



January 27, 2021

Sent via email

To: Importers, Wholesale Purchasers, Terminal Owners/Operators and/or Suppliers of Retail Dealers

Re: Reporting Requirements of the Fuel Price Transparency Regulation – Draft Reporting Guidelines Version 2.0

On August 14, 2020, the Government of British Columbia announced the Fuel Price Transparency Regulation, B.C. Reg. 52/2020 (FPT Regulation) outlined in [Order in Council 474/20](#), pursuant to the [Fuel Price Transparency \(FPT\) Act](#). The FPT Regulation establishes the reporting requirements for responsible persons who are fuel importers, wholesalers, terminal owners/operators, and/or suppliers of retail dealers. Responsible persons are required to make regular reports to the British Columbia Utilities Commission (BCUC) starting November 1, 2020. As the Administrator of the FPT Act, the BCUC is responsible for ensuring compliance with the FPT Regulation.

As part of the BCUC industry engagement and consultation process, the BCUC issued the [FPT Regulation – Final Reporting Guidelines](#) (Guidelines) on October 5, 2020, subsequent to a series of feedback and comments received from the industry.

Upon reviewing the submissions for the October to December 2020 reporting periods along with continued dialogue with the industry, the BCUC aims to clarify certain portions of the Guidelines and revises the BCUC Reporting Forms (Forms) pursuant to Part 3, Section 6 of the FPT Act. The following sections highlight some of the planned changes to the attached Fuel Price Transparency Regulation – Draft Reporting Guidelines Version 2.0¹ (Draft Guidelines v.2) and the BCUC Draft Reporting Forms Version 2.0 (Draft Forms v.2). These changes are planned to take effect starting with the March 2021 reporting period.

The BCUC invites responsible persons to submit feedback and/or suggestions in the form of written comments in response to the planned Draft Guidelines v.2 and the Draft Forms v.2. The goal of the revision is to ensure a consistent understanding of the BCUC's reporting requirements and methodology amongst all responsible persons. A timeline of key dates including a consultation period is included below. Written comments should be submitted via email to Commission.Secretary@bcuc.com by **Friday, February 12, 2021**.

Other (Comments)

The BCUC would like to emphasize that the Forms should not be altered or copied into another sheet as this will impact the data integrity when the submission is uploaded into the BCUC's database. If necessary, responsible persons should include comments in the additional field that has been included in all Draft Forms v.2 and should contact the BCUC if the Forms warrant any further changes.

¹ A blackline version has been included as Appendix A for comparison.

Fuel Grades

The BCUC has included additional fuel grades in the “Key” within the Draft Forms v.2, particularly to allow responsible persons to categorize the imports of motor gasoline blending components, such as Conventional Blendstock for Oxygenate Blending (CBOB) and Reformulated Blendstock for Oxygenate Blending (RBOB), that are intended for blending with oxygenates to produce finished conventional and reformulated motor gasoline.

Importer Report

The BCUC requests responsible persons to submit fuel data based on each shipment of reportable fuel imported into British Columbia during each reporting period.

Transportation Costs

The BCUC would like to ensure clarity in the reporting of transportation costs, therefore an additional field has been included in the Draft Forms v.2 for responsible persons to indicate if the price of the reportable fuel includes any transportation costs. This should be selected if responsible persons are unable to differentiate the transportation costs within the purchase price itself.

Contract Pricing

The BCUC recognizes the various contract pricing mechanisms in the industry. An additional field has been included in the Draft Forms v.2 for responsible persons to indicate if the price of the reportable fuel is based on the daily, weekly average, monthly average, or other market pricing methodology.

Mode of Transport and Delivery & Supply Location(s)

The BCUC would like to ensure the analysis of the reportable fuel accurately portrays the local market conditions and thus has included new fields in the Draft Forms v.2 for responsible persons to indicate the mode of transport for the imported volume and the delivery and supply location(s) where any reportable fuel transaction takes place in British Columbia.

