

# ITT/AV Performance PRO Reporting Guide



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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](mailto: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](https://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

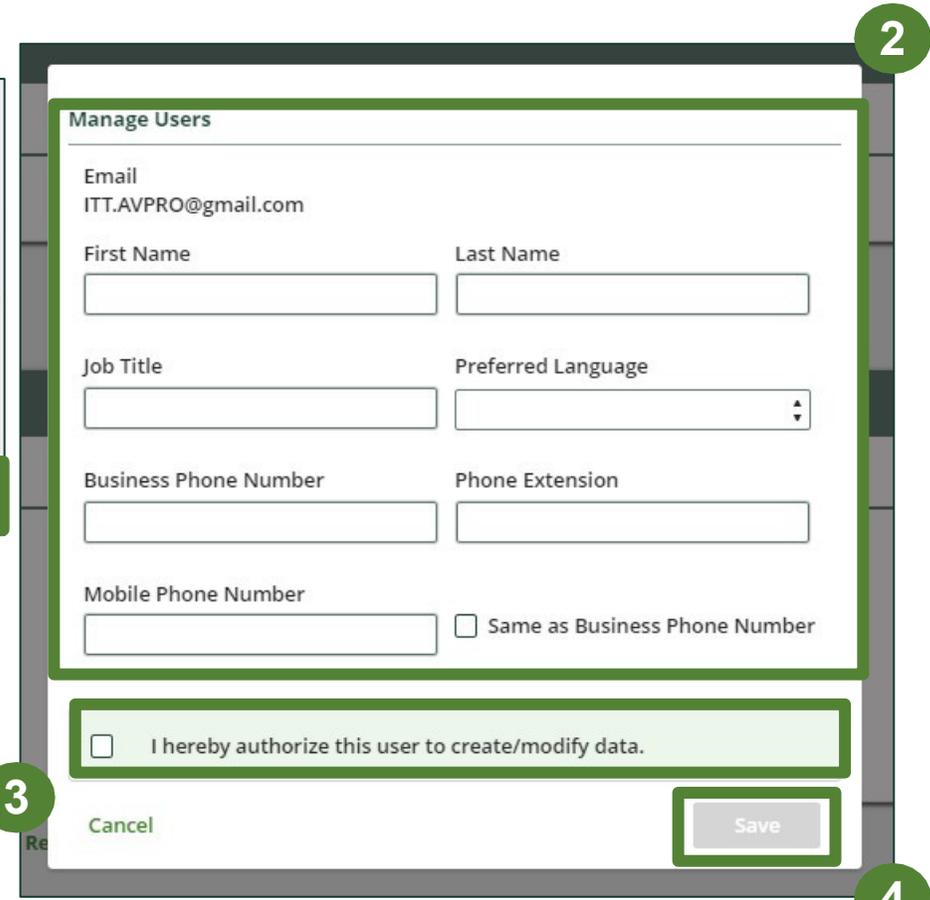
## Manage Users

**Active Users**

User ▲	Email	Last Login	Action
No Results			

[+ Add New User](#)

1



### 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

I hereby authorize this user to create/modify data.

