ITT/AV Performance

PRO Reporting 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 ensure that 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 the management requirement 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/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 **647-496-0530** or toll-free at **1-833-600-0530**.

What data needs to be reported for the 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

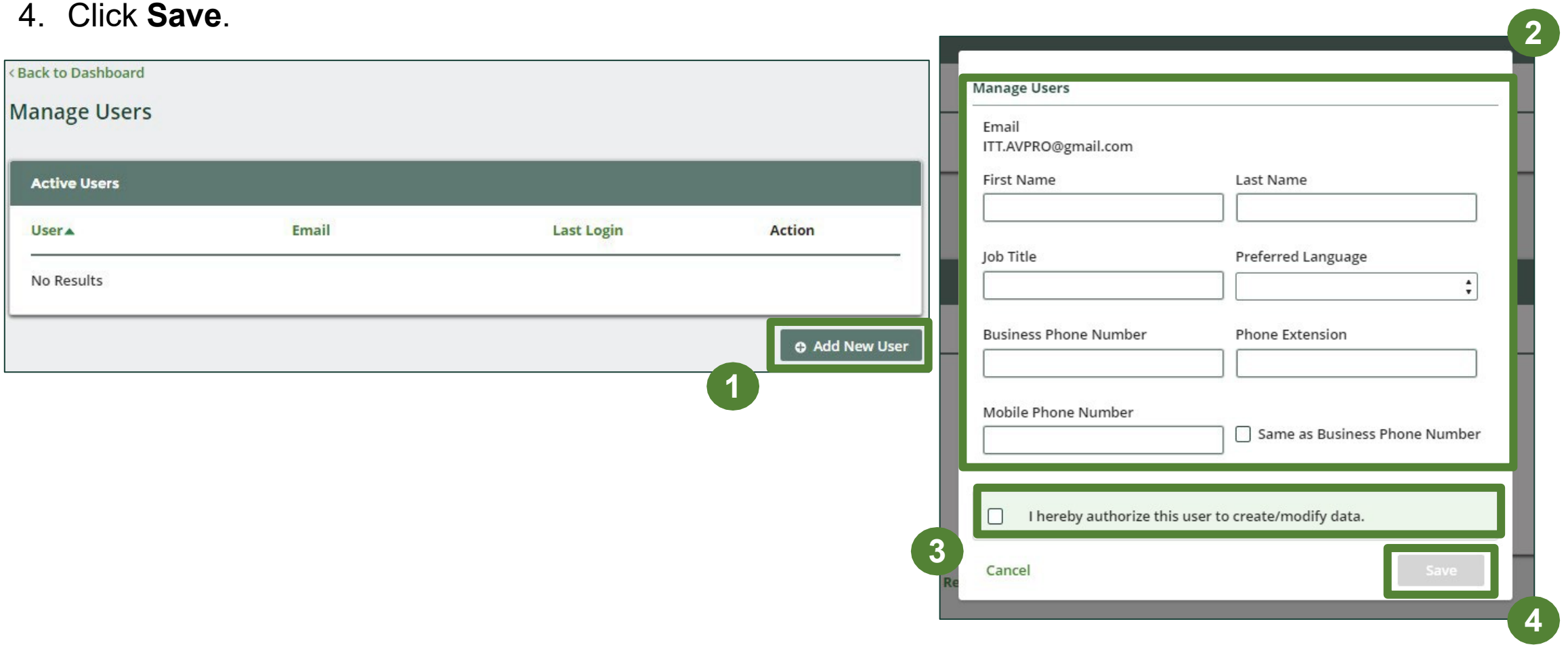
Account Admins must add any new, or manage existing, ~~c~~ontacts under the program they wish to give them access to (e.g., permissions to view and complete Reports).

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.

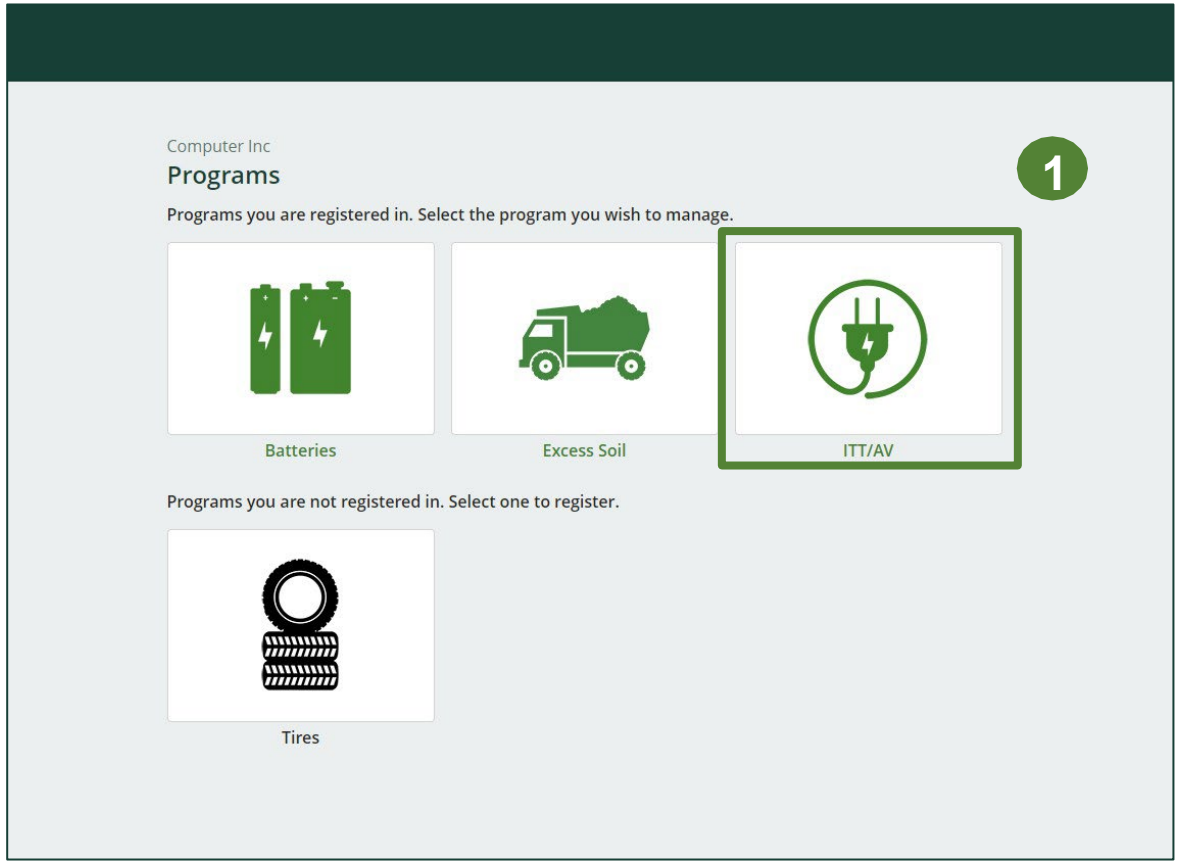
1. Click **Add New User** to add an additional user to your account.
2. Under **Manage Users**, fill in user contact information.
3. Click **“I hereby authorize this user to create/modify data.”** to grant permission.
4. Click **Save**.



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.

