ITT/AV Performance
Processor Reporting Guide

RPRA Resource Productivity & Recovery Authority

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Introduction

What is ITT/AV performance reporting?

ITT/AV 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 processors 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 the Authority'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?

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

- Actual weight of ITT/AV received from each hauler

- Processing methods used for resource recovery of ITT/AV

- Actual weight of processed materials (e.g. paper, plastic, metal, chemicals, other)

- Total weight of ITT/AV received but not processed

- Weights of processed material outputs

- Actual weight of processed materials that were disposed

- Details of products you or a third party made from your processed materials

- Recycling efficiency rate (RER) percentage

Note: The Authority has developed a weight conversion procedure to determine the calculated weight of obligated ITT/AV. Please refer to this document to determine the total weight of ITT/AV and for more information on RER: https://rpra.ca/programs/ittav/registry-resources-for-ittav/

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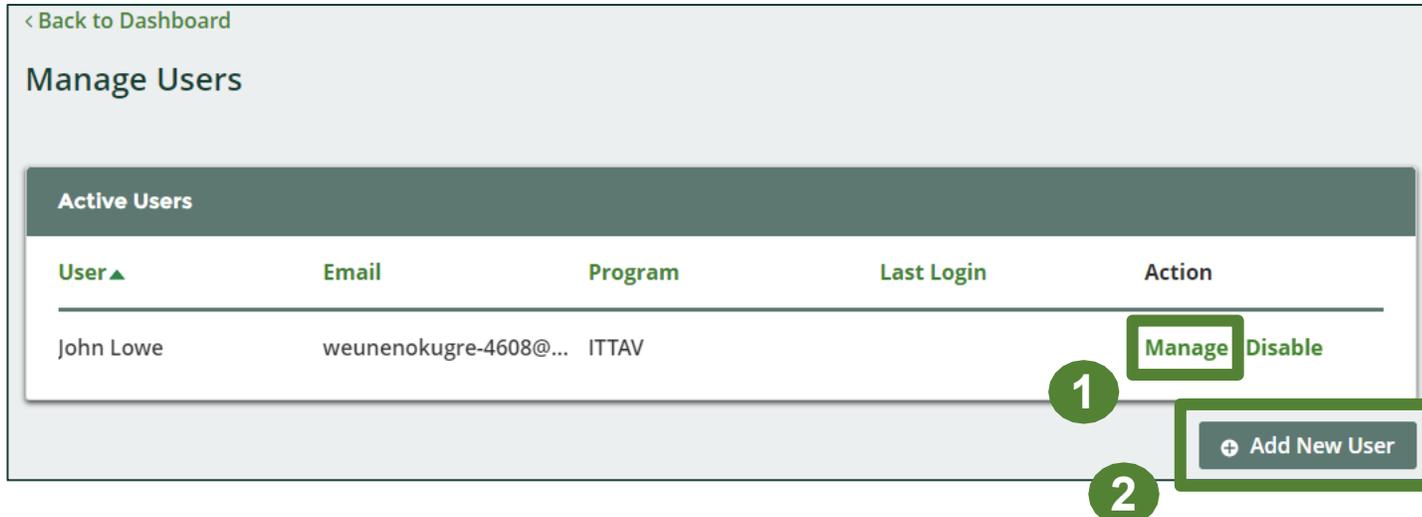
3. To give reporting abilities to a **Primary** or **Secondary** contact, select the program from the drop-down that you would like to grant the user access to.
4. Check the box to authorize the user.
5. Click **Save.**
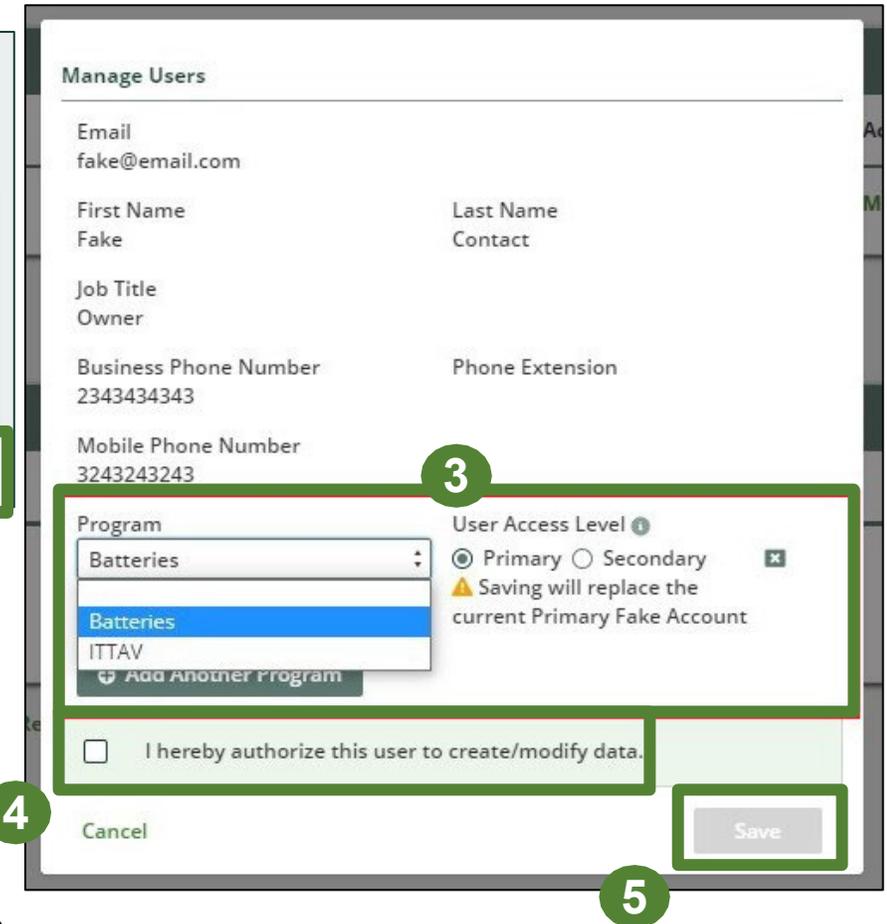
Note: a **Primary** contact will be able to add **Secondary** contacts to a specific program.