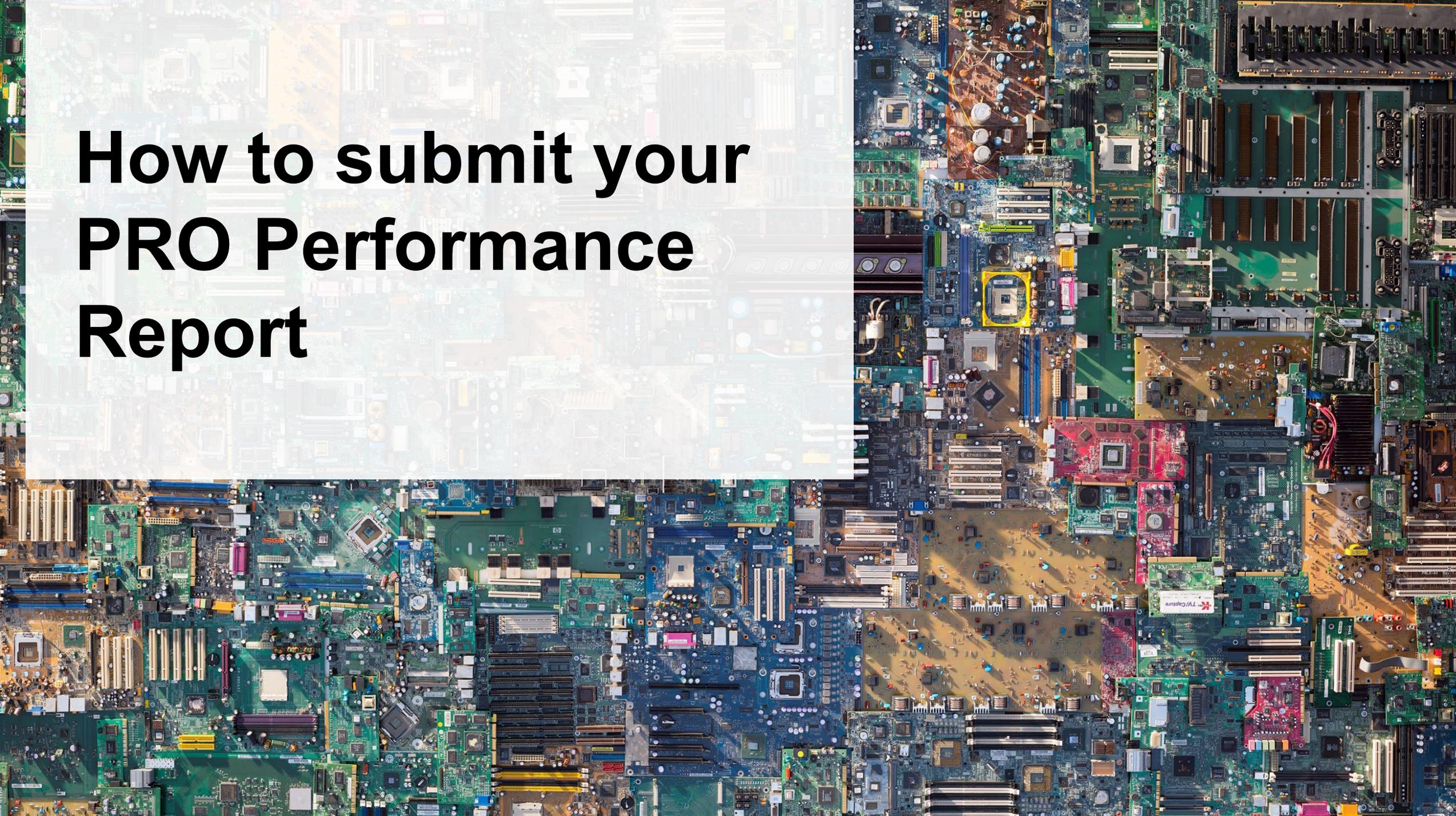
Cancel

2

3

4

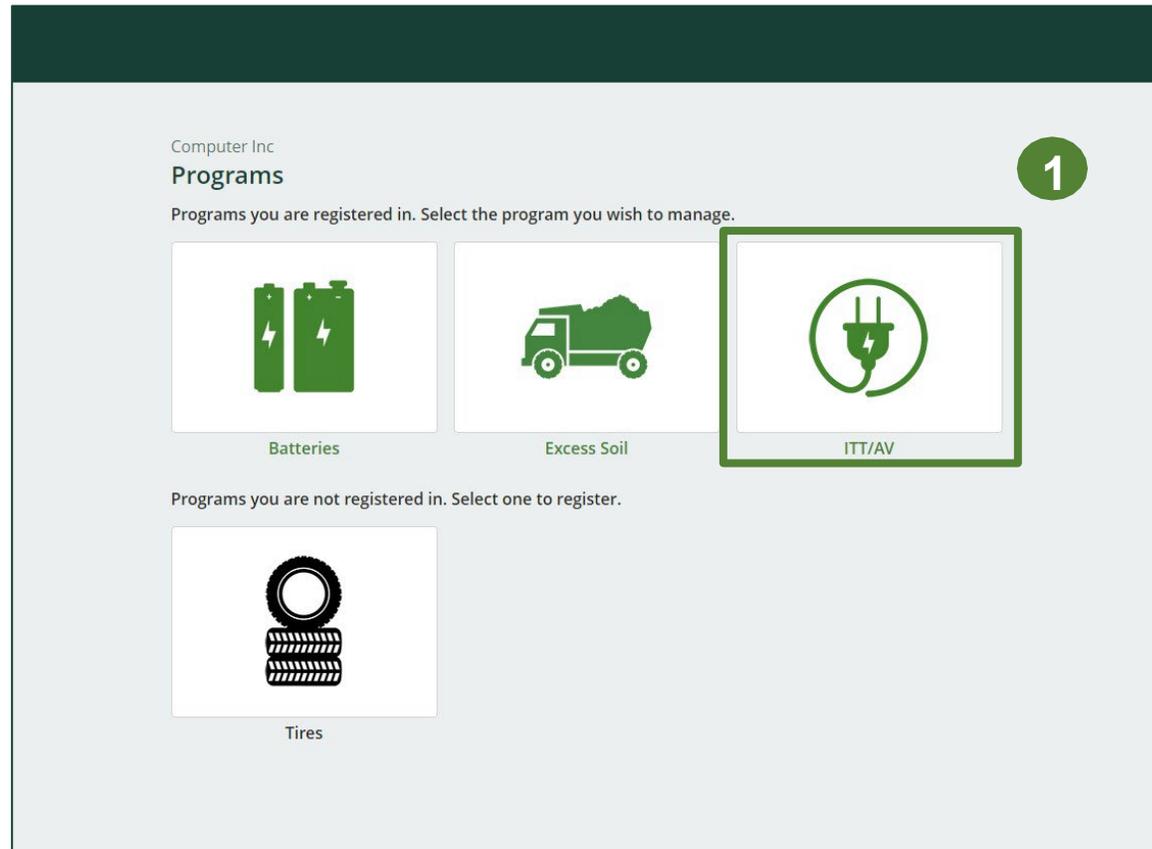
# How to submit your PRO Performance Report