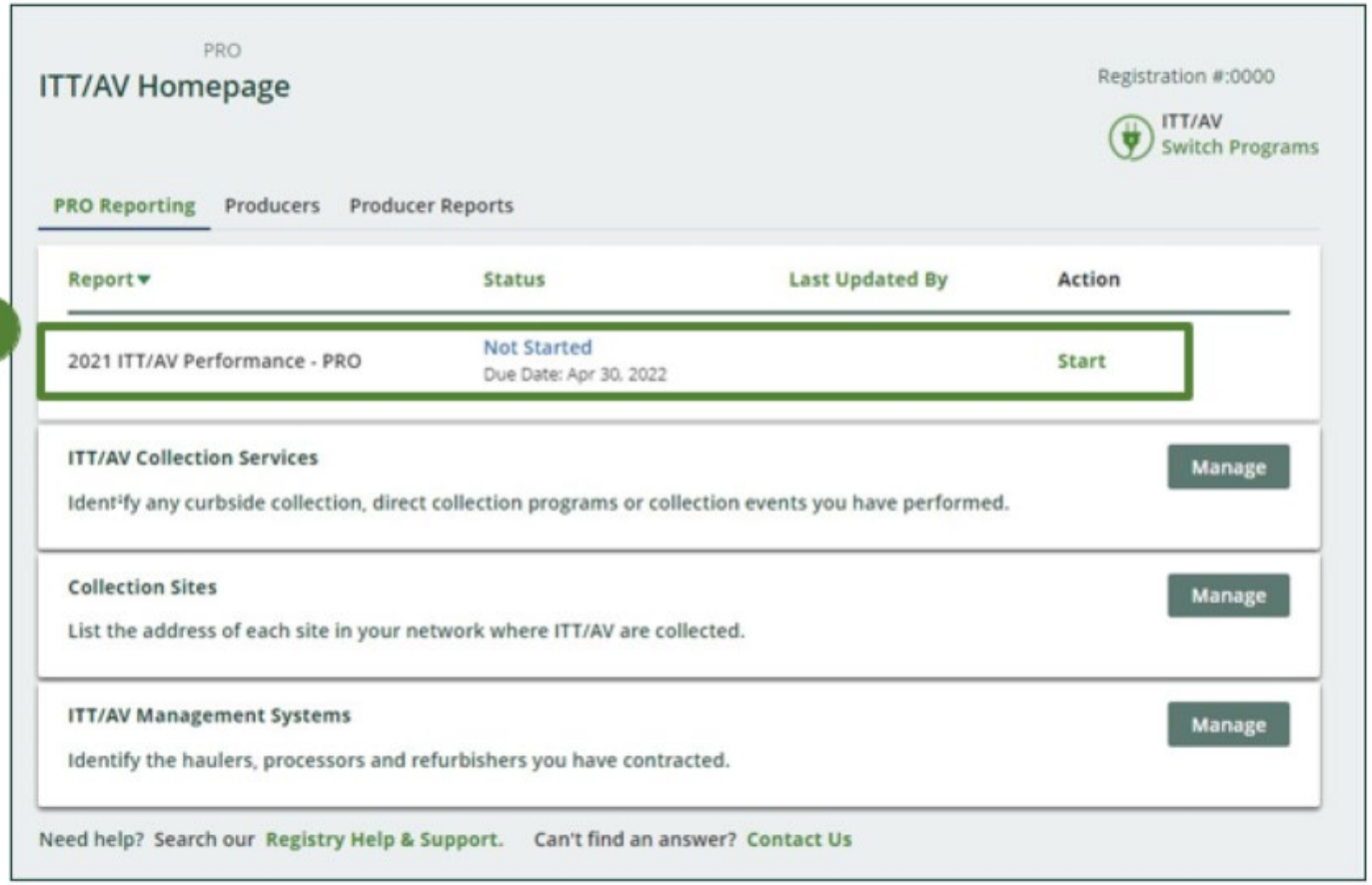


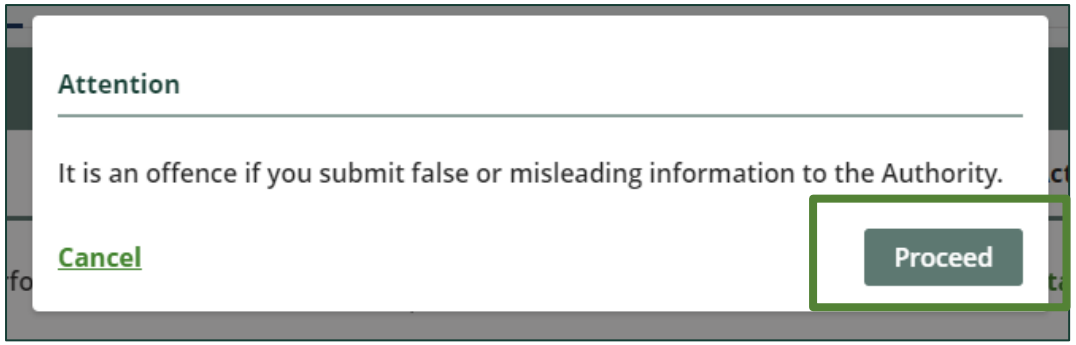
Performance report

Starting your own report

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

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

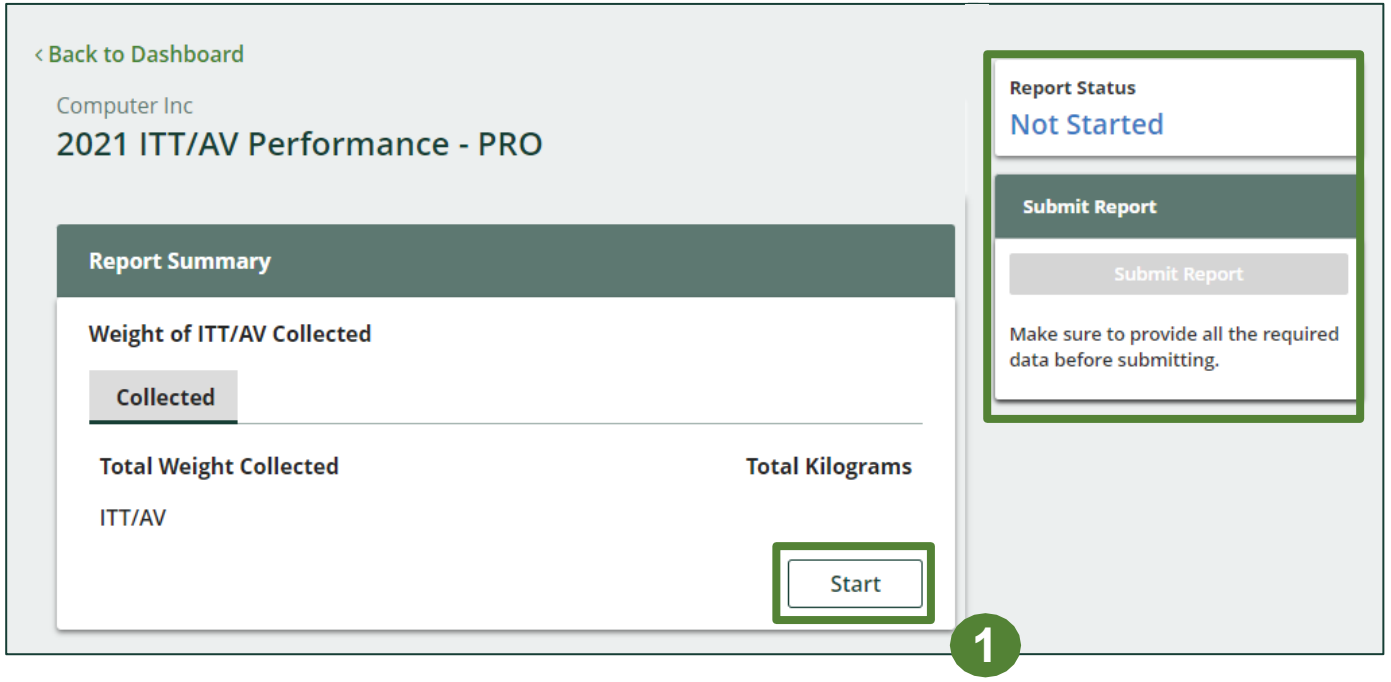




Performance report
Report summary page

