



October 19, 2020

Sent via email

To: Retail Dealers

Re: Special Direction to the BCUC Issued Under Section 4 of the Fuel Price Transparency Act: Retail Data Collection Pilot – Reporting Guidelines

Dear Retail Dealers:

On August 14, 2020, the Government of British Columbia announced the [Special Direction](#): “Direction to require submission of fuel data from retail dealers of gasoline and diesel fuel in British Columbia and report to the Minister” (Special Direction) under Section 4 of the [Fuel Price Transparency Act](#) (FPT Act). The Special Direction establishes the reporting requirements of fuel data from retail dealers of reportable fuels for the purposes of a retail data collection pilot (Pilot). This Pilot will inform the development of regulations for ongoing data collection targeted at the retail component of the fuel supply chain in British Columbia. Responsible persons are required to make regular reports to the British Columbia Utilities Commission (BCUC) starting on December 1, 2020. As the Administrator of the FPT Act, the BCUC is responsible for ensuring compliance with the Special Direction.

As part of the BCUC industry engagement and consultation process, the BCUC invited retail dealers to provide written comments on the Retail Pilot Methodology and Draft Reporting Guidelines by October 9, 2020. The BCUC also hosted three online information sessions to explain the Retail Pilot Methodology and Draft Reporting Guidelines and for companies to seek clarifications.

The BCUC acknowledges and thanks all parties who actively participated in the consultation process. The enclosed Retail Data Collection Pilot – Reporting Guidelines (Guidelines) reflect the feedback and comments received from the industry. The following sections highlight some of the changes made within the Guidelines.

Retail Samples and Reporting Period

The BCUC will directly contact the first 50 retail stations randomly selected for the pilot starting October 19, 2020, through email and registered mail. The selected retail dealers will be required to submit fuel data for the period November 1, 2020, to November 30, 2021, as outlined in the Guidelines. Following feedback from the industry, the first reporting period will be November 2020, with the first reporting deadline being within 2 weeks after the end of the calendar month.

Transfer Pricing

Transfer pricing information is not required to be reported on the British Columbia Monthly Retail Purchases Report. Responsible persons are obligated to report fuel data (e.g. volumes, date of shipment, transportation cost, etc.) regardless of whether there is a transaction price involved.

In place of a transfer price, the responsible persons may submit a null value or, optionally, enter a transfer price or other price of fair-market value. Furthermore, all transactions are required to be marked as either an

intra-company transfer or third-party transaction within the report. In the future, the BCUC may request additional cost information as appropriate.

Transportation Costs in BCUC Forms

Responsible persons must now indicate whether the purchase price includes transportation costs on the British Columbia Monthly Retail Purchases Report. If the purchase price does not include transportation costs or if the responsible person cannot determine the cost of transportation separately, a null value may be entered.

Confidentiality Requests and Treatment of Protected Information

The industry provided feedback regarding the treatment of confidential information submitted to the BCUC. The BCUC has established a public hearing to review [Parkland Corporation's request for an advance ruling on confidentiality](#). Responsible persons are encouraged to participate in that proceeding. All responsible persons reporting under the FPT Act are reminded that they must comply with the reporting requirements and timelines as specified by legislation. The BCUC will consider the BCUC [Rules of Practice and Procedure](#) (Rules) as it applies to the confidential treatment of all commercially sensitive information filed with the BCUC. The BCUC will also consider section 9 of the FPT Act before publishing fuel data, or other information or records, acquired under the FPT Act.

The BCUC acknowledges the parties for the feedback received to date on the Retail Pilot Methodology and Reporting Guidelines and, as stated in the information sessions, the BCUC anticipates that further changes will be identified as the BCUC implements this reporting scheme. The BCUC appreciates your assistance to help make this process efficient.

As stated in BCUC Letter [L-9-20](#), the purpose of the FPT Act is to promote public confidence in the competitiveness of the gasoline and diesel fuel market and the BCUC look forward to continuing to work with your industry in achieving the objectives of the FPT Act.