# Performance report

## Accessing your program

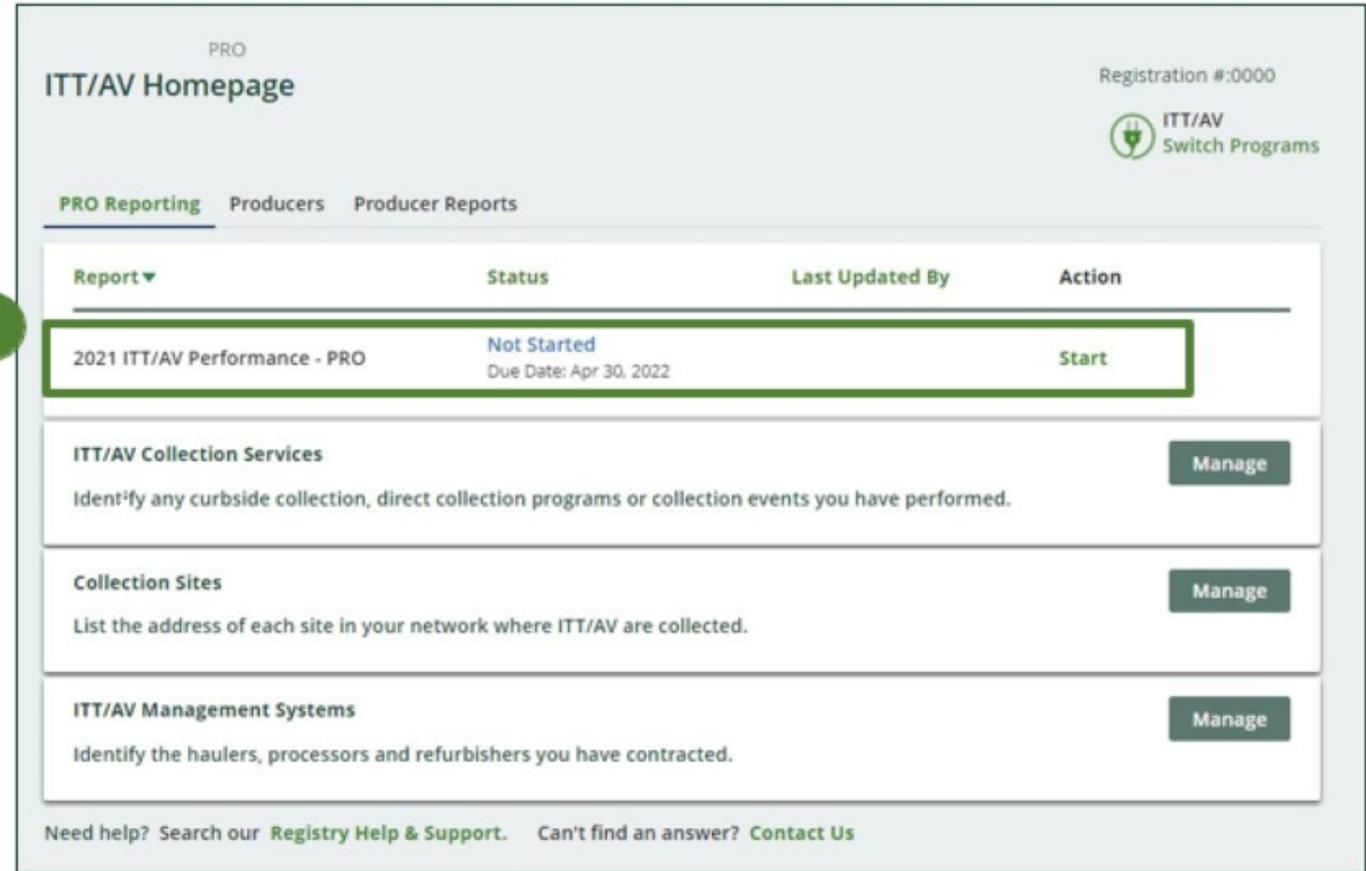
1. After logging in, click on the icon for the **ITT/AV** program on your dashboard.