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



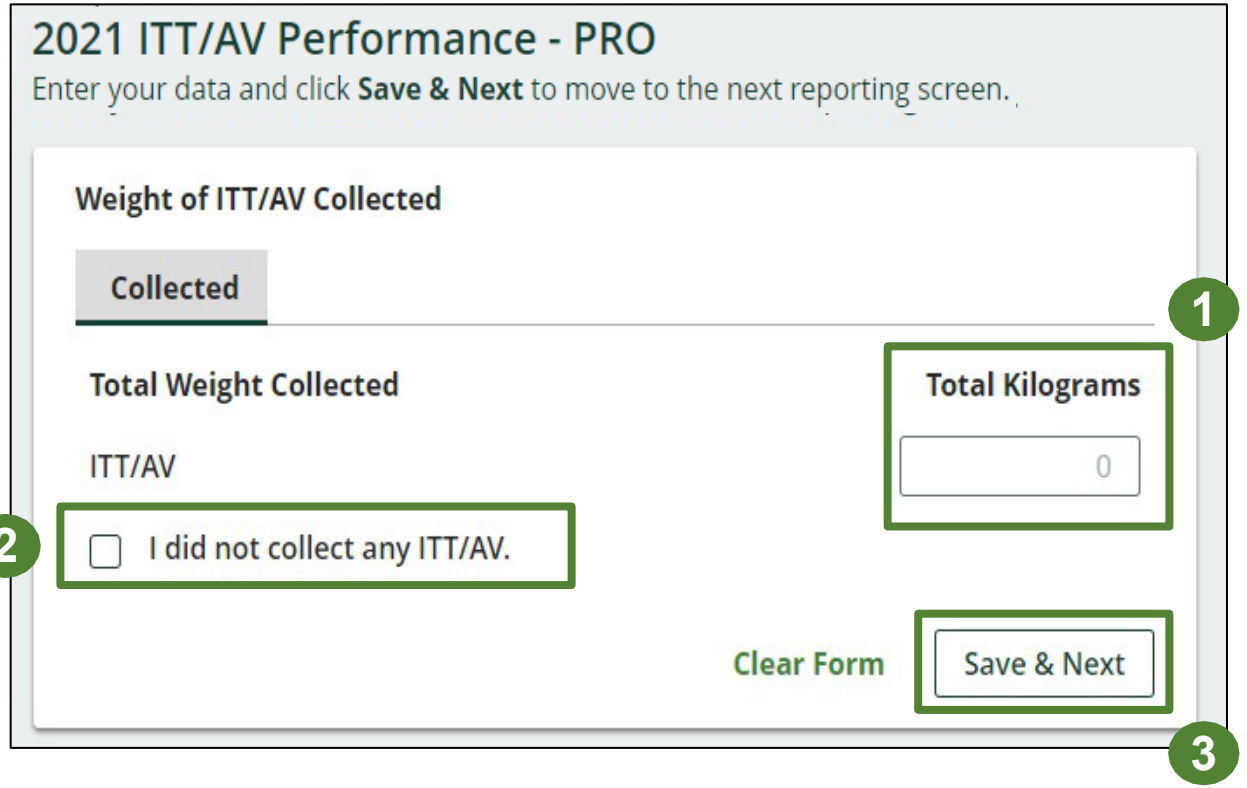
Performance report

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

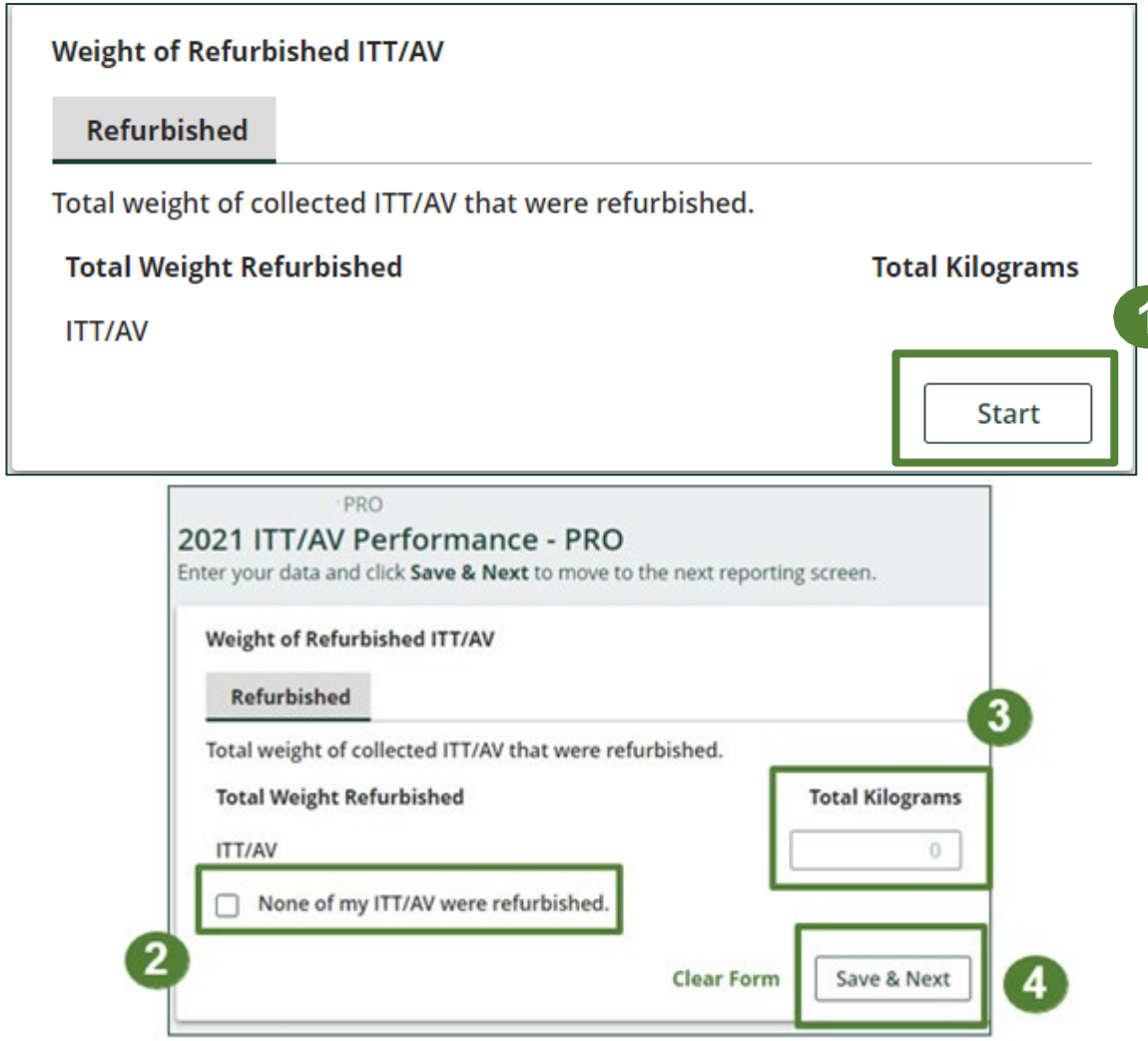
Enter your refurbished ITT/AV data

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.



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.