Minor Clarifications & Updates

The BCUC has also made minor clarifications and updates in the Draft Guidelines v.2 regarding additional definitions and Form field descriptions, the FPT Act Regulatory Reporting Portal registration and Forms submission process, BCUC contact information, the naming of Form fields, and units of measurement.

Confidentiality and Treatment of Protected Information

On November 30, 2020, the BCUC issued [Order G-303-20](#) wherein a regulatory timetable was established for the development of a framework for the determination of confidentiality and treatment of protected information collected pursuant to the FPT Act in an open and transparent process. This process is ongoing, and pending the outcome of the proceeding, in [Order G-275-20](#), the BCUC granted advanced approval of confidential status to fuel data submitted by a responsible person pursuant to the FPT Act that the responsible person has identified as protected information. The advanced approval process established in Order G-275-20 will continue to apply to data submitted under the Draft Guidelines v.2 until a final framework is established.

Timeline

Key dates leading up to the March 1, 2021, reporting commencement date where the FPT Regulation – Final Reporting Guidelines Version 2.0 will be effective are as follows:

Action	Date (2021)
FPT Regulation – Draft Reporting Guidelines Version 2.0 available from the BCUC	Wednesday, January 27
Written comments submitted to the BCUC regarding the FPT Regulation – Draft Reporting Guidelines Version 2.0	Friday, February 12
FPT Regulation – Final Reporting Guidelines Version 2.0 issued by the BCUC	Friday, February 26
FPT Regulation – Final Reporting Guidelines Version 2.0 effective date for the March 2021 reporting period	Monday, March 1

As stated in BCUC [Letter L-9-20](#), the purpose of the FPT Act is to promote competitiveness of the gasoline and diesel fuel market and public confidence in the competitiveness of that market. The BCUC looks 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

KC/ae



bcuc
British Columbia
Utilities Commission

Suite 410, 900 Howe Street
Vancouver, BC Canada V6Z 2N3
bcuc.com

P: 604.660.4700
TF: 1.800.663.1385
F: 604.660.1102

Fuel Price Transparency Regulation, B.C. Reg. 52/2020

Draft Reporting Guidelines

Version 2.0: Effective March 1, 2021

TABLE OF CONTENTS

Page no.

1.0	Introduction	1
1.1	To whom do these Guidelines apply?	1
1.2	Role of the British Columbia Utilities Commission.....	1
1.3	The FPT Act and FPT Regulation	2
1.4	BCUC Reporting Forms Version 2.0	2
2.0	Procedural Considerations	3
3.0	Filing Guidelines	7
3.1	British Columbia Monthly Importer Report	7
3.2	British Columbia Monthly Wholesale Purchaser Report.....	10
3.3	British Columbia Monthly LCFS Credit Report.....	12
3.4	British Columbia Annual Storage Report.....	13
3.5	British Columbia Monthly Retail Supplier Report	15

1.0 Introduction

The purpose of this document is to provide instructions to responsible persons¹ who are required to submit reportable fuel data to the British Columbia Utilities Commission (BCUC), pursuant to the [Fuel Price Transparency Act](#) (FPT Act) and [Fuel Price Transparency Regulation, BC Reg 52/2020](#) (FPT Regulation).

The FPT Regulation – Reporting Guidelines Version 2.0 (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 who are importers of reportable fuel, wholesale purchasers of reportable fuel, persons who store reportable fuel and suppliers of reportable fuel as defined in the FPT Act and FPT Regulation.

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 FPT Regulation for gasoline, diesel fuel, or a prescribed fuel or other substance used as road-use motor fuel.

Further, the FPT Regulation excludes reportable fuel sold to retail purchasers at a cardlock, bulk storage terminal or terminal rack, or delivered to a retail purchaser² in connection with an emergency roadside service.