# Performance report

## Starting your own report

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



PRO  
ITT/AV Homepage  
Registration #:0000  
ITT/AV Switch Programs

PRO Reporting Producers Producer Reports

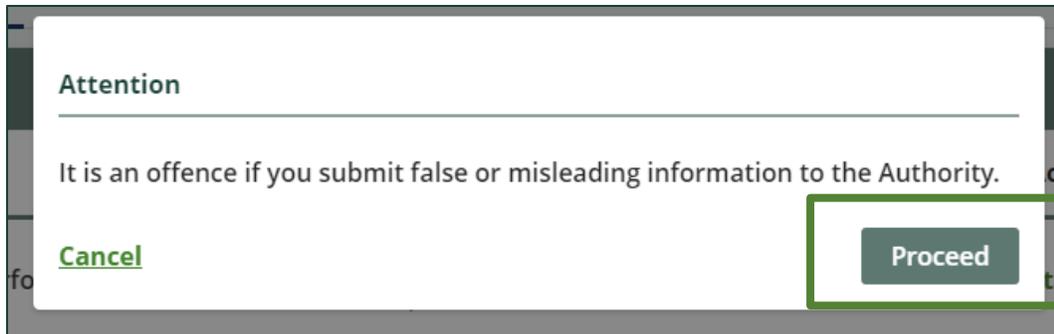
Report	Status	Last Updated By	Action
2021 ITT/AV Performance - PRO	Not Started Due Date: Apr 30, 2022		Start

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](#)



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 ITT/AV collected.

< Back to Dashboard

Computer Inc  
2021 ITT/AV Performance - PRO

### 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 - PRO

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

**Weight of ITT/AV Collected**

**Collected** 1

Total Weight Collected

ITT/AV

I did not collect any ITT/AV. 2

Total Kilograms  3

Clear Form

The screenshot shows a web form titled "2021 ITT/AV Performance - PRO". At the top, it says "Enter your data and click Save & Next to move to the next reporting screen." Below this is a section titled "Weight of ITT/AV Collected". There are two tabs: "Collected" (which is selected) and another unlabeled tab. Under the "Collected" tab, there are three main input areas: "Total Weight Collected", "ITT/AV", and a checkbox labeled "I did not collect any ITT/AV.". To the right of these is a "Total Kilograms" input field containing the number "0". At the bottom right, there are two buttons: "Clear Form" and "Save & Next". Three green circular callouts with numbers 1, 2, and 3 are overlaid on the form. Callout 1 points to the "Collected" tab. Callout 2 points to the "I did not collect any ITT/AV." checkbox. Callout 3 points to the "Total Kilograms" input field.

# 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 "2021 ITT/AV Performance - PRO".

The top screenshot shows the "Weight of Refurbished ITT/AV" section. A "Refurbished" tab is selected. Below the tab, it says "Total weight of collected ITT/AV that were refurbished." There are two columns: "Total Weight Refurbished" and "Total Kilograms". Under "Total Weight Refurbished", there is a label "ITT/AV". A "Start" button is highlighted with a green box, and a green circle with the number "1" is next to it.

