click on **Edit**, if you need to make a change to the ITT/AV weights.

3. Under **ITT/AV Dropped Off**, click **Start** to enter the ITT/AV weights dropped off for processing or refurbishing.



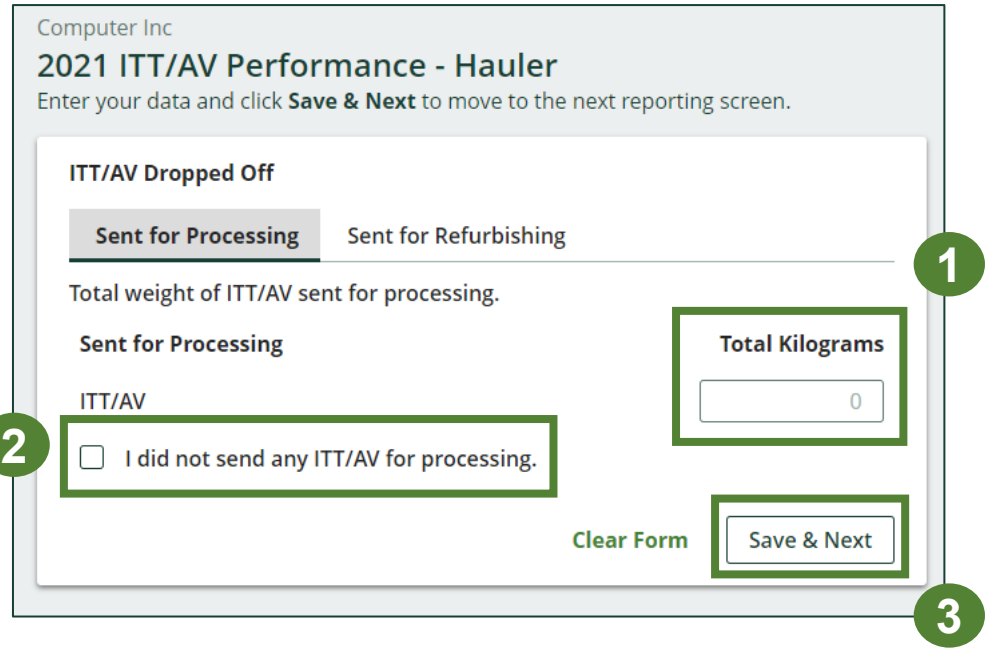
Performance report

Enter your ITT/AV data sent for processing

1. Under **Sent for Processing**, enter the total kilograms for ITT/AV in the fields in the **Total Kilograms** fields.

2. If you did not send any ITT/AV for processing, click on the check box marked '**I did not send any ITT/AV for processing'**.