Sincerely,

Original Signed By:

Marija Tresoglavic
Acting Commission Secretary



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Special Direction to the BCUC Issued Under Section 4 of the Fuel Price Transparency Act

Retail Pilot Methodology

October 19, 2020

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1.0 Introduction

By the Special Direction dated August 14, 2020, the British Columbia Utilities Commission (BCUC) is directed to use its authority, as the designated administrator of the Fuel Price Transparency Act (FPT Act) and in accordance with the FPT Act, to require fuel data from retail dealers¹ of reportable fuels for the purpose of a retail data collection pilot concluding no later than November 30, 2021 (Pilot). The stated goal of the Pilot is to inform the development of regulations for ongoing data collection targeted at the retail component of the fuel supply chain in British Columbia.

The purpose of this document is to provide an overview of the BCUC's approach to meet the requirements of the Special Direction to the BCUC under Section 4 of the FPT Act (Special Direction). In order to fulfill these requirements, the BCUC will implement a phased approach. However, the BCUC may, in its discretion and at any time during the Pilot, amend the frequency of submission, the specific data elements being submitted, or the retail dealers who are to submit such fuel data.

In the first phase, a sample of 50 retail stations across British Columbia will be randomly selected to provide data on their purchases and sales. Concurrent to this, all retail dealers in British Columbia will be required to complete a short survey on their operations in order to create a baseline understanding of the retail station market.

In the second phase, information gathered from the sample 50 retail stations and the results of the survey will be used to expand the initial sample size to a point where the total sample size is representative of the gasoline and diesel retail station market in British Columbia and in accordance with the parameters set out in the Special Direction.

At the midpoint of the Pilot, participating retail dealers will be required to complete a short survey on the reporting burden of the Pilot.

At the conclusion of the Pilot, the BCUC will publish a draft report summarizing the results of the Pilot and make recommendations on which data points should be established as periodic submission requirements. Participants and members of the public will be given an opportunity to comment on the draft report before it is finalised and provided to the Minister of Energy, Mines and Petroleum Resources (Minister).

2.0 Sampling Technique

The Special Direction indicates that the BCUC is required to select a representative sample of retail fuel operations across the province, inclusive of retail dealers that are:

- i. In urban communities of varied size and in rural areas;
- ii. Geographically dispersed across the province; and
- iii. Independent, branded or part of an integrated corporate supply arrangement (type).

¹ For the purposes of this Pilot the BCUC adopts the definitions of "retail dealer," "supplier of reportable fuel," and "retail purchaser" as defined in Part 1, Section 1 of the *Fuel Price Transparency Regulation, 52/2020*. For the purposes of the Pilot, a "retail station" means a facility (e.g., a filling station) at which a retail dealer engages in selling a reportable fuel to a retail purchaser.

To fulfill the requirements within the Special Direction, and to select a technique that is free from bias, the BCUC believes that a stratified random sampling would be the most suitable. Under this technique, the retail station population is divided into subgroups based on their location and type. A random sample is then taken from each subgroup. This technique ensures that every subgroup would be adequately represented.

3.0 Understanding the Population

The Kent Group Ltd.'s 2019 Retail Site Census reports that there are 1,371 retail stations in British Columbia. In order to stratify the population into subgroups, we need to gather data on all the retail station operations in British Columbia. The BCUC has not identified any public sources which provide the level of detail necessary to stratify the population by the type of information identified in the Special Direction. Therefore, the BCUC will gather data for all retail stations in British Columbia. Retail dealers in British Columbia will be required to fill out a short survey on each retail station, which will include questions on general retail station information, pump services, site amenities, ownership designation, among other things.

The survey, including instructions on completing and submitting the survey, will be sent to all retail dealers and available on our website after November 1, 2020.

In addition to providing meaningful data that will aid in stratifying the population, this information will help inform the recommendations in the BCUC's report to the Minister, as required in the Special Direction. This information is anticipated to be useful for determining recommendations on, among other things, the characteristics of the retail dealers to which the recommended periodic submission requirements should apply.

4.0 Determining the Sample Size

4.1 Phase I – Selecting Samples from All Regional Districts

As specified in the Special Direction, the BCUC is to commence the Pilot by November 2020. The Pilot is to be completed over a twelve-month period. In the interim, the BCUC will randomly select retail stations from each Regional District concurrently with the data collection process described in the Section 3.0 – Understanding the Population.