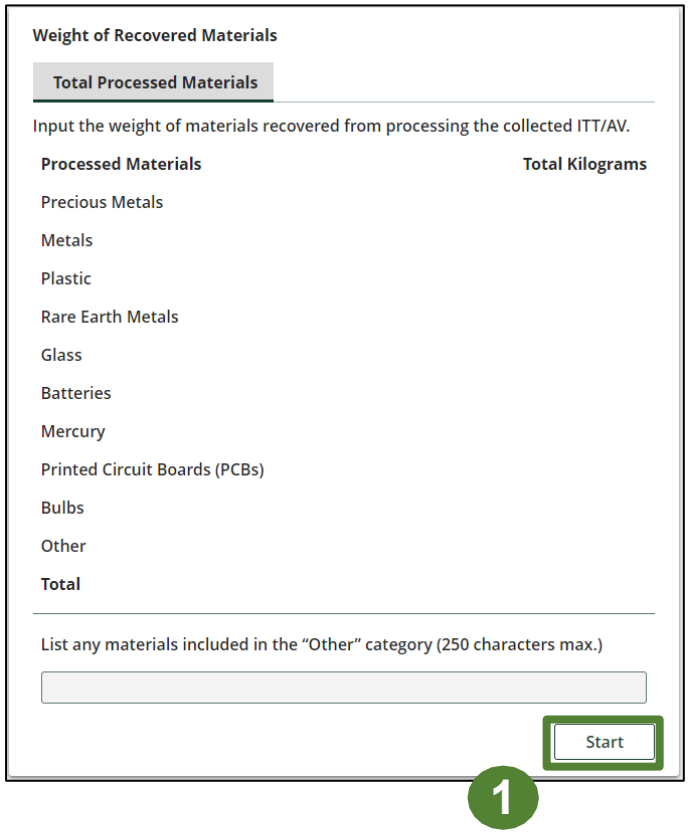
Performance report

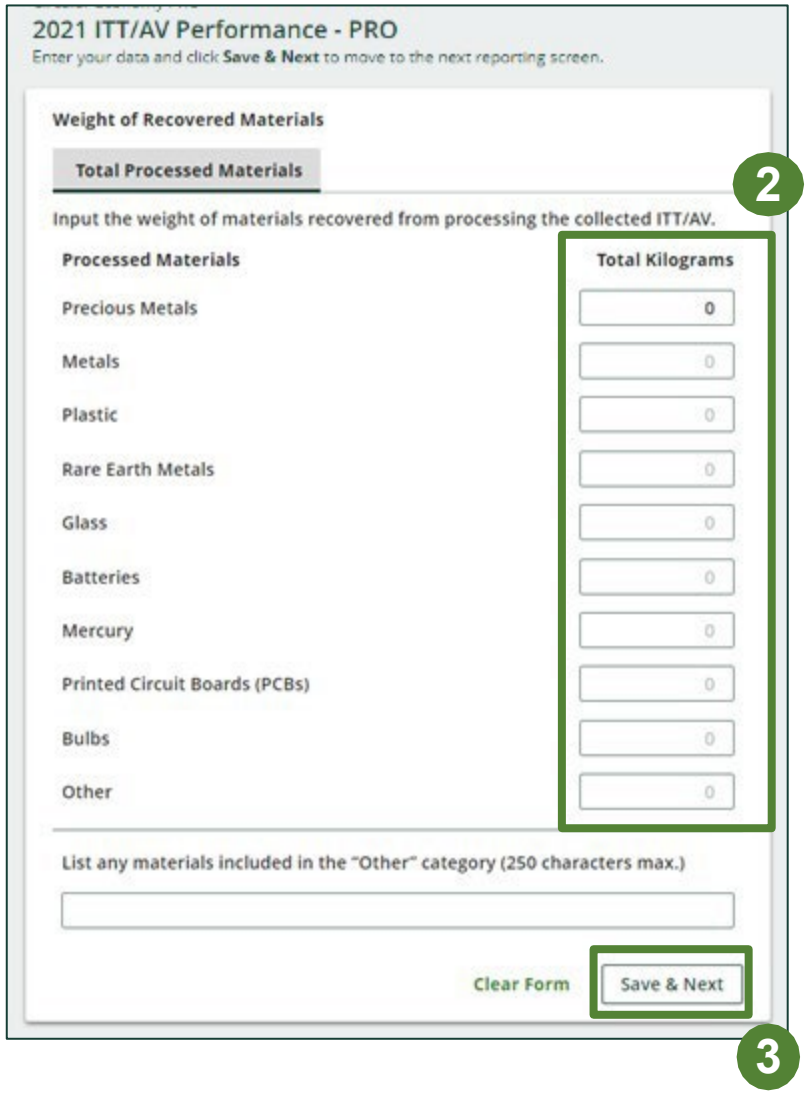
Enter your ITT/AV data for recovered materials

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**.



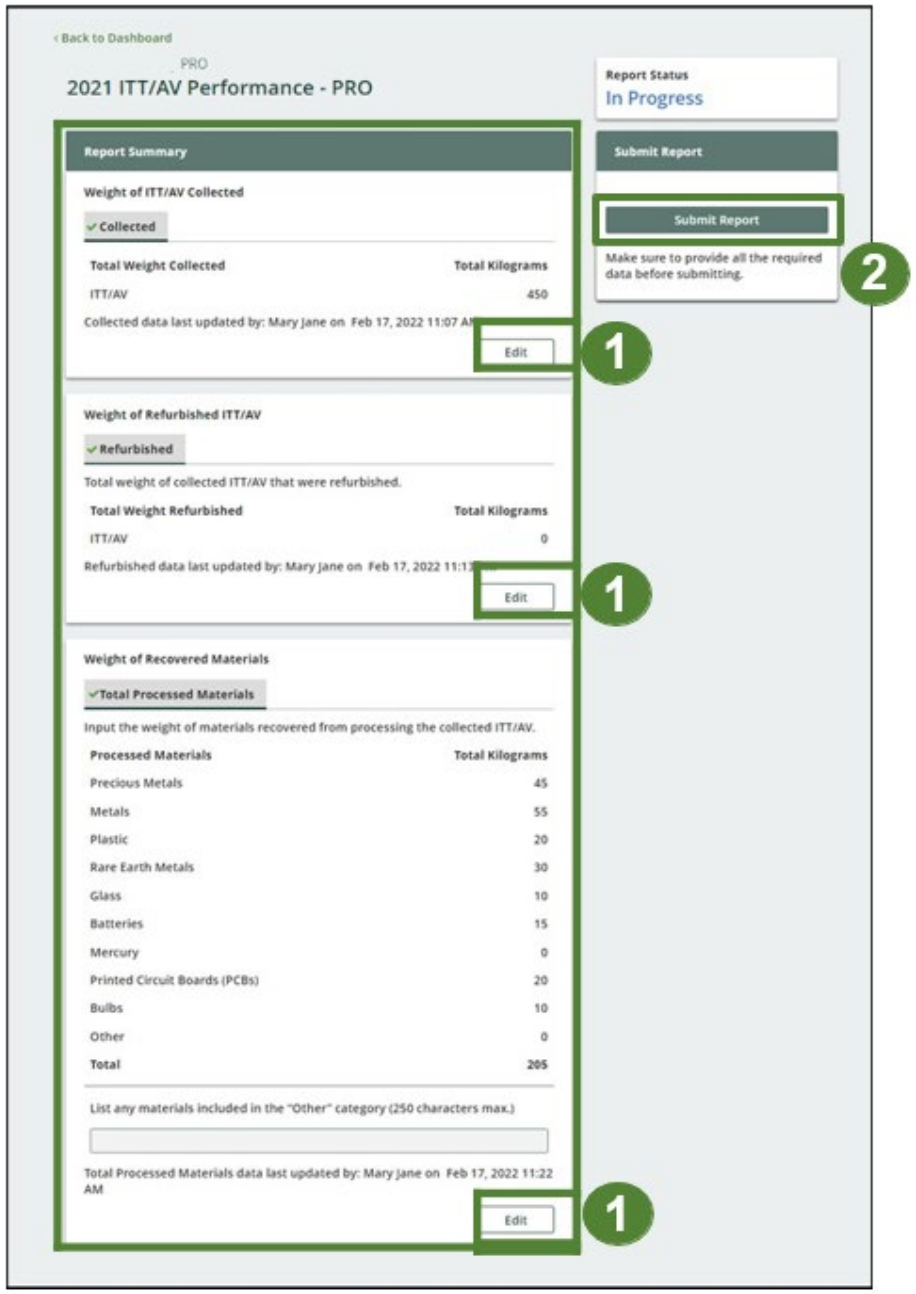


Performance report
Submit your report

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

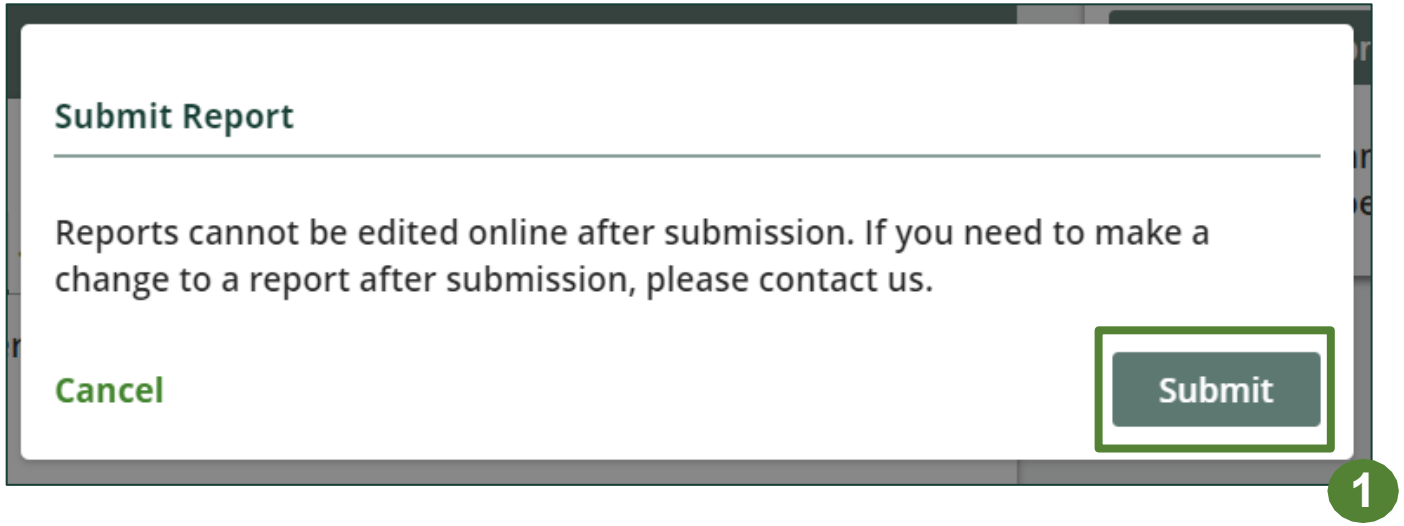
1. Click on **Edit**, if you need to make a change to the data.

