ITT/AV Producer Supply Reporting Guide

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Introduction

What is ITT/AV supply data reporting?

ITT/AV supply data is an annual report that producers with obligations under the Electrical and Electronic Equipment (EEE) Regulation complete to report on the weight of ITT/AV supplied into Ontario from two years prior.

Submitting supply data determines a producers management requirements for the following year.

This guide will assist ITT/AV producers 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/ittav/

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 **1-833-600-0530**.

What data needs to be reported?

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

- The weight of ITT/AV supplied in Ontario in the calendar year, two years prior

- A list of the brands that make up the ITT/AV supplied

How to manage contacts on your Registry account

If Primary Contacts will be submitting the Supply Report, 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 preferences of existing users
2. Click **Add New User** to add an additional user to your account
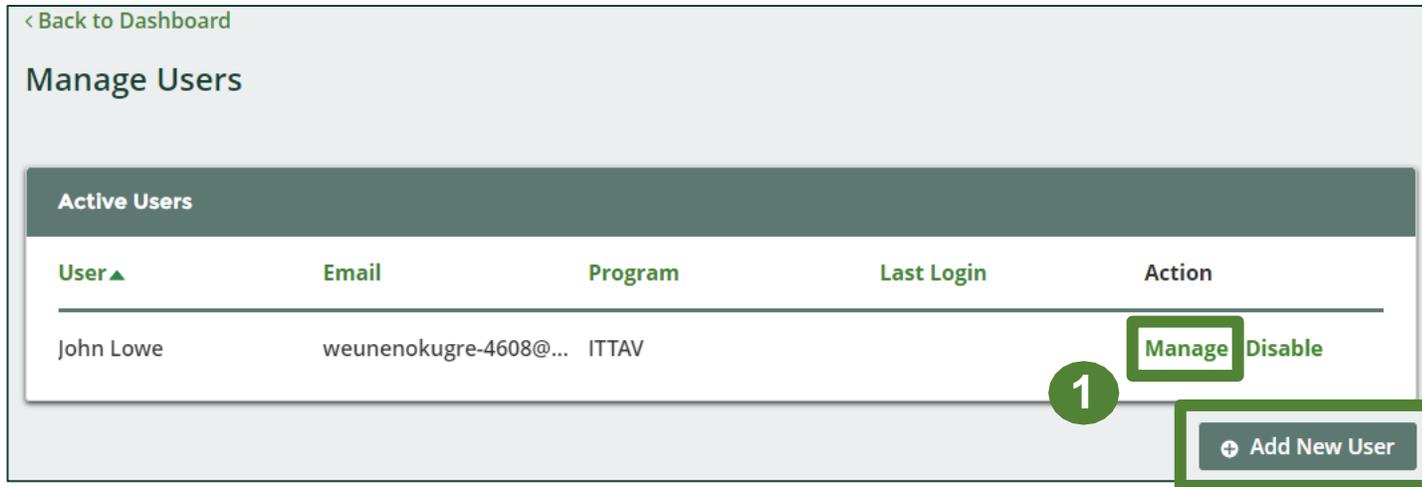
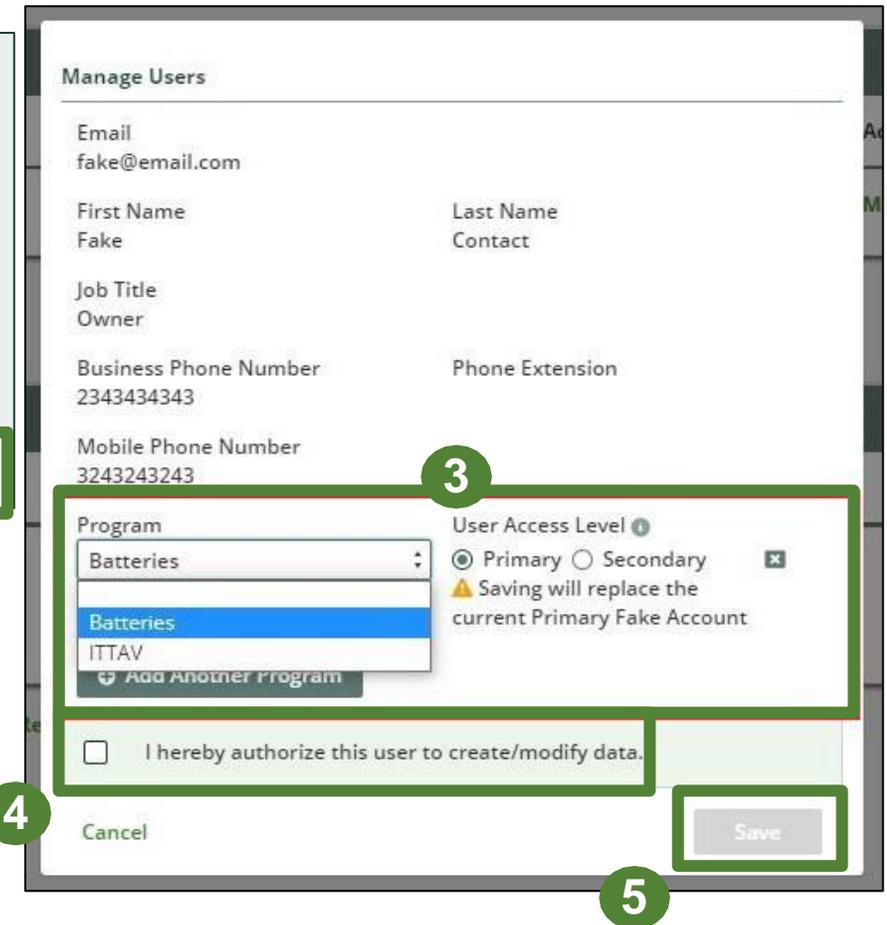3. To give reporting abilities to a **Primary** or **Secondary** contact, select the program from the drop-down that you would like to grant the user access to
4. Check the box to authorize the user
5. Click **Save**