The BCUC has collected site information for 976 retail stations from the Kent Group Ltd. website and further identified an additional 243 retail stations based on BCUC's best estimates, resulting in 1,219 retail stations that will form the population from which our random sample will be taken.

Retail stations will be divided into the Regional Districts below. The regional data is obtained from the British Columbia Government's website.² A random sample from each region will be taken proportionate to the retail station population size of that region. Based on this methodology, a total of 50 retail stations will form our initial sample size, with a minimum of 1 retail station selected per region.

² <https://www2.gov.bc.ca/gov/content/data/statistics/people-population-community/population/population-estimates>.

- Alberni-Clayoquot
- Bulkley-Nechako
- Capital
- Cariboo
- Central Coast
- Central Kootenay
- Central Okanagan
- Columbia-Shuswap
- Comox
- Cowichan Valley
- East Kootenay
- Fraser Valley
- Fraser-Fort George
- Kitimat-Stikine
- Kootenay-Boundary
- Metro Vancouver
- Mount Waddington
- Nanaimo
- North Coast
- North Okanagan
- Northern Rockies
- Okanagan-Similkameen
- Peace River
- Qathet
- Squamish-Lillooet
- Strathcona
- Stikine
- Sunshine Coast
- Thompson-Nicola

The list of selected retail stations will not be posted publicly to mitigate potential risks of market distortion. Instead, the BCUC will contact directly the retail dealers who are selected to participate in the Pilot starting October 19, 2020. Those retail dealers will be required to submit fuel data for the reporting period November 1, 2020 to November 30, 2021.

4.2 Phase II – Selecting Additional Samples following Results from Survey

Once we receive results from the survey (described under Section 3.0 – Understanding the Population), we will be able to further stratify the population based on type and other relevant attributes into additional subgroups. Additional samples will be chosen in each subgroup until we reach saturation. This is the point at which gathering new data would not provide any new theoretical insights into the Pilot project.

The number of additional samples and relevant attributes in which subgroups are based on will be determined at a later date. The BCUC will contact directly the retail dealers who are selected to participate in Phase II of the Pilot.

Additionally, the BCUC will review the data submissions from the initial 50 retail stations identified in Phase I of the Pilot and may make changes to the data reporting requirements based on lessons learned and/or to improve the data collection process.

The Pilot will be completed over a twelve-month period, concluding no later than November 30, 2021.

5.0 Data reporting requirements for selected retail stations

The BCUC will require that selected retail stations provide fuel data on their purchases from suppliers of reportable fuel and on their average daily sales to retail purchasers in a monthly report to the BCUC. Retail

dealers will be required to file two reports capturing these two activities during the reporting period. For the purpose of these reports, the reporting period is a calendar month. Reports are required to be filed within two weeks after the end of the reporting period to which the submission relates.

The BCUC considers the following principles to be important in determining its proposed data requirements:

- Data should be consistent and comparable with data that will be collected from the wholesale sector;
- Availability of information from retail dealers; and
- Minimise reporting burden for retail dealers.

Retail Dealer Purchases Report

For purchases from suppliers of reportable fuel, retail dealers are required to provide separate information for each shipment in which reportable fuel is made, and for each type and grade of reportable fuel.

More specifically, retail dealers will be required to provide the following fuel data:

- Retail Station Name
- Retail Station Address
- Date of Purchase
- Fuel Type
- Fuel Grade
- Volume Purchased
- Purchase Price per Litre
- Transaction Type
- Transportation Costs per Litre
- Seller Name
- Seller Address
- Supply Location

Further details on the proposed reporting elements (including key definitions, reporting process, form templates) can be found in the Reporting Guidelines attached as Appendix A of this document.

Retail Dealer Sales Report

For sales to retail purchasers, retail dealers are required to provide separate information for each calendar day in a calendar month in which reportable fuel is sold, and for each type and grade of reportable fuel sold.

More specifically, retail dealers will be required to provide the following fuel data:

- Retail Station Name
- Retail Station Address
- Date of Sale
- Fuel Type
- Fuel Grade

- Daily Volume Sold
- Volume-Weighted Selling Price per Litre
- Taxes per Litre
- Daily High and Low Price
- Time of Daily High and Low Price

Further details on the proposed reporting elements (including key definitions, reporting process, form templates) can be found in the Reporting Guidelines attached as Appendix A to this document.