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 notice below will appear. After reading the notice, click **Submit**.

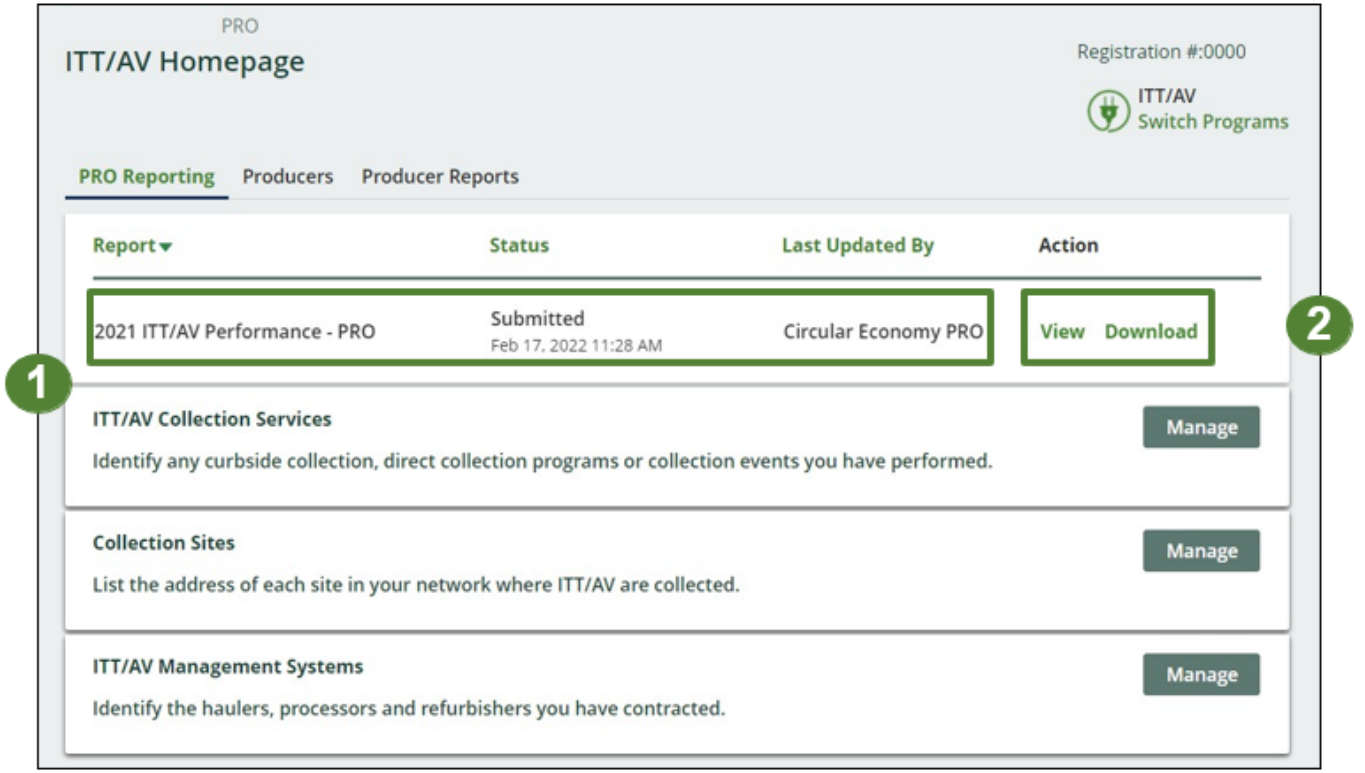


Performance report

View submitted report

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



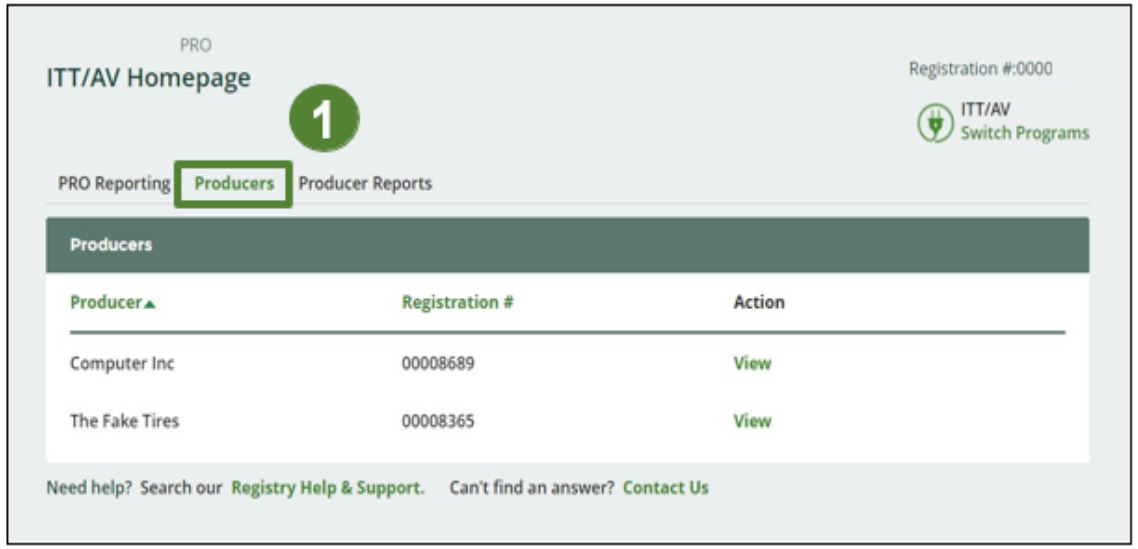
How to submit Performance Reports on behalf of producers

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.

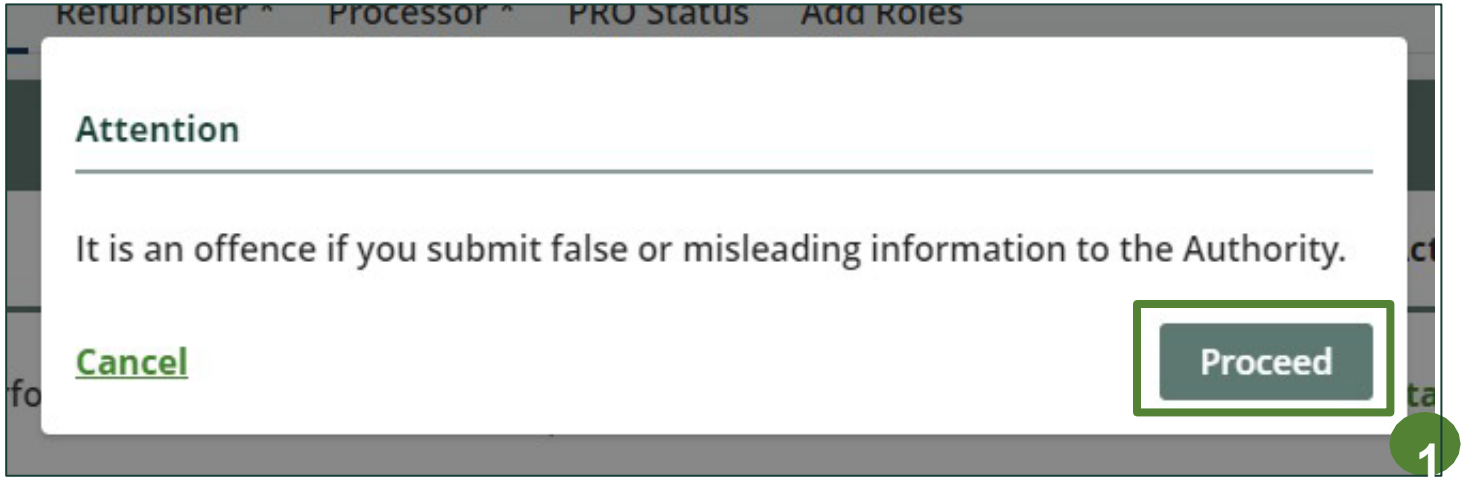
Note: Producers must identify their PRO in their Registry account in order for the report to show in your PRO account. If you are missing a producers report in your account, it is recommended to reach out to the producer directly.