3. Click **Save & Next** to proceed.



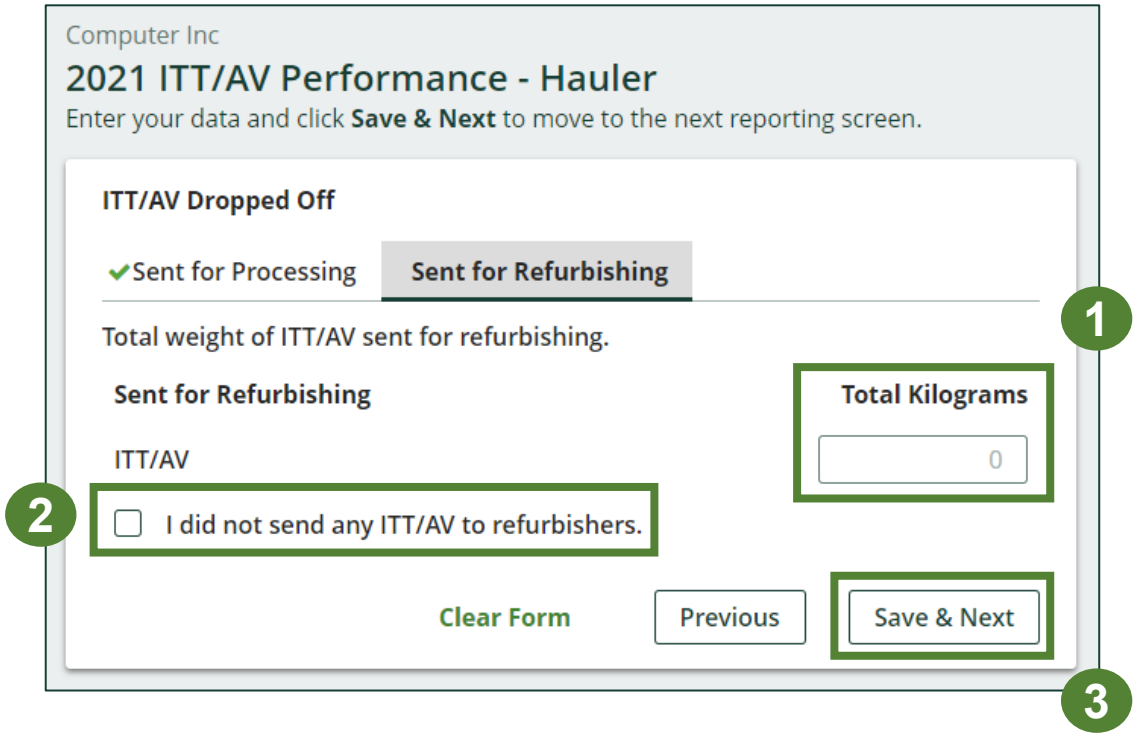
Performance report

Enter your ITT/AV data sent for refurbishing

1. Under **Sent for Refurbishing**, enter the total kilograms of ITT/AV in the fields under **Total Kilograms**.

2. If you did not send any ITT/AV for refurbishing, click on check box marked '**I did not send any ITT/AV to refurbishers'**.