Registry Program Enrollment for New Registrants
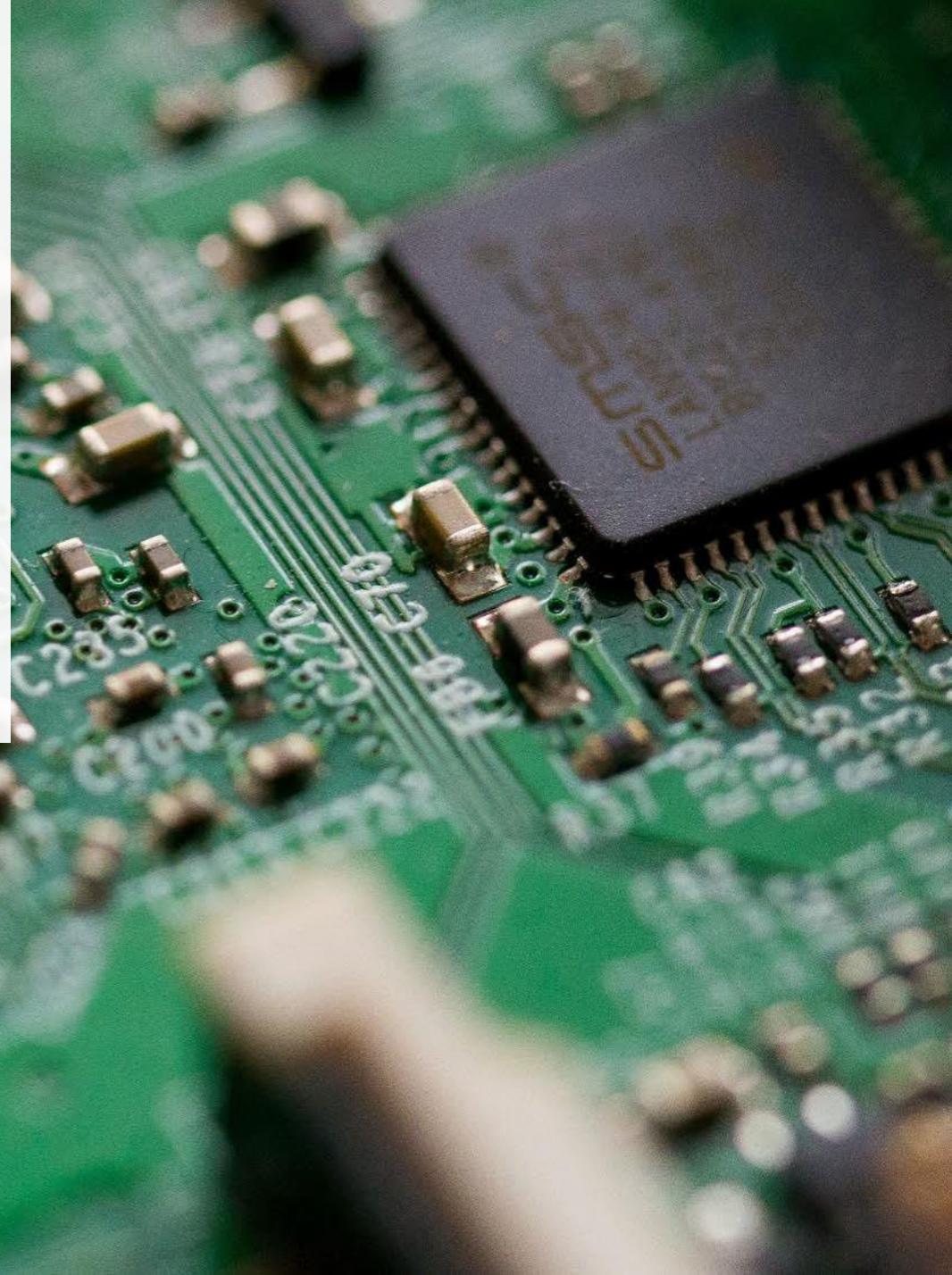
How to enroll in the ITT/AV program as a new registrant