6.0 Reporting Burden Survey

The Special Direction requires that the BCUC provide an analysis of the costs of implementing periodic submission requirements for retail dealers relative to the anticipated benefits to the public. To achieve this objective, the BCUC will require that participating retail dealers complete a one-time survey on the reporting burden related to the Pilot.

The survey, including instructions on completing and submitting the survey, will be directly sent to retail dealers at the 6-month mark of the Pilot.

The survey is anticipated to include questions regarding the costs associated with participation in the Pilot, such as administrative costs like keeping and providing records, costs of professional and legal services, or other direct costs.

7.0 Report to the Minister

Following the conclusion of the Pilot, the BCUC will prepare and provide a report to the Minister summarizing the results of the Pilot and making recommendations on which data points should be established as periodic submission requirements, pursuant to the FPT Act or regulations thereunder, along with:

- The frequency at which retail dealers should submit each fuel data point to the BCUC; and
- The characteristics of the retail dealers to which the recommended periodic submission requirements should apply, unless it is determined by the BCUC that every recommended data point should apply to every retail dealer of reportable fuel in British Columbia.

The report should also include an analysis of the costs of implementing periodic submission requirements for retail dealers relative to the anticipated benefits to the public, in alignment with the intent of the FPT Act.

The BCUC will publish a draft version of the report, which will be published on the GasPricesBC.ca website and circulated to the industry and Pilot participants by December 31, 2021. Industry participants and members of the public may provide written submissions on the draft report until January 31, 2022.

The BCUC will provide a final report to the Minister no later than March 2022.

Special Direction to the BCUC Issued Under Section 4 of the
Fuel Price Transparency Act

Retail Data Collection Pilot –Reporting Guidelines

Version 1.0: effective October 19, 2020

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1.0 Introduction

The purpose of these Guidelines is to provide instructions to responsible persons¹ who are required to submit fuel data to the British Columbia Utilities Commission (BCUC), pursuant to the *Fuel Price Transparency Act* (FPT Act) and the Special Direction effective August 14, 2020 issued under Section 4 of the FPT Act (Special Direction) which provides, in part: “Direction to require submission of fuel data from retail dealers of gasoline and diesel fuel in British Columbia and report to the Minister.”

These Guidelines may be revised or updated from time to time in order to improve the data collection process, adjust to evolving market circumstances, or, as required.

In the event of any inconsistency between these Guidelines and the legislation, the legislation governs.

1.1 To whom do these Guidelines apply?

These Guidelines are applicable to responsible persons under the FPT Act who are retail dealers whose retail stations are selected as part of the retail data collection pilot (Pilot).²

Pursuant to Part 1 of the FPT Regulations, a “retail dealer” means a person who, within British Columbia, sells reportable fuel to a retail purchaser, unless the reportable fuel is:

- (a) sold at a cardlock, bulk storage terminal or terminal rack, or
- (b) delivered to the retail purchaser in connection with an emergency roadside service.

For the purposes of the Pilot, a “retail station” means a facility (e.g., a filling station) at which a retail dealer engages in selling a reportable fuel to a retail purchaser.

Reportable fuel is defined in the FPT Act as gasoline, diesel fuel, or a prescribed fuel or other substance. At this time, the BCUC expects information submitted pursuant to the Special Direction is for gasoline, diesel fuel, or a prescribed fuel or other substance used as road-use motor fuel.

For further clarity, the person who has title to the reportable fuel when it’s sold to a retail purchaser is responsible to report fuel data to the BCUC during the Pilot.

Responsible persons who are retail dealers requiring further clarity are encouraged to contact the BCUC for more information.

1.2 Role of the British Columbia Utilities Commission

By Order in Council No. 123 and pursuant to Part 2 Section 3 of the FPT Act, the Lieutenant Governor in Council designated the BCUC as an Administrator of the FPT Act.

As the Administrator of the FPT Act, the BCUC is responsible for collecting and publishing information about gasoline and diesel fuel activities in British Columbia, in an effort to promote competitiveness, and public confidence in the competitiveness of the fuel market.