Responsible persons are required to submit data on all reportable fuel unless the responsible person can identify which fuel is exclusively supplied in relation to one of the above excluded cases. If the responsible person can not explicitly identify excluded from non-excluded reportable fuel, then the BCUC expects the total quantity of reportable fuel and all related fuel data to be reported to the BCUC regardless of its use.

Additionally, imports of less than 2,000 litres of reportable fuel during the reporting period are also excluded from the reporting requirements under the FPT Regulation.

The BCUC further clarifies that these excluded activities are still reportable activities under the FPT Act and the BCUC may require submissions in the future on these activities from responsible persons outside of the periodic submissions prescribed under the FPT Regulation.

Responsible persons who require 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 the Administrator of the FPT Act.

¹ As per Section 1 of the FPT Act, "responsible person" means a person engaged in a reportable activity.

² As per Section 1 of the FPT Regulation, "retail purchaser" means a person who, within British Columbia, purchases reportable fuel for use by that person or another person and not for resale.

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.

1.3 The FPT Act and FPT Regulation

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 FPT Regulation outlines the regulations for fuel reporting in British Columbia, including the type of data that will be collected by the BCUC, the responsible persons who will be required to submit data, and the frequency of reporting.

1.4 BCUC Reporting Forms Version 2.0

The FPT Regulation establishes reporting requirements for importers of reportable fuel, wholesale purchasers of reportable fuel, persons who store reportable fuel, and suppliers of reportable fuel. The BCUC has created standardized BCUC Reporting Forms (Forms) for responsible persons to use in order to ensure the requirements identified in the FPT Regulation are met. The following table provides a list of Forms, a short description of who is required to submit each Form, and reference to the filing guidelines within this document.

BCUC Reporting Forms Version 2.0	Who is required to report	Reference to Guidelines	Download Link
British Columbia Monthly Importer Report	Importers of reportable fuel	3.1	
British Columbia Monthly Wholesale Purchaser Report	Wholesale purchasers of reportable fuel	3.2	
British Columbia Monthly LCFS ³ Credit Report	Wholesale purchasers of reportable fuel	3.3	
British Columbia Annual Storage Report	Persons who store reportable fuel	3.4	
British Columbia Monthly Retail Supplier Report	Suppliers of reportable fuel	3.5	
FPT Act Confidentiality Request Form	All	Confidentiality	

³ The [Greenhouse Gas Reduction \(Renewable & Low Carbon Fuel Requirements\) Act](#) and the [Renewable & Low Carbon Fuel Requirements Regulation](#), known collectively as British Columbia’s low carbon fuel standard (BC-LCFS).

2.0 Procedural Considerations

Registration process

Individuals submitting Forms on behalf of the responsible person 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/Industry website. The user account will provide access to the Portal, enabling the user to login and submit the applicable Forms. [Quick Reference Guides](#) are also available on the website to provide users with further guidance on accessing the Portal and completing the Forms.

For the user account registration process, responsible persons are required to identify individuals who will be submitting Forms on their behalf. A web form is currently available on GasPricesBC.ca for responsible persons to request access to the Portal.

Forms submission process

Responsible persons are required to submit all applicable Forms via the Portal which can be found on the GasPricesBC.ca/FPTRegulations website. A “Key” is included as a separate sheet in each Form, which responsible persons should use to complete the Forms. The Forms should not be altered or copied into another sheet. Responsible persons should contact the BCUC if the Forms warrant any further changes.

During the Forms submission process, individuals are required to complete a short pop-up form within the Portal for each Form 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 Form 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. When 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 Form is necessary, the initial confirmation email will include a BCUC generated unique submission identification (Submission ID) for each Form being submitted. It is important for responsible persons to keep this unique Submission ID on the record as it will be required to complete a resubmission. Further details on the resubmission process can be found in the *How to submit Forms in case of update or error* of these Guidelines.

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. 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 Form on the Portal, and
- Fill out the [FPT Act Confidentiality Request Form](#) and submit this Form on the Portal during the submission process for the corresponding 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 were 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 website at www.bcuc.com.