1. After you log into the **Registry**, you will land on the **Programs** screen. This screen will show all programs available to register in

2. Click **ITT/AV**

3. Select the **Producer** role and the year that you began marketing ITT/AV
   - Selecting from this drop-down list will determine if you are required to report on previous years, in addition to the current year

4. Confirm **the role you have selected is correct**

5. Click **Done**
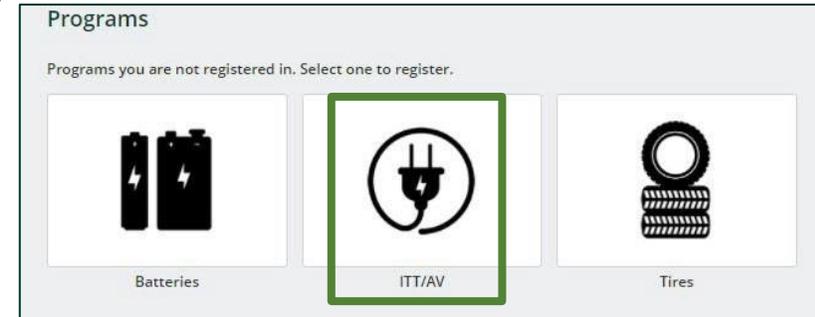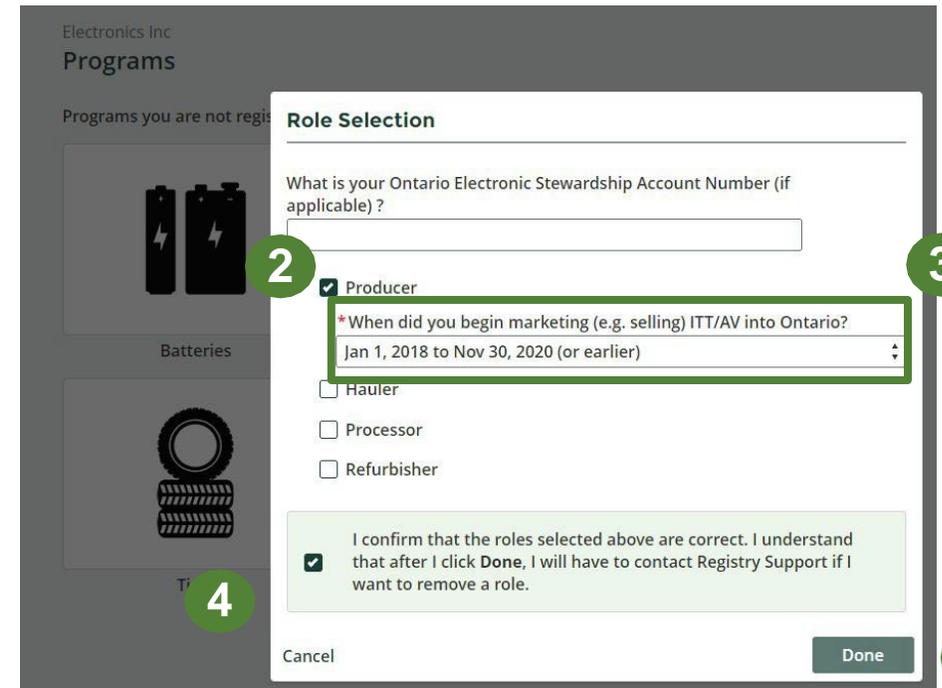
Supply Reporting

Supply report
Starting your report

1. On the **ITT/AV homepage**, you will be able to see all reports that require action

2. Reports must be completed in chronological order
   - If you select the current year (e.g., 2021) and have an overdue report for 2020, you will get an error message

Electronics Inc

ITT/AV Homepage

Registration #:00009230

ITT/AV
Switch Programs

🔔 An asterisk (*) indicates that you have incomplete items to address in the tab.

Producer *   PRO Status   Add Roles

Report ▾	Status	Last Updated By	Action
2021 ITT/AV Supply Report	Not Started Due Date: Apr 30, 2021		Start
2020 ITT/AV Supply Report	Not Started Due Date: Apr 30, 2020		Start

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

🔔 Reports must be submitted in chronological order. Return to the dashboard to complete your previous year's report.

‹ Back to Dashboard

Supply report
Starting your report

1. Under Action, click **Start** on the earliest required report

2. A window about submitting false or misleading information will then pop up, click **Proceed**

Supply report
Entering your supply data

1. On the **ITT/AV Supply Report** screen, enter in your supply data for the applicable report.
   * see slide 5 for which data needs to be reported

2. Click **Open** to use our weight conversion tool to determine weights

3. Click **Save & Next**

Greens Glow Inc.

2025 ITT/AV Supply Report

Enter your data and click **Save & Next** to move to the next reporting screen. Click Previous to return to the previous reporting screen. You will be able to view your collection system requirements and minimal management requirements before confirming payment.

Supply Data	Brand Supply	Confirm and Pay

🔒 2021   🔒 2022   **2023**

Click **Open** to use our conversion tool to calculate the weight of ITT/AV from the number of units supplied.   **Open**

1   **Weight (in kg)**   **Weight From Conversion Tool**   **Total Kilograms**   **2**

| 16500 | 0 | 16,500 |

☐ No ITT/AV supplied   **Clear Form**

You can enter either the actual weight or your own calculated weight of ITT/AV in the **Weight (in kg) box**. Provide the details of the method used to calculate the weight of **ITT/AV** if not using the Weight Conversion Tool (max. 250 characters).