¹ As per Section 1 of the *Fuel Price Transparency Act*, “responsible person” means a person engaged in a reportable activity.

² For the purposes of this pilot the BCUC adopts the definitions of “retail dealer,” “supplier of reportable fuel,” and “retail purchaser” as defined in Part 1, Section 1 of the [Fuel Price Transparency Regulation, 52/2020](#).

1.3 The FPT Act and Special Direction

The FPT Act requires responsible persons in the fuel (gasoline and diesel) industry in British Columbia to report information and data on their activities either through prescribed periodic submissions or as required by the BCUC.

The Special Direction outlines the BCUC's authority, as the designated administrator of the FPT Act to require fuel data from retail dealers of reportable fuels for the purpose of a retail data collection Pilot. This Pilot will inform the development of regulations for ongoing data collection targeted at the retail component of the fuel supply chain in British Columbia.

1.4 BCUC Forms

The BCUC has created standardized forms for retail dealers of reportable fuels to use in order to ensure the requirements identified in the Special Direction are met. The following table provides a list of BCUC forms, a short description of each form, and a link to the filing guidelines within this document.

BCUC Form	Individual required to report	Link to Guidelines	Download Link
British Columbia Monthly Retail Purchases Report	Selected Retail Dealers	3.1	
British Columbia Monthly Retail Sales Report	Selected Retail Dealers	3.2	
FPTA Confidentiality Request Form	Selected Retail Dealers	<i>Confidentiality</i>	

2.0 Procedural Considerations

Registration process

Individuals submitting forms on behalf of the responsible person (Individual) are required to register with the BCUC to receive a unique user account for the FPT Act Regulatory Reporting Portal (Portal) on the GasPricesBC.ca website. The user account will provide access to the Portal, enabling the user to login and submit the applicable forms.

For the user account registration process, responsible persons are required to identify Individuals who will be submitting forms on its behalf. By October 26, 2020, a web form will be available on GasPricesBC.ca to request access to the Portal.

Form submission process

Responsible persons are required to submit all applicable forms via the Portal which can be found on the GasPricesBC.ca website.

During the submission process, Individuals are required to complete a short form within the Portal for each document upload. Individuals are required to note, among other things, which BCUC report they are uploading, whether it is a public or confidential version, and whether the document is a new submission or a resubmission.

Once a form has been submitted, a confirmation of receipt will be emailed to the Individual confirming the form has been received by the BCUC.

Once the BCUC completes a summary review of the submission for completeness and reasonableness, a second email will be sent to confirm the submission has been accepted by the BCUC. Acceptance by the BCUC does not preclude the BCUC from conducting a further review of the submission at a later date.

Additionally, in the event a resubmission of the data is necessary, the second confirmation will provide a BCUC-generated unique identification (ID) for each form which must be kept by the Individual. It is important to keep this unique ID as it is required to complete a resubmission. Further details on the resubmission process can be found in the *How to resubmit forms in case of update or error* section of this guide.

Incomplete submissions may be returned to the *Individual*.

Confidentiality

Submissions will be made public, unless the information contains protected information as outlined in Section 9 of the FPT Act or the BCUC has accepted the information as confidential pursuant to the BCUC Rules of Practice and Procedure (Rules) established by BCUC Order G-15-19. For clarity, Part IV of the Rules, Confidential Documents, applies to all requests for confidentiality and confidential documents filed with the BCUC regarding any and all matters.

If an Individual requests a submission, or certain portions of a submission, be kept confidential, they must:

- Indicate which items are requested to be held in confidence by submitting both a redacted and unredacted copy of the required BCUC form on the Portal; and
- Fill out the [confidentiality request form](#) and submit this form on the Portal during the submission process of the related BCUC form. The request must briefly describe the nature of the information in the submission and the reasons for the request for confidentiality, including the specific harm that could reasonably be expected to result if the information was made publicly available, either on an individual, aggregated or anonymized basis.

For further information regarding requests for confidentiality, please refer to the Rules, available on the BCUC’s website at: www.bcuc.com.