The bottom screenshot shows the same form with more details. The "Refurbished" tab is selected (labeled with a green circle "3"). Below the "Total Kilograms" field, there is a text input field containing "0". Below that, there is a checkbox labeled "None of my ITT/AV were refurbished." (labeled with a green circle "2"). At the bottom right, there is a "Clear Form" button and a "Save & Next" button (labeled with a green circle "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	
<b>Total</b>	

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

PRO

### 2021 ITT/AV Performance - PRO

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

1

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 11:11 AM

Edit

1

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
<b>Total</b>	<b>205</b>

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

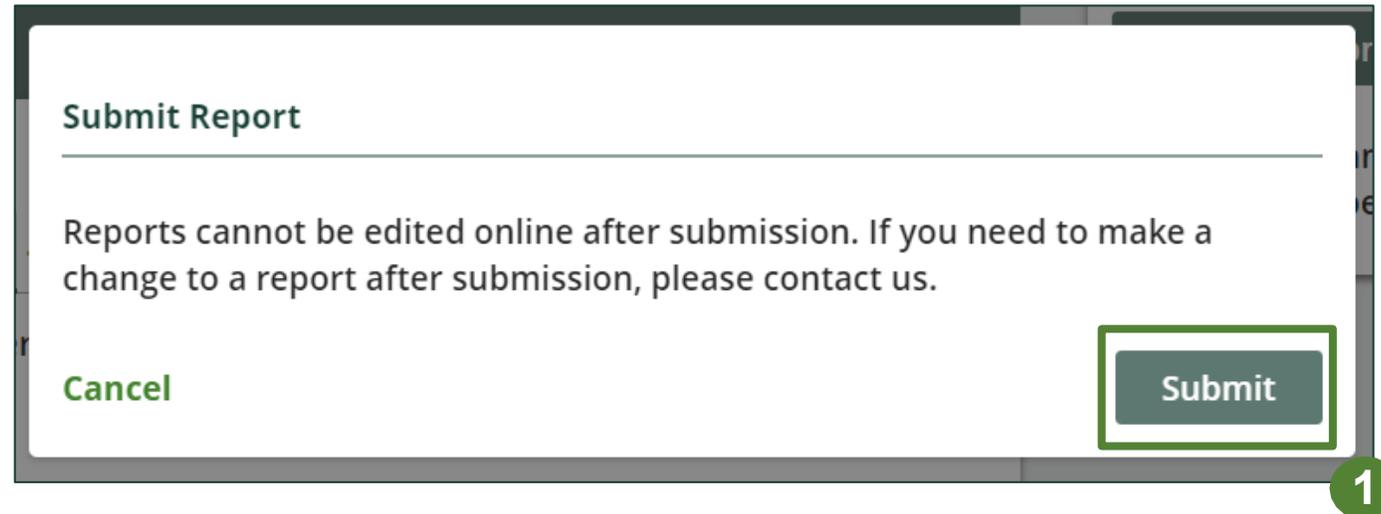
1

2

# 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.

PRO  
ITT/AV Homepage  
Registration #:0000  
ITT/AV Switch Programs

PRO Reporting Producers Producer Reports

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

# 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.

The screenshot shows the ITT/AV Homepage for a PRO. The 'Producers' tab is highlighted with a green box and a '1' in a circle. Below the tabs, there is a table with the following data:

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

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'.

The screenshot shows the 'Producer Reports' tab selected with a green box and a '2' in a circle. Below the tabs, there is a section titled 'Performance reports from your Producer Responsibility Organizations (PROs). Select a performance year:' followed by a dropdown menu showing '2021' with a green box and a '3' in a circle. Below this, there is a table with the following data:

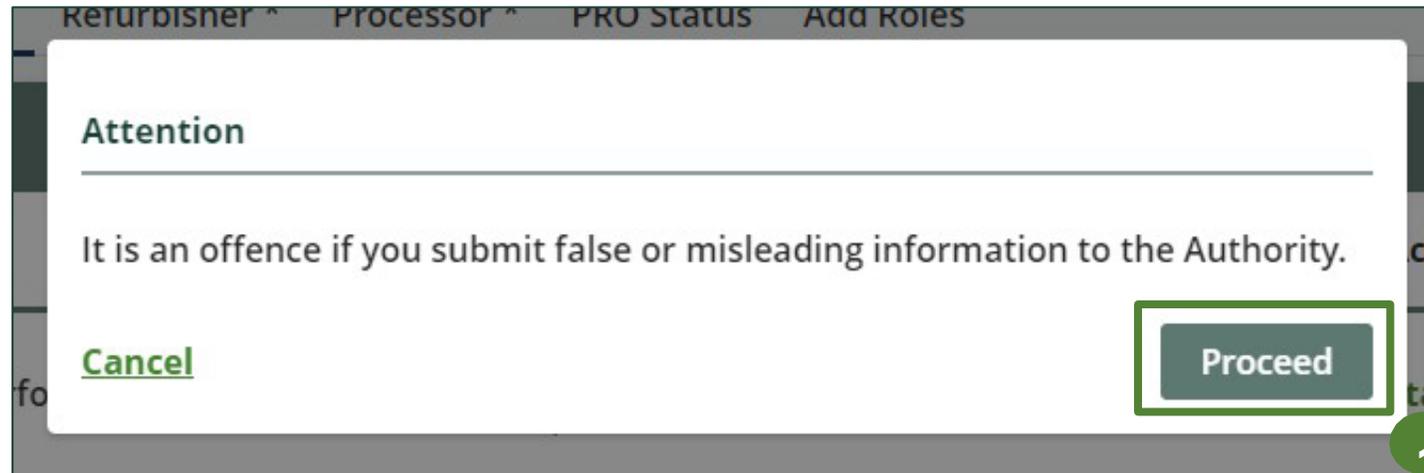
Producer ▲	Status	Last Updated By	Action
Computer Inc	Not Started Due Date: Apr 30, 2022		Start

The 'Start' button is highlighted with a green box and a '4' in a circle. 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'.

# 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.

< 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**

# 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.

**Clear Form** **Save & Next**

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	
<b>Total</b>	

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
<b>Total</b>	<b>205</b>

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

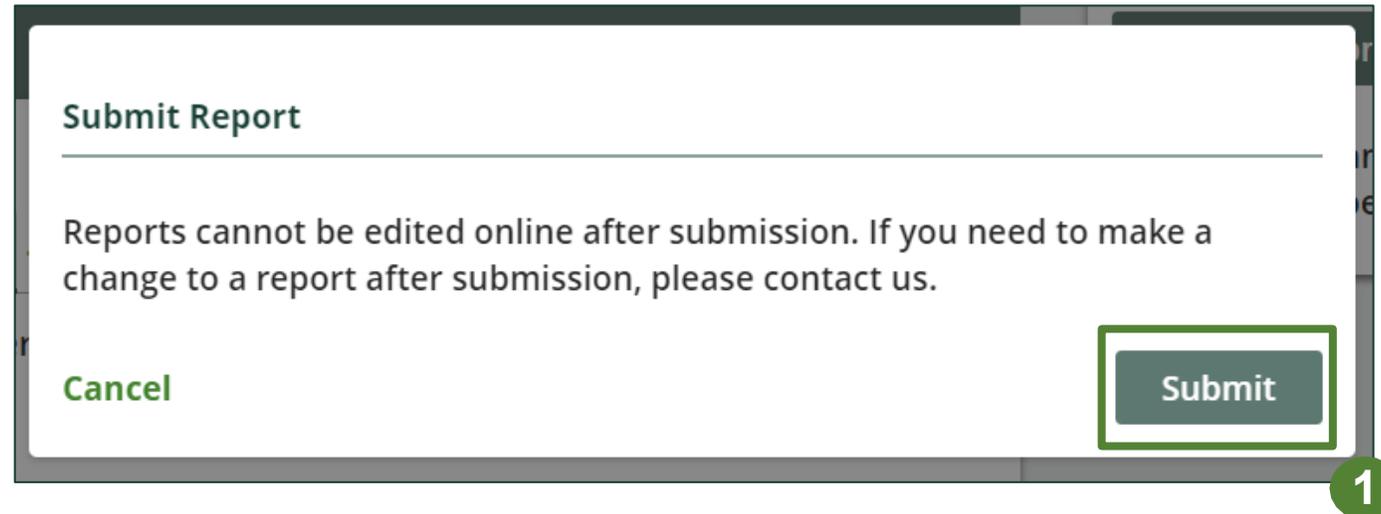
Total Processed Materials data last updated by: Mary Jane on Feb 17, 2022 11:22 AM