3

*Press **Save & Next** to continue to Management Reductions*   **Previous**   **Save & Next**

Weight Conversion Tool - ITT/AV Supplied 2023

Click the icon (i) next to each category for examples of included items. The listed examples do not capture all obligated products and equipment. If you supply ITT/AV products in a category not listed here, you must report the actual weight in your supply report.

ITT/AV Category	Units	Conversion Factor	Kilograms
1 - Small IT Equipment/Computer Peripherals ⓘ	0	x 0.4 kg	0
2 - Desktop PCs ⓘ	0	x 8.77 kg	0
3 - Portable Computers (Laptops and Tablets) ⓘ	0	x 0.85 kg	0
4 - Desktop/Countertop Printers (includes printer cartridges sold with) ⓘ	0	x 10.32 kg	0
5 - Desktop Printer Ink Cartridges ⓘ	0	x 0.12 kg	0
6 - Non-Cellular Telephone and Answering Machines ⓘ	0	x 0.45 kg	0
7 - Mobile Phones ⓘ	0	x 0.09 kg	0
8 - IT Equipment, including wide format printers ⓘ	0	x 48.02 kg	0
9 - Floor Standing Printers ⓘ	0	x 122.86 kg	0
10 - Toner Cartridges for floor standing multi-functional equipment ⓘ	0	x 0.84 kg	0
11 - Flat Display Panel Monitors ⓘ	0	x 5.5 kg	0
12 - Small Personal Electronics ⓘ	0	x 0.39 kg	0

Supply report
Brand supply

After saving the **Supply Data** data, the report will navigate to the **Brand Supply** tab.

1. In the **search bar,** enter in the name of the ITT/AV brand(s) you supply
   - Type any **alphanumeric values** into the search bar to find the appropriate brand(s)

2. If you are not able to find the names of the brand(s) of ITT/AV supplied, you will add it in manually into the **open text field** at the bottom of the screen

3. Click **Save & Next**

Note: brands you selected in the current year will automatically populate under the **Selected Brands** list for future reports

Greens Glow Inc.
2025 ITT/AV Supply Report
Enter your data and click **Save & Next** to move to the next reporting screen. Click Previous to return to the previous reporting screen. You will be able to view your collection system requirements and minimal management requirements before confirming payment.

Supply Data > Brand Supply > Confirm and Pay

Add Brands

Enter all brands that you included in your supply regardless of why you are the producer for them (e.g., importer or brand holder). If you supply a large number of brands (more than 25) you can contact Registry Support to obtain an excel template to fill out instead.

Search Brands   🔍 Enter search terms here   **(1)**

Name	Action
1800 DUMMY CAMERA	Add
22 Miles	Add
2gig	Add
2GIG TECHNOLOGIES	Add
2K	Add

5+   <   Page 1 of 448   >   5 entries per page ▼

Selected Brands   🔍 Enter search terms here

Name	Action
Kirkland	Remove
Electra Glide	Remove
Egytronic	Remove

If you cannot find brands you supplied in the searchable list, add them here.   **(2)**

Click Save & Next to view the Report Summary and complete your report.   Previous   Save & Next   **(3)**

Supply report
Summary review

1. When reviewing **Supply Report** data, you can edit before submitting

2. In the top left, you will see your **minimum management requirement** for the following year. This information will also be used to calculate whether you are a large or small ITT/AV producer for the purpose of submitting a Supply Data Verification Report in the next reporting cycle. Review the EEE Audit and Verification Procedure to determine if you are a small or large producer.

3. Toggle between reporting years
   - Any year with a **green check mark** beside it can still be edited
   - Any year with a **green lock icon** will be read-only

Greens Glow Inc.
2025 ITT/AV Supply Report

1

Report Summary

Your minimum management requirements for 2026 are:

10,508 Kilograms   **2**   ITT/AV

You must meet the collection system requirements of a **Small Producer.**

Your minimum management requirements are calculated in accordance with Section 14 of the EEE Regulation. Your collection system requirements are calculated in accordance with Part III of the EEE Regulation.