3. Click **Save & Next** to proceed.

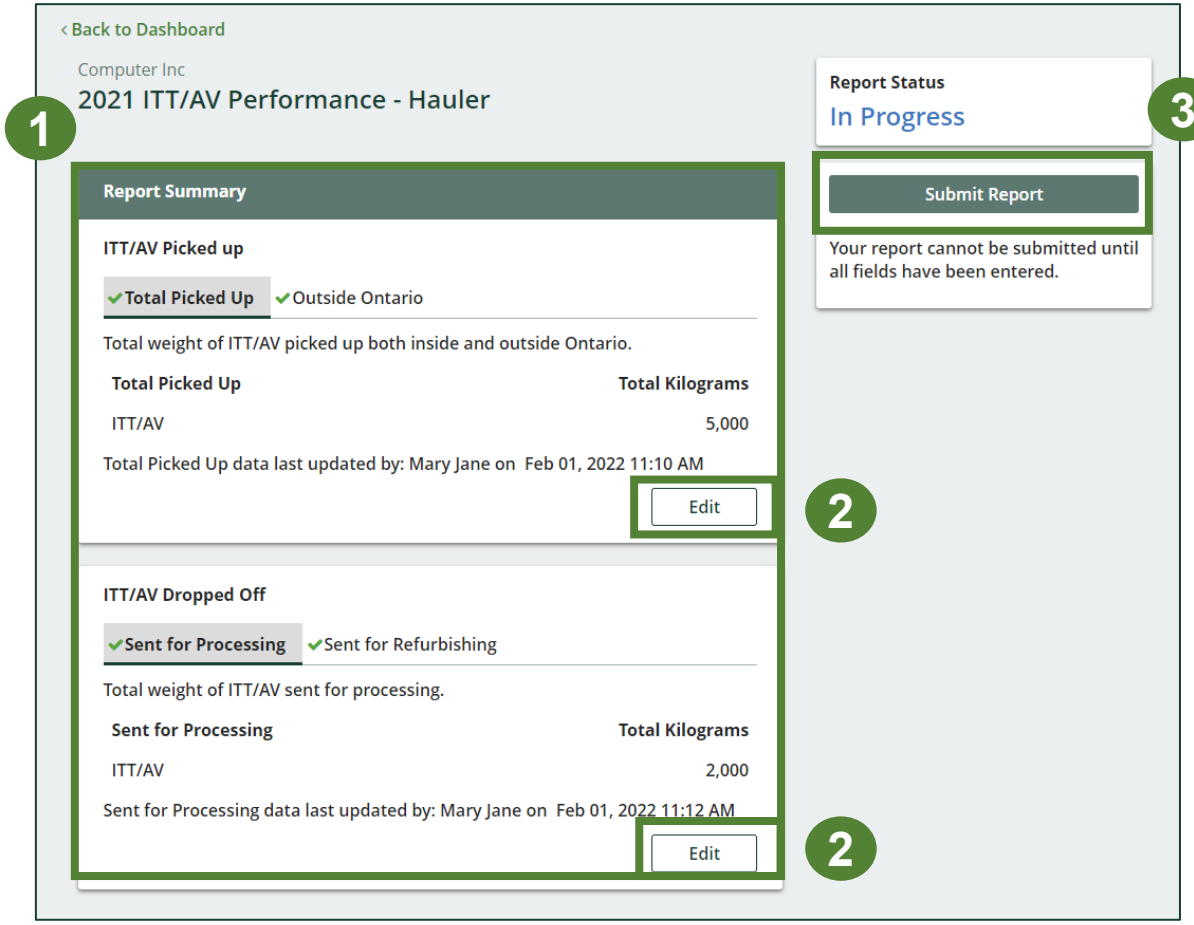


Performance report
Review and submit your report

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

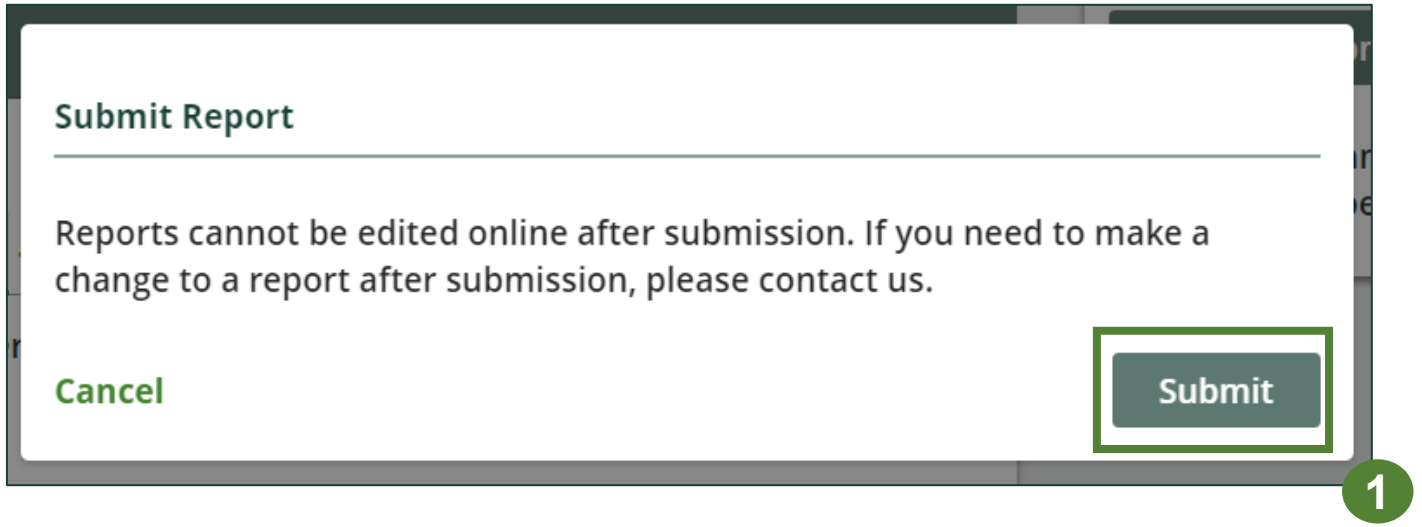
2. Click on **Edit**, if you need to make a change to the ITT/AV weights.