To properly submit a redacted form, “Redacted” must be inserted in all cells on the form where confidentiality is requested, as illustrated below:

Figure 1: Unredacted submission

British Columbia Monthly Retail Purchases Report															
BCUC Station ID	Station Name	Station Address	Internal ID	Fuel Type	Fuel Grade	Shipment Date	Shipment Volume (L15)	Purchase Price per Litre (\$/L)	Currency	Transaction Type	Transportation Costs per Litre (\$/L)	Currency	Seller	Seller Address	Supply Location
ABC	123 ABC Way	INT44522	Gasoline	RUL	12/1/2020	25,000	\$0.723	CAD			\$0.010	CAD	XYZ	122 XYZ Way	789 RST Way
ABC	123 ABC Way	INT44523	Diesel	ULSD	12/1/2020	10,000	\$0.479	CAD			\$0.015	CAD	XYZ	123 XYZ Way	789 RST Way

Figure 2: Redacted Submission

British Columbia Monthly Retail Purchases Report															
BCUC Station ID	Station Name	Station Address	Internal ID	Fuel Type	Fuel Grade	Shipment Date	Shipment Volume (L15)	Purchase Price per Litre (\$/L)	Currency	Transaction Type	Transportation Costs per Litre (\$/L)	Currency	Seller	Seller Address	Supply Location
ABC	123 ABC Way	INT44522	Gasoline	RUL	12/1/2020	25,000	Redacted	CAD			\$0.010	CAD	XYZ	122 XYZ Way	789 RST Way
ABC	123 ABC Way	INT44523	Diesel	ULSD	12/1/2020	10,000	Redacted	CAD			\$0.015	CAD	XYZ	123 XYZ Way	789 RST Way

How to resubmit forms in case of update or error

If information in a previous submission has changed or was inaccurate or incomplete, then corrections or changes must be made within 30 days after the person becomes aware of the change or error.

If a resubmission is required, it is necessary to resubmit all fuel data included in the previous submission (i.e. the entire form and all records) in addition to the corrected data.

For example, if the wrong Fuel Grade for a shipment was recorded in a prior submission of the British Columbia Monthly Retail Purchases Report, then a corrected form must be resubmitted including all information included in the original submission, as illustrated below:

Figure 3: Original submission

British Columbia Monthly Retail Purchases Report															
BCUC Station ID	Station Name	Station Address	Internal ID	Fuel Type	Fuel Grade	Shipment Date	Shipment Volume (L15)	Purchase Price per Litre (\$/L)	Currency	Transaction Type	Transportation Costs per Litre (\$/L)	Currency	Seller	Seller Address	Supply Location
ABC	123 ABC Way	INT44522	Gasoline	RUL	12/1/2020	25,000	\$0.723	CAD			\$0.010	CAD	XYZ	122 XYZ Way	789 RST Way
ABC	123 ABC Way	INT44523	Diesel	ULSD	12/1/2020	10,000	\$0.479	CAD			\$0.015	CAD	XYZ	123 XYZ Way	789 RST Way

Figure 4: Resubmission to correct record

British Columbia Monthly Retail Purchases Report															
BCUC Station ID	Station Name	Station Address	Internal ID	Fuel Type	Fuel Grade	Shipment Date	Shipment Volume (L15)	Purchase Price per Litre (\$/L)	Currency	Transaction Type	Transportation Costs per Litre (\$/L)	Currency	Seller	Seller Address	Supply Location
ABC	123 ABC Way	INT44522	Gasoline	MUL	12/1/2020	25,000	\$0.723	CAD			\$0.010	CAD	XYZ	122 XYZ Way	789 RST Way
ABC	123 ABC Way	INT44523	Diesel	ULSD	12/1/2020	10,000	\$0.479	CAD			\$0.015	CAD	XYZ	123 XYZ Way	789 RST Way

During the submission process, Individuals are required to identify whether the document being submitted is a first-time submission or a resubmission. In the event of a resubmission, Individuals must select “Resubmission” as the option. Individuals are also required to input the BCUC ID that was emailed to the Individual which confirmed acceptance of the previous submission the Individual would like to replace. The Individual is also required to add a comment to the document that must briefly explain what is changed within the document and the reason for the resubmission.