Performance report on behalf of producers

Starting a producer report

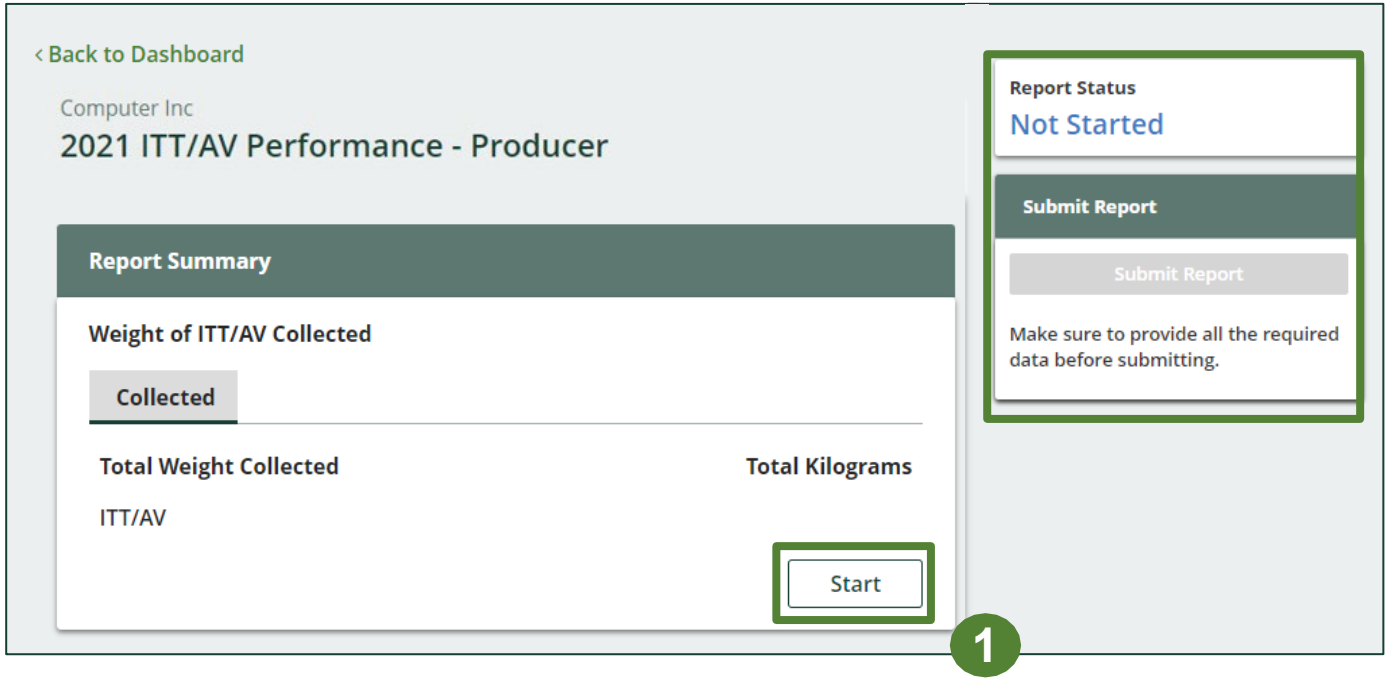
1. After clicking **Start**, the notice below will appear. After reading the notice, click **Proceed**.



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 ITT/AV collected.