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.
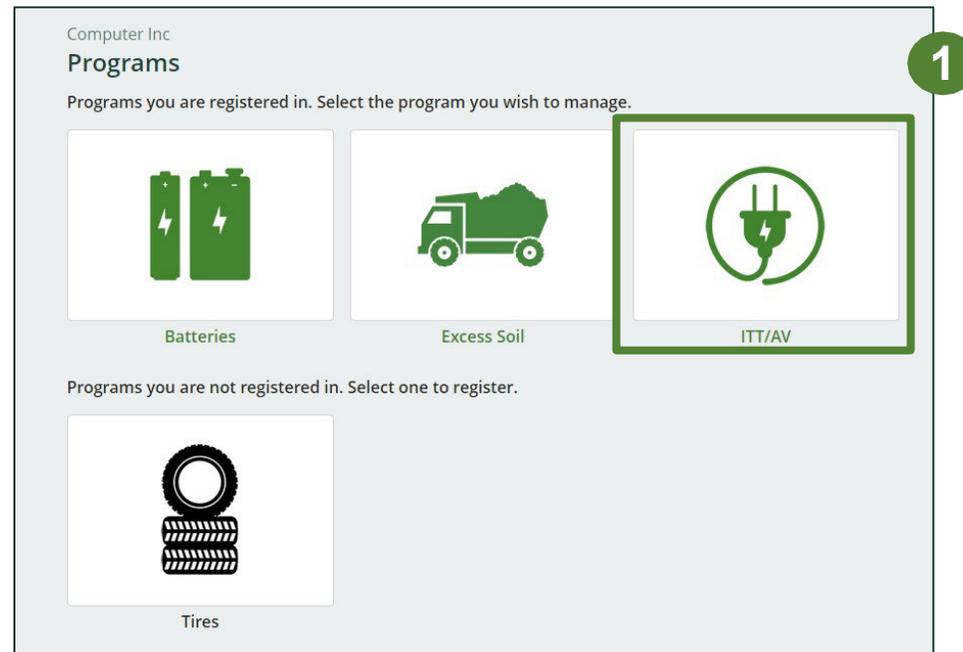
Performance report
Starting your report

1. On the ITT/AV homepage, click on the **Processor** tab to navigate to the processor reports.

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

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

Computer Inc
ITT/AV Homepage

Registration #:0000

ITT/AV
Switch Programs

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

1

Producer *   Hauler *   Refurbisher *   **Processor ***   PRO Status   Add Roles

Report▾	Status	Last Updated By	Action
2021 ITT/AV Performance - Proce...	Not Started Due Date: Apr 30, 2022		Start **2**

**Processing Sites**   Manage

List the address of each site where ITT/AV is processed.