Edit

# Performance report

## Submit your report

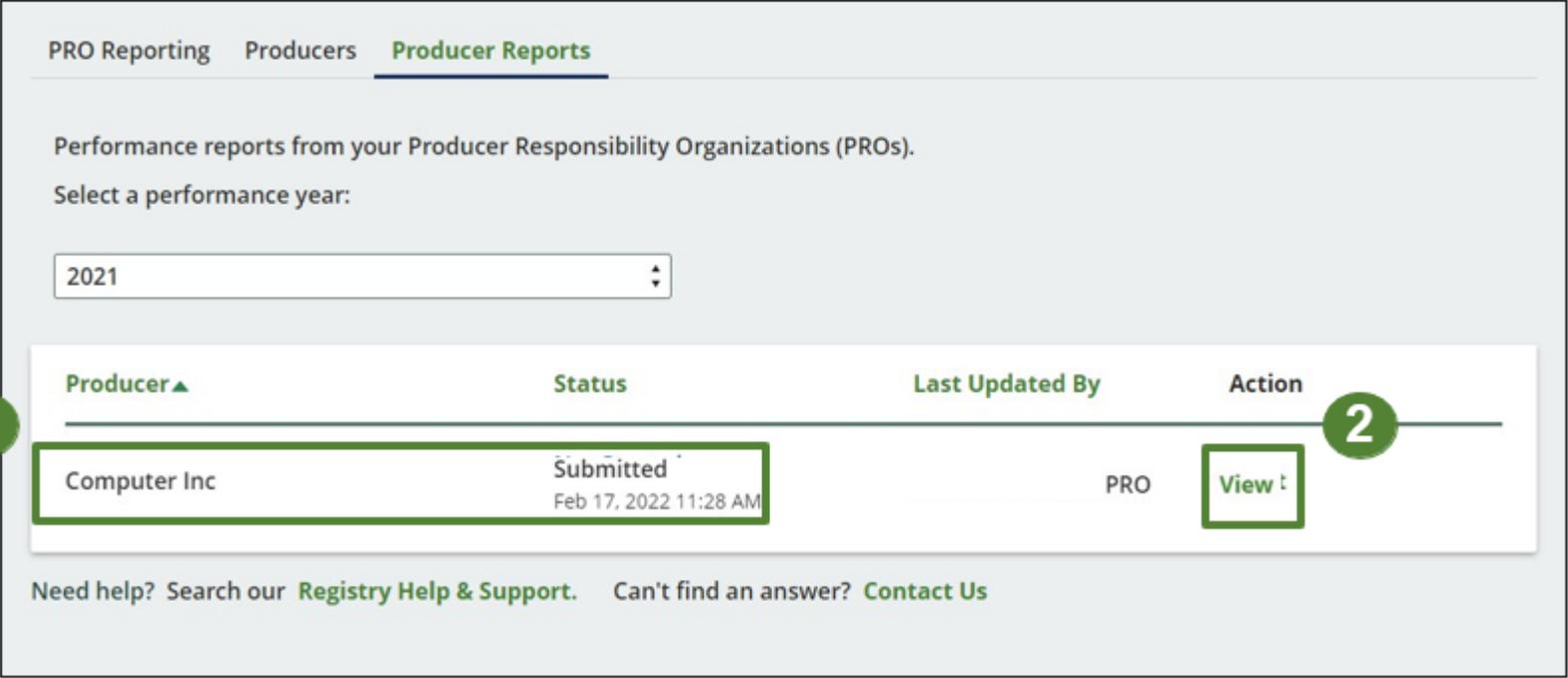
1. After clicking on **Submit Report**, the notice below will appear. After reading the notice, click **Submit**.



# 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.



The screenshot shows the 'Producer Reports' section of a web application. At the top, there are navigation tabs: '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'. A table below displays the report data. The table has four columns: 'Producer', 'Status', 'Last Updated By', and 'Action'. The first row shows 'Computer Inc' in the 'Producer' column, 'Submitted' with a timestamp 'Feb 17, 2022 11:28 AM' in the 'Status' column, 'PRO' in the 'Last Updated By' column, and a 'View' button in the 'Action' column. A green circle with the number '1' is positioned to the left of the table, and a green circle with the number '2' is positioned to the right of the 'View' button. 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	PRO	<a href="#">View</a>