To properly submit a redacted Form, a word “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 Supplier Report								
Internal ID	Fuel Type	Fuel Grade	Name of Supplier of Reportable Fuel	Shipment Volume (L15)	Shipment Date	Amounts Paid/Payable by Purchaser per Litre (e.g. \$/L15)	Currency	Contract Pricing
INT44522	Gasoline	CBOB 87	ABC	10,000	2-Oct-2020	1.011	CAD	Daily
INT44523	Diesel	ULSD	ABC	6,000	2-Oct-2020	1.011	CAD	Daily

Figure 2: Redacted Submission

British Columbia Monthly Retail Supplier Report								
Internal ID	Fuel Type	Fuel Grade	Name of Supplier of Reportable Fuel	Shipment Volume (L15)	Shipment Date	Amounts Paid/Payable by Purchaser per Litre (e.g. \$/L15)	Currency	Contract Pricing
INT44522	Gasoline	CBOB 87	ABC	Redacted	2-Oct-2020	Redacted	CAD	Daily
INT44523	Diesel	ULSD	ABC	Redacted	2-Oct-2020	Redacted	CAD	Daily

How to submit Forms in case of update or error

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

A resubmission may also be necessary due to the difference in reporting deadlines for fuel data. For example, transportation costs associated with an import may be submitted after fuel data related to that import was already submitted in accordance with the deadlines specified in the FPT Regulation.

Depending on the required changes to the fuel data, Forms will need to be submitted via the Portal in one of the following two ways:

1) **Correcting or Changing Previously Submitted Fuel Data**

The User Option: “Resubmit Report(s)” should be used if fuel data in a previous submission was inaccurate or incomplete, as this is considered a resubmission. Therefore, it is necessary to resubmit all fuel data included in the previous submission (i.e., the entire Form and all data) 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 Supplier Report, then a corrected record must be resubmitted including all information included in the original submission, as illustrated below:

Figure 3: Original Submission

British Columbia Monthly Retail Supplier Report								
Internal ID	Fuel Type	Fuel Grade	Name of Supplier of Reportable Fuel	Shipment Volume (L15)	Shipment Date	Amounts Paid/Payable by Purchaser per Litre (e.g. \$/L15)	Currency	Contract Pricing
INT44522	Gasoline	CBOB 87	ABC	10,000	2-Oct-2020	1.011	CAD	Daily
INT44523	Diesel	ULSD	ABC	6,000	2-Oct-2020	1.011	CAD	Daily

Figure 4: Resubmission to Correct Record

British Columbia Monthly Retail Supplier Report								
Internal ID	Fuel Type	Fuel Grade	Name of Supplier of Reportable Fuel	Shipment Volume (L15)	Shipment Date	Amounts Paid/Payable by Purchaser per Litre (e.g. \$/L15)	Currency	Contract Pricing
INT44522	Gasoline	RUL 87	ABC	10,000	2-Oct-2020	1.011	CAD	Daily
INT44523	Diesel	ULSD	ABC	6,000	2-Oct-2020	1.011	CAD	Daily

During the resubmission process, the individual is required to input the “Submission ID” that was emailed to the individual, which confirmed acceptance of the previous submission the individual would like to resubmit. The individual is also required to add a comment in the Portal’s “Resubmission Comments” pop-up form field that must briefly explain what fuel data has changed within the Form and the reason for the resubmission. Additionally, the individual needs to ensure the correct “Month” and “Year” are selected as they relate to the Reporting Period for the resubmission.

2) Adding Previously Omitted Fuel Data

The User Option: “Upload Report(s)” should be used if fuel data in a previous submission was omitted. As this is considered a new submission, it is only necessary to submit the new fuel data not included in the previous submission (i.e., the additional row(s) and data).