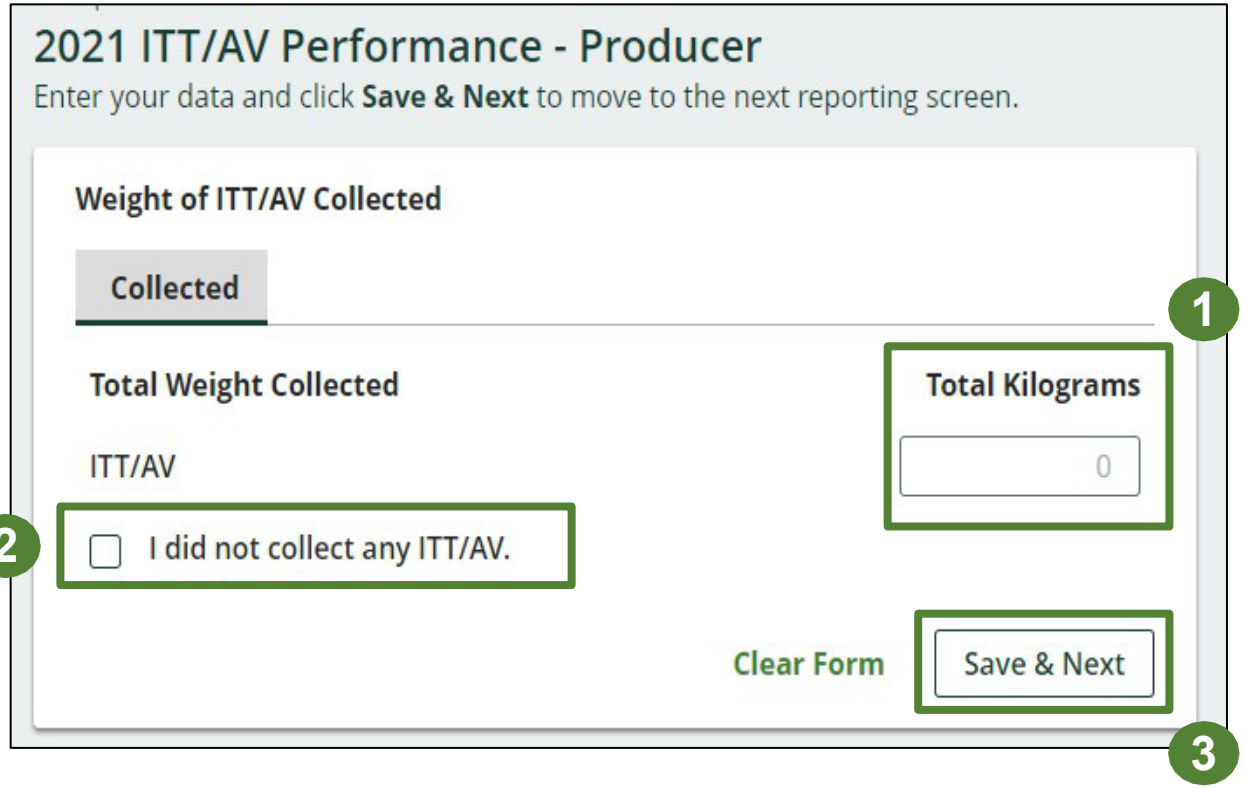
Performance report

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

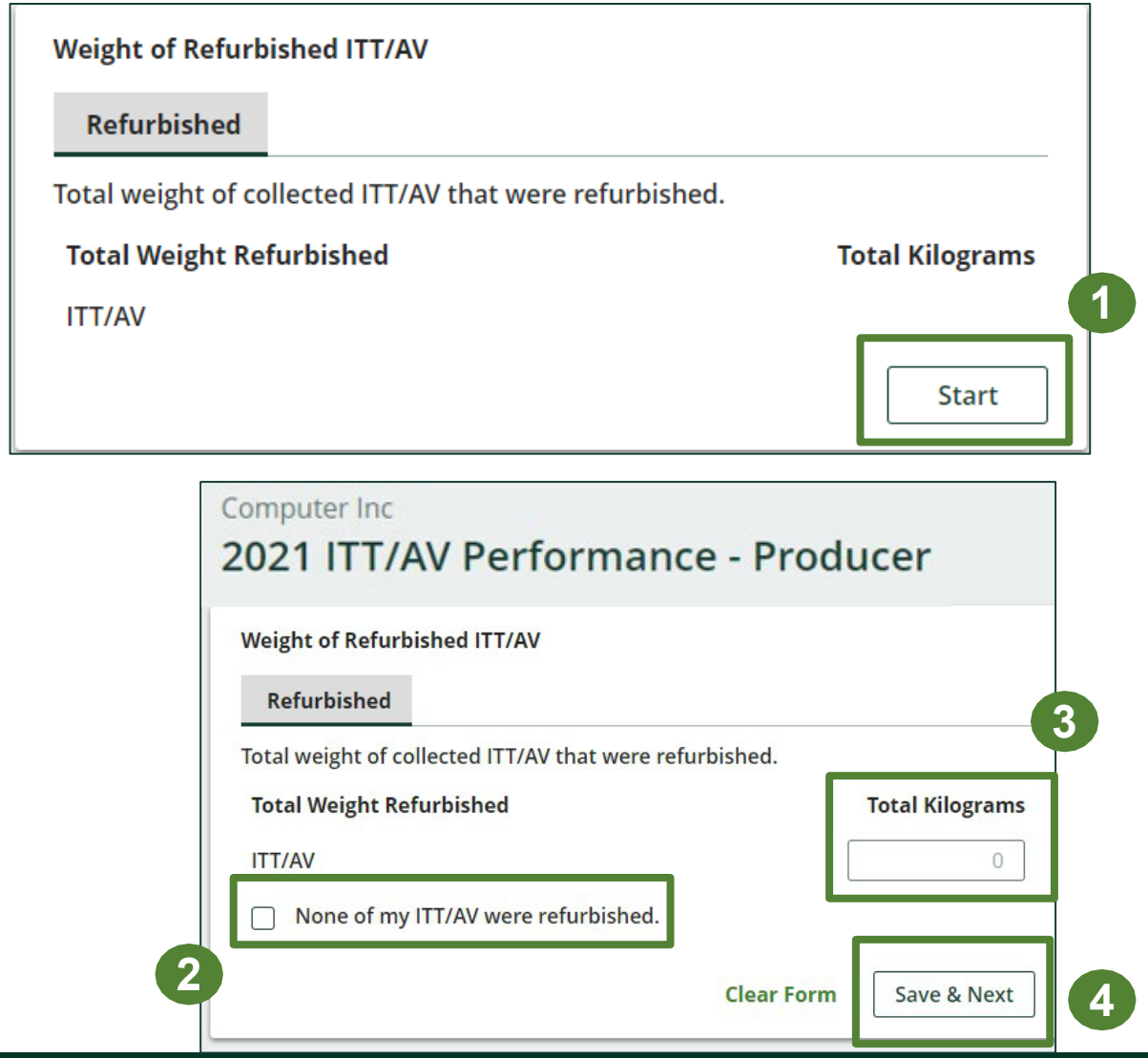
Enter your refurbished ITT/AV data

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.



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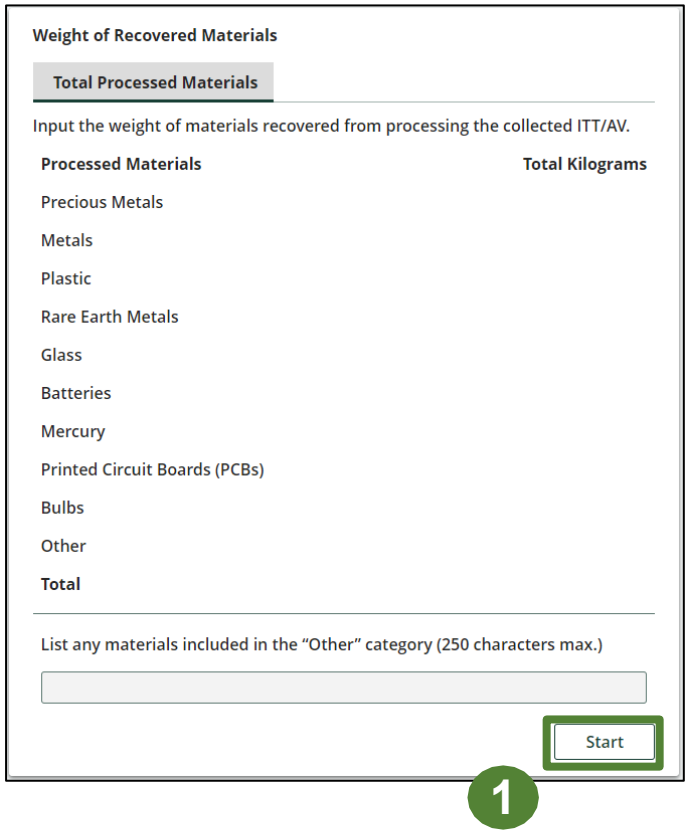