Reporting Period and Deadlines for submission

Reporting Periods and Deadlines		
BCUC Form	Reporting Period	Deadline for Report
British Columbia Monthly Retail Purchases Report	Calendar Month	All fuel data: Within 2 weeks after the end of the reporting period
British Columbia Monthly Retail Sales Report	Calendar Month	All fuel data: Within 2 weeks after the end of the reporting period

For additional details on determining the appropriate reporting deadline, please see the [Interpretation Act](#).

Record keeping

Pursuant to Section 8 of the FPT Act, responsible persons submitting fuel data to the BCUC are required to record and maintain records sufficient to verify the fuel data and retain those records for at least 5 years after the date by which the person is required to submit that fuel data.

BCUC contact information

For further information, contact:

Phone: (604) 660-4700

Email: Commission.Secretary@bcuc.com

Address: Suite 410, 900 Howe Street, Vancouver, B.C. V6Z 2N3

web site: <http://www.bcuc.com>

3.0 Filing Guidelines

The BCUC has created standardized forms for retail dealers of reportable fuels to use in order to ensure the requirements identified in the Special Direction are met. In order to ensure accuracy and consistency in reporting, the following sections provide guidance on how each report must be completed.

3.1 British Columbia Monthly Retail Purchases Report

Selected retail dealers who receive reportable fuel from a supplier of reportable fuel are required to submit fuel data to the BCUC on a monthly basis regarding the selected retail station(s). To satisfy these requirements, responsible persons must submit a *British Columbia Monthly Retail Purchases Report* for each reporting period. Retail dealers who own/operate multiple selected retail stations may report fuel data for all selected retail stations within one report or by completing one report for each selected retail station. The current form can be found on the BCUC's [website](#).

Fuel data submitted in this report must be separated by:

- Each specific retail station;
- Each shipment in which reportable fuel is made;
- Type of reportable fuel; and

- Grade of reportable fuel.

British Columbia Monthly Retail Purchases Report	
Field	Description
BCUC Retail Station ID	Leave blank on first submission. For all subsequent submissions enter the BCUC-provided Retail Station ID.
Retail Station Name	Enter the common name you use for the retail station owned or operated by the responsible person.
Retail Station Address	Enter the full physical address of the retail station.
Internal ID	Unique number used to identify shipments of reportable fuel internally. Examples could include invoice numbers, unique identifiers from billing system, reference numbers from bill of lading, etc.
Fuel Type	Enter gasoline, diesel fuel, or a prescribed fuel or other substance according to the key provided.
Fuel Grade	Select the most applicable reportable fuel grade according to the key provided.
Shipment Date	Enter the date on which the shipment of reportable fuel was loaded from the fuel storage terminal for delivery to the retail station.
Shipment Volume (L15)	Enter the volume of reportable fuel supplied by the supplier of reportable fuel; expressed in litres temperature corrected to 15°C (L15) and rounded to the nearest whole number.
Purchase Price per Litre	<p>Using purchase price per litre (L15) as a base unit of measure for a reportable fuel, enter the purchase price excluding British Columbia Provincial / Dedicated Motor Fuel Tax, British Columbia Carbon Tax, Federal Excise Tax, and/or Goods and Services Tax paid or payable by the responsible person for the reportable fuel purchased.³</p> <p>Transportation costs that are paid as part of the purchase price at the point of sale should be included in the reported unit price.</p> <p>If purchase price of the reportable fuel is not applicable, the responsible person may enter a null value, the transfer price (at fair market value) or other market value as determined by the responsible person's customary accounting practices</p> <p>The price must be rounded to the nearest thousandths.</p>
Currency	Enter the applicable currency in which the purchase price, transfer price (at fair market value) or other market value (as determined by the responsible person's customary accounting practice amount was paid or, if not yet paid, invoiced. A list of currencies and the required format are provided in the key.

³ As per the BC Ministry of Finance, dedicated motor fuel tax means dedicated taxes which apply in certain regions in the province, such as, the South Coast British Columbia Transportation Authority (TransLink), British Columbia Transit (BC Transit), and the British Columbia Transportation Financing Authority, (<https://www2.gov.bc.ca/assets/gov/taxes/sales-taxes/publications/mft-ct-005-tax-rates-fuels.pdf>).