Processed Materials   Manage

Identify the materials that you recover or process.

Performance report
Starting your report

1. After clicking **Start**, the notice below will appear. After reading the notice, click **Proceed**.
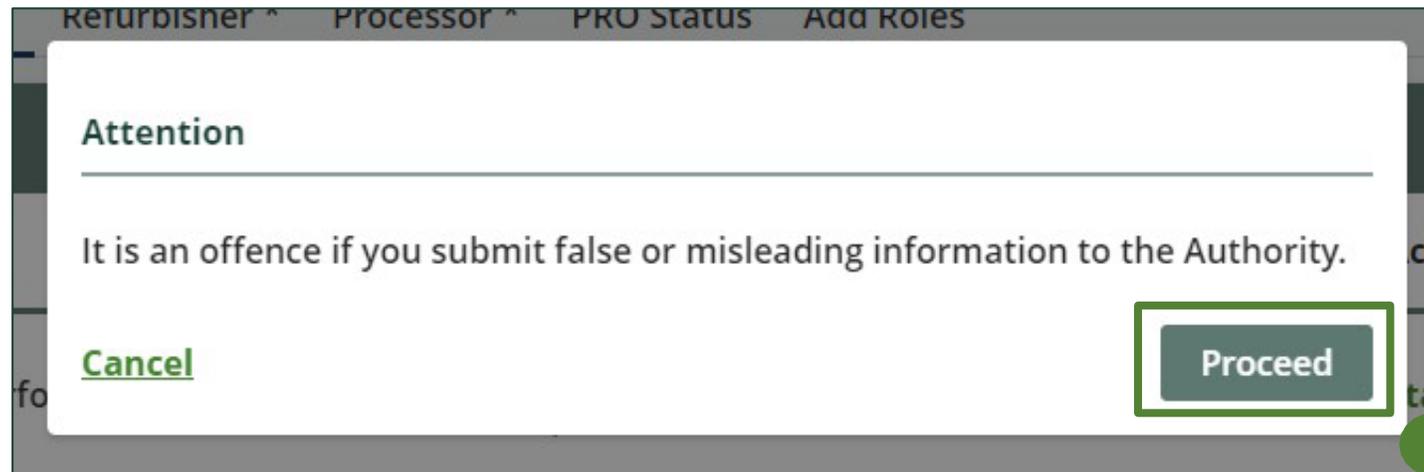
Performance report
Begin ITT/AV received from hauler section

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 **Received from Hauler**, click **Start** to report the total weight of **ITT/AV** received from each hauler.

Performance report
Adding haulers to your report

You will need to add each hauler that you received **ITT/AV** from to your report.

1. Use the **search bar** to look up the name of your hauler(s).

2. Once your hauler name appears in the list, click **Add**.

3. Hauler(s) added will appear in the **Step 2: Enter data for all your haulers** section.

Performance report
How to begin entering in actual weight of ITT/AV received from each hauler

1. Under **Action**, click **Enter** to add the total weight in kg of each applicable type of **ITT/AV** received for each hauler.

Haulers you have added in Step 1 above will appear in the table below.

Step 2: Enter data for all your haulers

Registration #▼	Company Name	ITT/AV	Action
0000	Computer Inc	0	Enter Remove

Continue only when you have finished entering data for **all** of your haulers   Continue >

Performance report
Enter in actual weight of ITT/AV received from each hauler

1. Under **Total Kilograms**, enter the total actual weight of ITT/AV received from the hauler.

2. Click **Save & Next**.

Performance report
Processing methods used for resource recovery of ITT/AV

Identify the processing methods used to recover the core resources contained within the ITT/AV dropped off by the haulers to the processor.

1. Click **Edit** to select the applicable processing method(s).

2. Select the applicable processing method(s).
    -   If applicable, specify the process included under "other".

3. Once done, click **Save & Next**.

Performance report
Entering actual weight of processed materials

Report the weight of material output from processing the ITT/AV dropped off by haulers.