🔒 2021   🔒 2022   ✓ 2023

Weight (in kg)	Weight From Conversion Tool	Total Kilograms
14,800	0	14,800

2021 data last updated by: Jessie James on Mar 05, 2025 03:55 p.m.

3

Edit Report

Supply report
Upload Verification Report

Starting in 2023, only large producers are required to submit a Verification Report.

1. Click the upload field to attach **a pdf** or **an image** to proceed to payment processing

2. Once the Verification Report is submitted, the Select Payment Method button will be highlighted in green
    - Clicking this button will take you to a drop-down menu of payment methods to complete the transaction

Report Status
In Progress

Submit Report

Upload Verification Report ⓘ

Upload **1**

Registry Fee Payment ⓘ

$328.70

Select Payment Method **2**

Supply report
Payment submission

Before submitting the report, you will need to select and submit payment for the **Registry Fee**. This amount has been calculated in the system based on the supply data you have provided.

1. Click select **payment method**

2. Click from the drop-down menu for your preferred method
   - If you choose any payment option other than credit card and bank withdrawal, you will receive an email with instructions on how to submit payment

3. Click **Submit**
   - Once the payment is submitted, the **Report Status** will change to **Submitted** and will provide a summary

Supply report
Submitted

On the ITT/AV homepage, you can **view** and **download** your submitted reports and invoices.
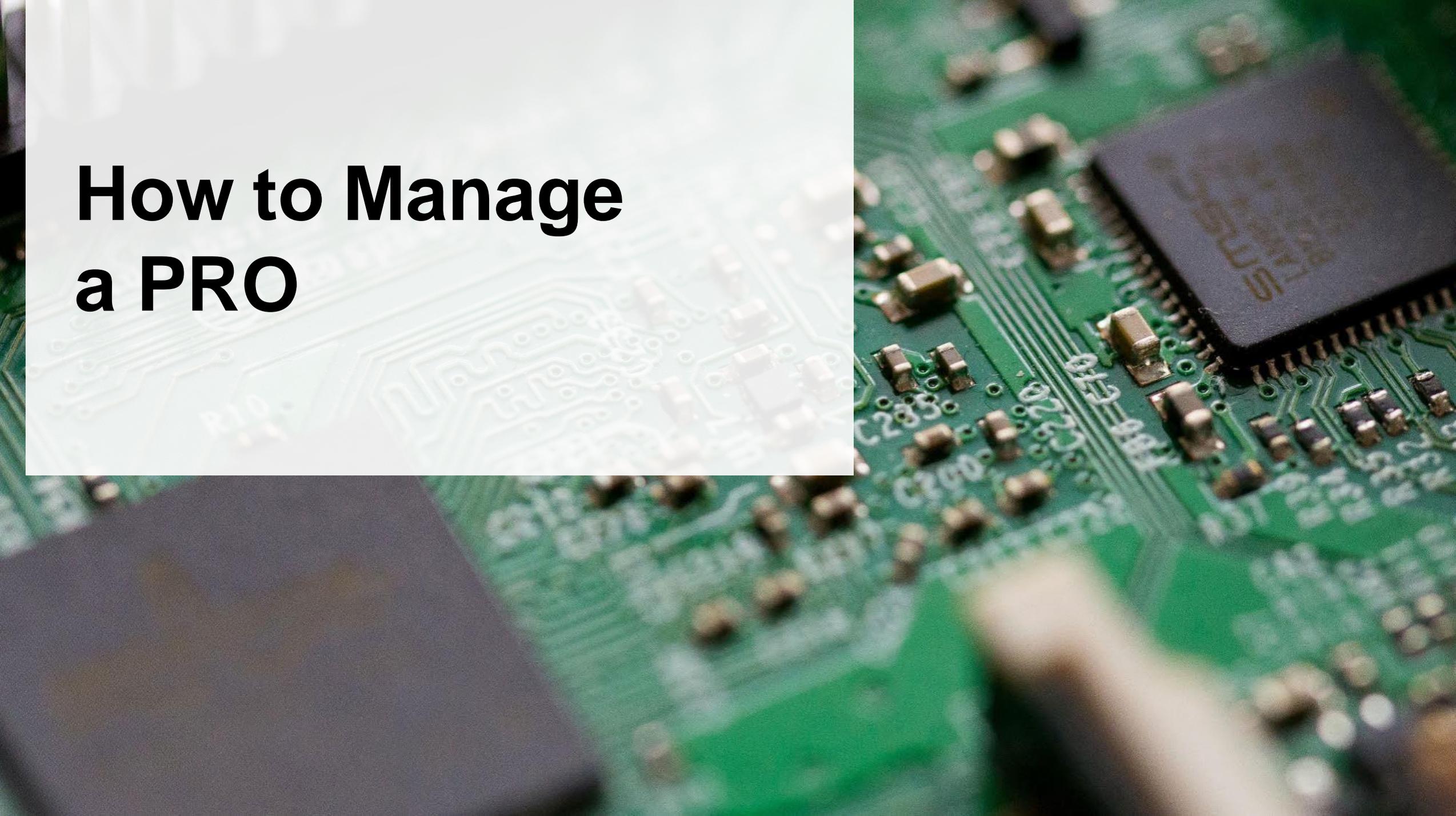
How to Manage a PRO