Transaction Type	Select the most applicable term which describes this purchase according to the key provided. “Intra-Company Transfer” means a transaction in which reportable fuel is exchanged between non-arm’s length entities under common control such as those occurring between units and divisions of a consolidated entity. “Third-Party Transaction” means an arms-length transaction.
Transportation Costs per Litre	Using cost per litre (L15) as a base unit of measure, enter the cost incurred by the responsible person for transporting the reportable fuel from the fuel storage terminal to the retail station or, if known, the transportation cost included as part of the purchase price; rounded to the nearest thousandths. If there were no transportation cost incurred by the retail dealer or it is not identifiable in the purchase price for the shipment volume, the responsible person may enter a null value.
Purchase Price includes Transportation Costs	Select yes or no if the purchase price includes any transportation costs for the shipment volume.
Currency	Enter the applicable currency in which the transportation amount was paid or, if not yet paid, invoiced. A list of currencies and the required format are provided in the key.
Seller Name	Enter the name of the person from whom the reportable fuel was supplied.
Seller Address	Enter the address of the person from whom the reportable fuel was supplied.
Supply Location	Enter the physical address of the fuel storage terminal where the reportable fuel was transported from as indicated on the bill of lading or equivalent shipment document.

3.2 British Columbia Monthly Retail Sales Report

Selected retail dealers who sell reportable fuel to retail purchasers are required to submit fuel data to the BCUC on a monthly basis regarding the selected retail station(s). To satisfy these requirements, responsible persons must submit the *British Columbia Monthly Retail Sales Report* for each reporting period. Retail dealers who own/operate multiple selected retail stations may report fuel data for all selected retail stations within one report or by completing one report for each selected retail station. The current form can be found on the BCUC’s [website](#).

Fuel data submitted in this report must be separated by:

- Each specific retail station;
- Each calendar day in a calendar month in which reportable fuel is sold;
- Type of reportable fuel; and
- Grade of reportable fuel.

British Columbia Monthly Retail Sales Report	
Field	Description
BCUC Retail Station ID	Leave blank on first submission. For all subsequent submissions enter the BCUC-provided Retail Station ID.
Fuel Type	Enter gasoline, diesel fuel, or a prescribed fuel or other substance according to the key provided.
Fuel Grade	Select the most applicable fuel grade according to the key provided.
Retail Station Name	Enter the common name you use for the retail station owned or operated by the responsible person.
Retail Station Address	Enter the full physical address of the retail station.
Date of Sale	Enter the day of the month corresponding to each daily sale of reportable fuel to a retail purchaser over the 24-hour period.
Daily Volume Sold (L15)	Enter the daily volume sold to a retail purchaser over the 24-hour period; expressed in litres temperature corrected to 15°C (L15) and rounded to the nearest whole number.
Volume-Weighted Selling Price (\$/L15)	Using the net selling price per litre (\$/L15) as a base unit of measure, enter the volume-weighted price for each fuel grade sold to retail purchasers excluding any British Columbia Provincial / Dedicated Motor Fuel Tax, Carbon Tax, Federal Excise Tax, and Goods and Services Tax. The price must be rounded to the nearest thousandths.
Taxes per Litre Collected (\$/L15)	Using dollars per litre (\$/L15) as a base unit of measure, enter the total British Columbia Provincial / Dedicated Motor Fuel Tax, Carbon Tax, Federal Excise Tax, and Goods and Services Tax collected daily for each fuel grade divided by the total daily volume sold. The taxes collected must be rounded to the nearest thousandths.
Daily High Price (\$/L15)	Enter the highest value transaction price per litre (\$/L15) for that calendar day. The price must be rounded to the nearest thousandths.
Daily Low Price (\$/L15)	Enter the lowest value transaction price per litre (\$/L15) for that calendar day. The price must be rounded to the nearest thousandths.
Time of Daily High Price (hh:mm)	Enter the time of day when the Daily High Price is first set using the 24-hour time format.
Time of Daily Low Price (hh:mm)	Enter the time of day when the Daily Low Price is first set using the 24-hour time format.