1. To begin entering data of recovered *core materials* from processing, click **Start**.

2. Under the **ITT/AV** tab, enter the total kilograms of each of the core *materials* received from processing.
   - If applicable, If applicable, list out any materials included under "other".

3. Click **Save & Next**.

Processed Material Data

ITT/AV		Total Kilograms
ITT/AV		
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 - Processor
Enter your data and click **Save & Next** to move to the next reporting screen.

Processed Material Data

ITT/AV

ITT/AV	Total Kilograms
Precious Metals	
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.)

2

Clear Form   Save & Next

3

Performance report
Entering total weight of ITT/AV received but not processed

1. To begin entering total weight of ITT/AV sent for reuse, click **Start**.

2. Under the **ITT/AV sent for reuse** tab, enter the total kilograms of ITT/AV sent to a different processor.

3. If the above is not applicable, check **I did not send any ITT/AV to a different processor**.

4. Click **Save & Next**.

Performance report
Entering total weight of ITT/AV received but not processed

1. Under the **ITT/AV Sent to a Different Processor** tab, enter the total kilograms of ITT/AV sent to a different processor.

2. If the above is not applicable, check **I did not send any ITT/AV to a different processor**.

3. Click **Save & Next**.

Computer Inc

2021 ITT/AV Performance - Processor
Enter your data and click **Save & Next** to move to the next reporting screen.

ITT/AV Received but not Processed

✓ ITT/AV Sent for Reuse | **ITT/AV Sent to Different Processor**

Total weight of ITT/AV sent for processing by a different processor.

ITT/AV Sent to Different Processor	**Total Kilograms**
ITT/AV	0

☐ I did not send any ITT/AV to a different processor.

Clear Form | Previous | Save & Next

Performance report
Entering weight of processed material outputs

1. Report the total weight of the processed materials recovered from ITT/AV that were:

   - further processed by a different processor

   - used by you to make products or packaging

   - sent to a downstream processor to make products or packaging

   - used to enrich soil

   - made into aggregate

2. Under the **Further Processing**, enter the total kilograms of the listed processed materials.
   - If applicable, list out any materials included under "other".

If the above is not applicable, check **I did not send any material for further processing**.

1. Click **Save & Next**.

Computer Inc

2021 ITT/AV Performance - Processor
Enter your data and click **Save & Next** to move to the next reporting screen.

Processed Materials Outputs

| Further Processing | Used | Sent Downstream | Soil | Aggregate |

Enter the weight of processed material in the categories below that you sent to a different processor for further processing.

Further Processing — **Total Kilograms**

Paper	0
Plastic	0
Metal	0
Chemicals	0
Other	0

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

☐ I did not send any material for further processing.

Clear Form   Save & Next

Performance report
Entering actual weight of processed material disposal data

Report the total weight of processed materials retrieved from ITT/AV that were:

- land disposed
- incinerated
- used as fuel
- stockpiled

1. Click **Start** to begin entering data of disposed processed materials.

2. Under the **Land Disposed** tab, enter the total kilograms of the listed processed materials.
   - If applicable, list out any materials included under "other".

3. If the above is not applicable, check *I did not send any material for land disposal.*

4. Click **Save & Next**.
   - Continue to follow the above instructions under each tab in this section.

Performance report
Entering details of products and packaging made from materials

Report the details of the products and/or packaging you or a third party made from your processed materials.

1. Click **Start** to begin entering data.

2. Under the **My Products** tab, list the details of the products that you created out of processed materials.

3. Click **Save & Next**.

4. Under the **Downstream Processor Products** tab, enter the details of the products made from materials you sent to a downstream processor.

5. Click **Save & Next**.

Performance report
Entering recycling efficiency rate (RER) percentage

Provide the calculated RER based on the weight of the recovered resources derived from ITT/AV against the total weight of ITT/AV received from haulers in a calendar year.

Refer to the verification and audit procedure to calculate RER: EEE Verification and Audit Procedure

1. Click **Start** to begin entering your calculated RER percentage.

2. Enter the RER already submitted to RPRA in previous years, a new RER your company may have calculated, or zero.

3. Click **Save & Next**.

RER

Enter the recycling efficiency rate (RER) in percentage (%) for ITT/AV.