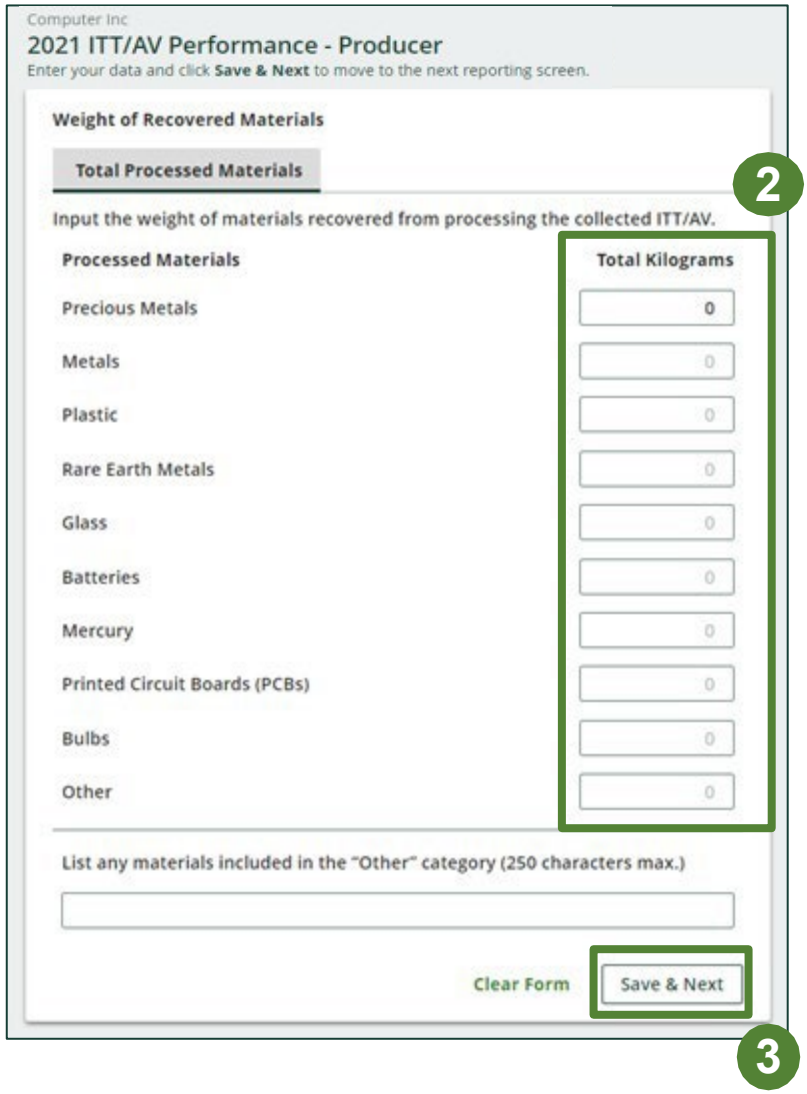

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Submit your report

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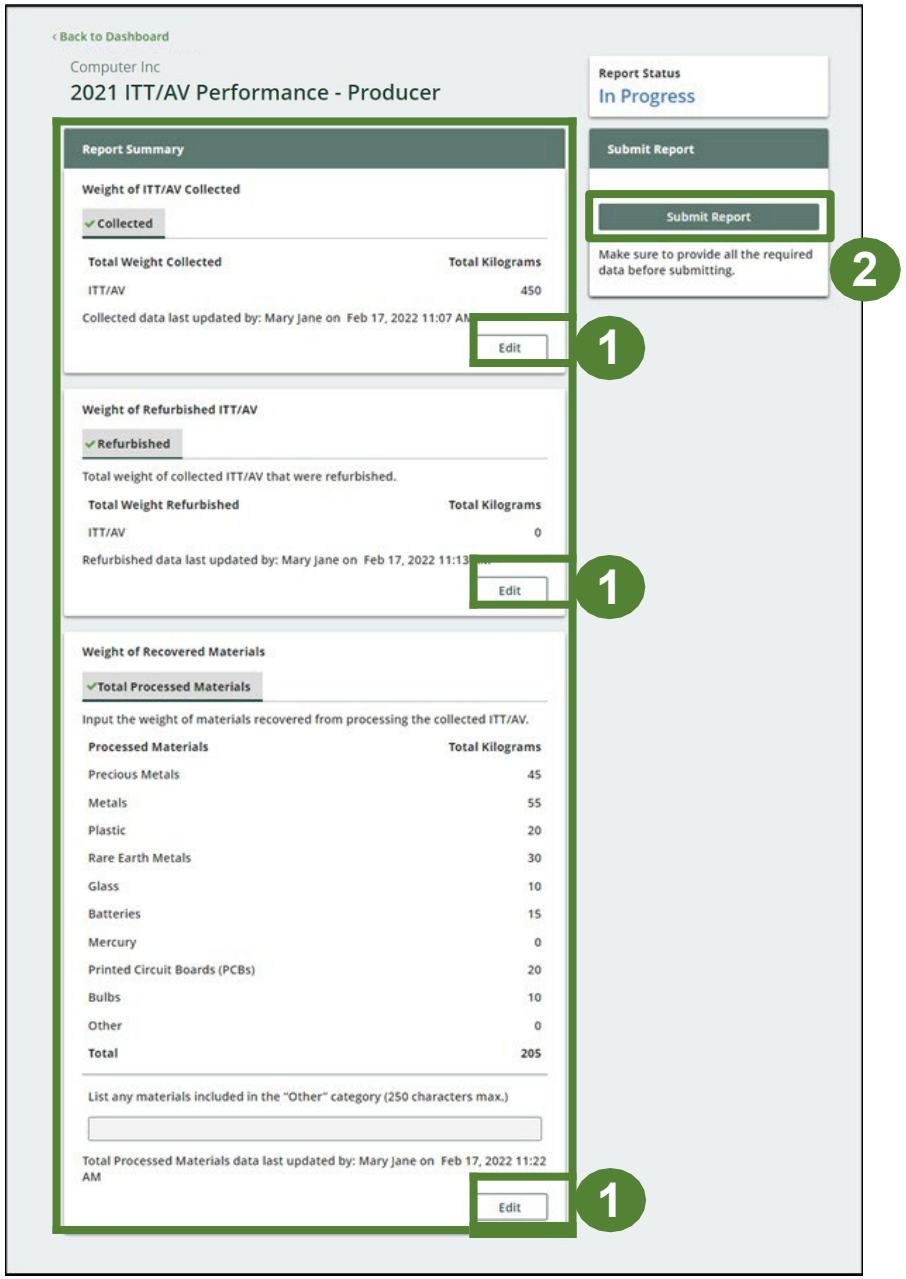
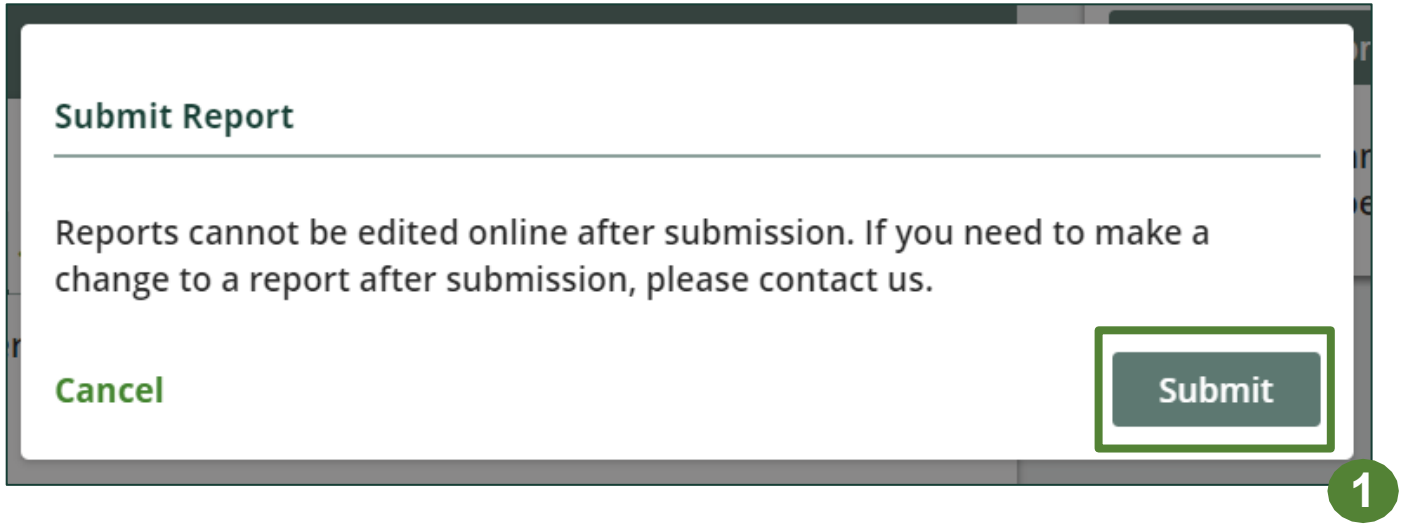


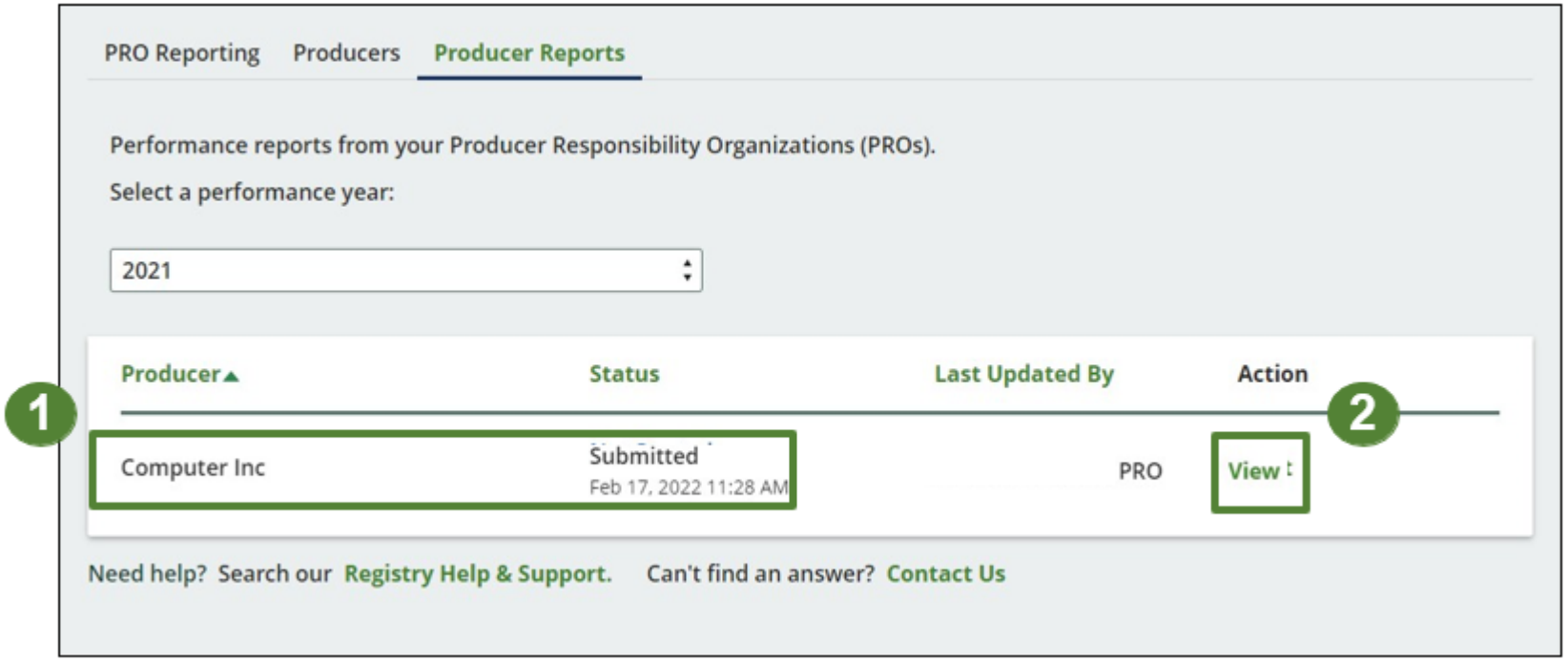
Performance report
Submit your report

1. After clicking on **Submit Report**, the notice below 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.