Managing a PRO
Reporting responsibility selection

As a Producer, you can **add a PRO** to report on your behalf.

1. This PRO will either be responsible for **all or part of your report**

2. You will select the **year of service start and end date**. Once you have added them, the PRO will see the reports they are required to complete

3. To add additional PROs, click **Add PRO**

Note: only Account Admins can select PROs

Manage Reporting Responsibilities

Indicate whether you will be reporting your own performance, collection and management in part or in whole. If a PRO will be reporting on your behalf, select "Does not report" from the dropdown list.

Producer		Responsible for Performance Report	Responsible for Collection and Management Report
		Reports in part ▾	Reports in part ▾

Select the PROs that will be reporting on your behalf. If you have multiple PROs reporting your performance or collection and management, select "Reports in part" from the dropdown list.

PRO	Service Start Date ⓘ	Service Stop Date ⓘ	Responsible for Performance Report	Responsible for Collection and Management Report
	25-Jun-2021 📅	25-Jun-2024 📅	Reports in part ▾	Reports in part ▾

⊕ Add PRO

☐ I confirm that I have a contract with the PROs identified and authorize them to have access to report performance, collection and management data on my behalf.

Cancel   Done

FAQs
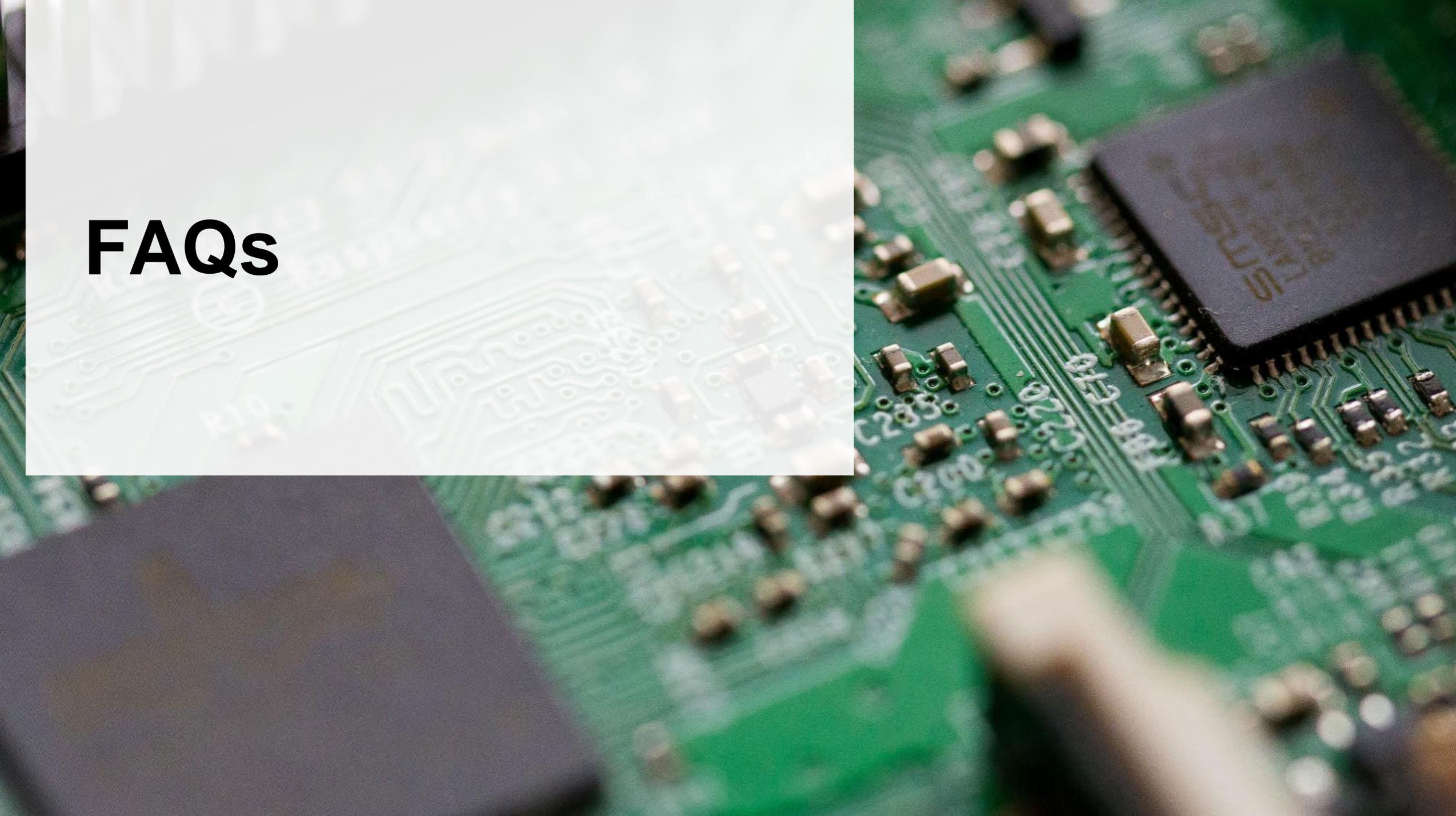
Frequently Asked Questions

1. If I do not know my actual weights of ITT/AV, can I use the weight conversion table?
   - Yes. You can use our weight conversion calculator to determine weights, in which case you will need to determine the number of units sold into Ontario. For more information, visit our [EEE Verification and Audit Procedure](#).

2. How do I view my management requirement?
   - To view your minimum management requirement, follow these steps:
     1. Go to your Dashboard
     2. Under Action, click View for the report year you'd like to see
     3. Under Report Summary, you will see your minimum management requirement for the following year

Frequently Asked Questions cont.

3.   For annual Supply Data Verification Reporting, how do I know if I am a small or large ITT/AV producer?

For the purposes of ITT/AV supply data verification, "large ITT/AV producer" means an ITT/AV producer with a minimum management requirement greater than or equal to 200,000 kilograms in the previous calendar year.

Beginning in 2023, only large producers are required to submit a Supply Data Verification Report. Small producers will no longer be required to submit a verification report but will be subject to inspections. Review the EEE Verification and Audit Procedure for more information.