ITT/AV   0

Start

1

Computer Inc
2021 ITT/AV Performance - Processor
Enter your data and click **Save & Next** to move to the next reporting screen.

RER

Enter the recycling efficiency rate (RER) in percentage (%) for ITT/AV.

ITT/AV   0

2

Clear Form   Save & Next

RER data last updated by: Mary Jane on Feb 01, 2022 12:56 PM

3

Performance report
Submit your report

Under the **Received from Hauler** and **Processing Methods** and **Processing Methods** tabs, 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 - Processor

Report Status
In Progress

✔**Received from Hauler**

Received from Hauler	Total Kilograms
ITT/AV	5,000

Received from Hauler data last updated by: Mary Jane on Feb 01, 2022 12:58 PM

① Edit

Submit Report

Make sure to provide all the required data before submitting.

✔**Processing Methods**

Identify the processing methods you use.

Processing Methods

☑ Shredding

☐ Smelting

☐ Breaking down chemical components

☐ Other (Specify Process)

Processing Methods data last updated by: Mary Jane on Jan 31, 2022 10:29 AM

① Edit

Performance report
Submit your report

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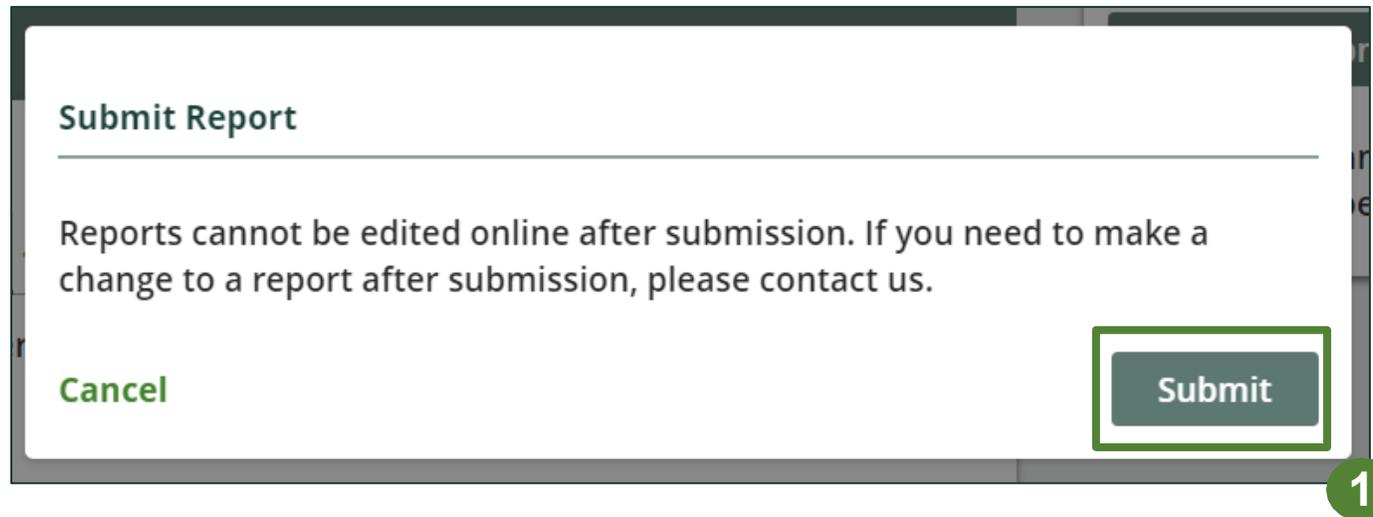
Performance report
Submit your report

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

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

‹ Back to Dashboard

Computer Inc
2021 ITT/AV Performance - Processor

Report Status
Submitted
Mar 14, 2022 11:02 AM

🔒 **Received from Hauler**

Received from Hauler	Total Kilograms
ITT/AV	5,000

Received from Hauler data last updated by: Mary Jane on Mar 14, 2022 11:02 AM

[View]

🔒 **Processing Methods**

Identify the processing methods you use.

Processing Methods

- ☑ Shredding
- ☐ Smelting
- ☐ Breaking down chemical components
- ☐ Other (Specify Process)

Processing Methods data last updated by: Mary Jane on Mar 14, 2022 11:02 AM

Performance report
View submitted report

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