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



Performance report
Submit your report

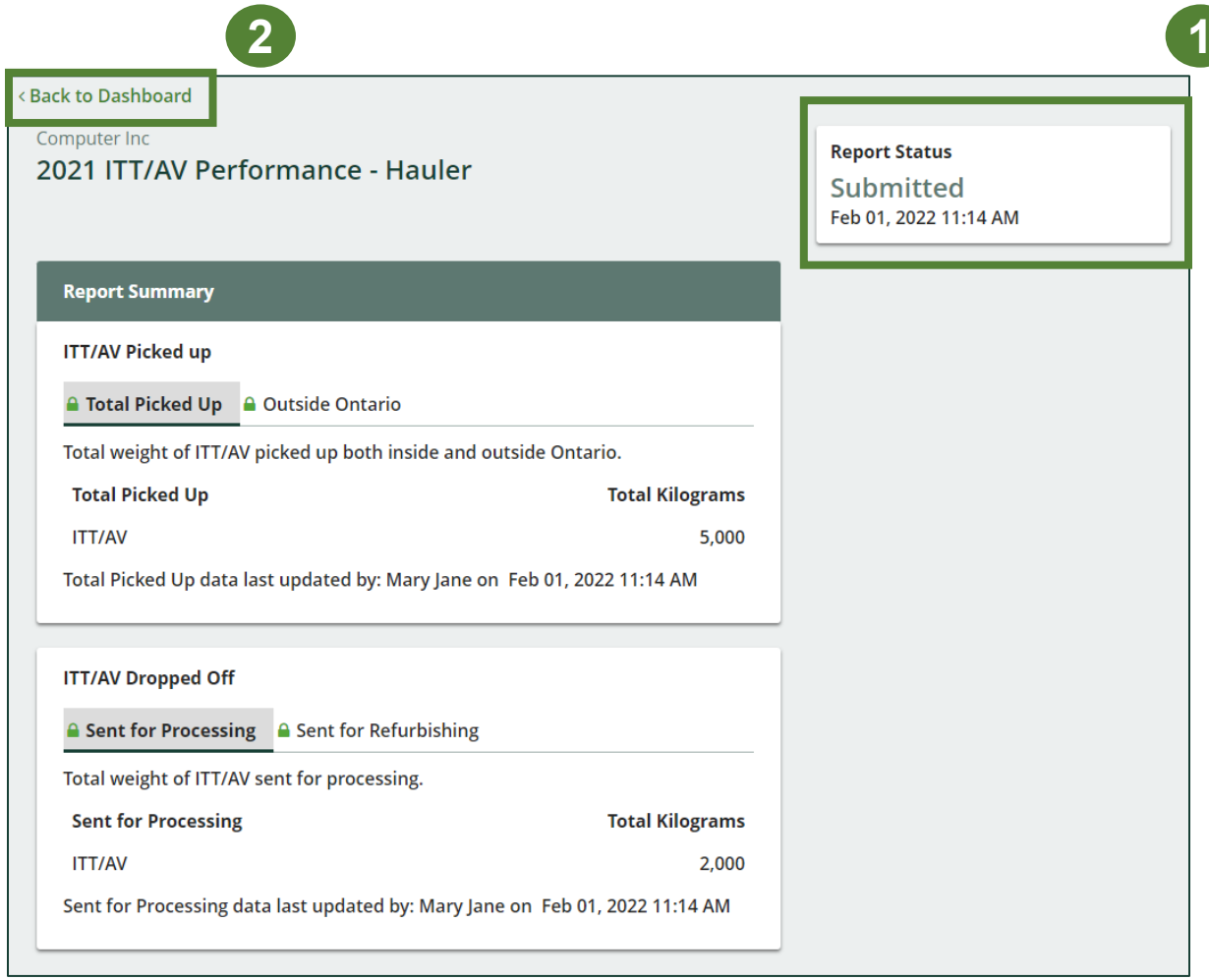
1. After clicking on **Submit Report**, the below notice will appear. After reading the notice, click **Submit**.



Performance report
Submitted report

1. Your report status should now read as **Submitted**.

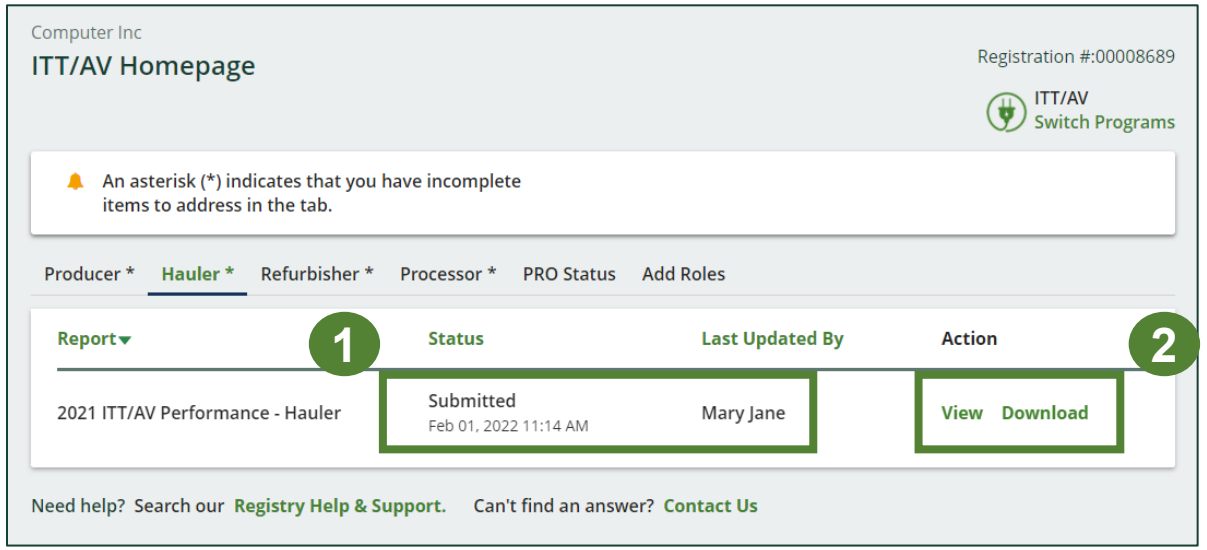
2. Click on **Back to Dashboard** to return to the ITT/AV homepage.



Performance report
View submitted report

1. On the **ITT/AV Homepage** under the **Hauler** tab, your 2021 ITT/AV Performance - Hauler 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.



Additional Resources

Have a question?

Resources to help you submit your report(s):

- Visit our ITT/AV service provider 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