For example, if a shipment was not recorded in a prior submission of the British Columbia Monthly Retail Supplier Report, then only a new record will need to be submitted, as illustrated below:

Figure 5: Original Submission

British Columbia Monthly Retail Supplier Report								
Internal ID	Fuel Type	Fuel Grade	Name of Supplier of Reportable Fuel	Shipment Volume (L15)	Shipment Date	Amounts Paid/Payable by Purchaser per Litre (e.g. \$/L15)	Currency	Contract Pricing
INT44522	Gasoline	CBOB 87	ABC	10,000	2-Oct-2020	1.011	CAD	Daily
INT44523	Diesel	ULSD	ABC	6,000	2-Oct-2020	1.011	CAD	Daily

Figure 6: New Submission to Add Record

British Columbia Monthly Retail Supplier Report								
Internal ID	Fuel Type	Fuel Grade	Name of Supplier of Reportable Fuel	Shipment Volume (L15)	Shipment Date	Amounts Paid/Payable by Purchaser per Litre (e.g. \$/L15)	Currency	Contract Pricing
INT44524	Gasoline	RUL 87	ABC	15,000	5-Oct-2020	1.013	CAD	Daily

The individual is required to add a comment in the Portal’s “Comments About Report for BCUC Use” pop-up form field that must briefly explain the reason for the new submission. Additionally, the individual needs to ensure the correct “Month” and “Year” are selected as they relate to the Reporting Period for the new submission.

Deadlines for submission

Reporting Periods and Deadlines		
BCUC Reporting Form	Reporting Period	Deadline for Report
British Columbia Monthly Importer Report (FPT Regulation, Section 5)	Calendar Month	<p>For fuel data related to the costs of transporting the imported reportable fuel: Within 2 weeks after the date on which the responsible person receives an invoice for the costs of transporting the imported reportable fuel</p> <p>All other fuel data: Within 2 weeks after the end of the reporting period</p>
British Columbia Monthly Wholesale Purchaser Report (FPT Regulation, Section 6)	Calendar Month	<p>All fuel data: Within 2 weeks after the end of the reporting period</p>
British Columbia Monthly LCFS Credit Report (FPT Regulation, Section 6)	Calendar Month	<p>All fuel data: Within 2 weeks after the end of the reporting period</p>
British Columbia Annual Storage Report (FPT Regulation, Section 7)	Calendar Year	<p>All fuel data: By January 31 of the year immediately following the reporting period</p>
British Columbia Monthly Retail Supplier Report (FPT Regulation, Section 8)	Calendar Month	<p>All fuel data: Within 2 weeks after the end of the reporting period</p>

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

Supporting records

Pursuant to Section 8 of the FPT Act, 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: industry@GasPricesBC.ca

Address: Suite 410, 900 Howe Street, Vancouver, BC V6Z 2N3

Website: <https://www.GasPricesBC.ca/>

3.0 Filing Guidelines

The FPT Regulation establishes reporting requirements for importers of reportable fuel, wholesale purchasers of reportable fuel, persons who store reportable fuel, and suppliers of reportable fuel. The BCUC has created standardized Forms for responsible persons to use to ensure compliance with the requirements in the FPT Regulation. To ensure accuracy and consistency in reporting, the following sections provide guidance on how each report must be completed.

3.1 British Columbia Monthly Importer Report

Pursuant to Section 5 of the FPT Regulation, importers of reportable fuel are required to submit fuel data to the BCUC on a monthly basis. An “importer of reportable fuel” means a person who imports reportable fuel into British Columbia from another country or Canadian province if that reportable fuel is being supplied, directly or indirectly, to:

- (a) retail dealers; or
- (b) suppliers of reportable fuel.

To satisfy these requirements, responsible persons must submit a *British Columbia Monthly Importer Report* for each reporting period. The Form is available on the BCUC [website](#).

Fuel data submitted in this report must be separated by:

- Source of the reportable fuel imported (Country, Province, or State, where applicable);
- Each shipment of reportable fuel imported;
- Each type of reportable fuel imported; and
- Each grade of reportable fuel imported.

British Columbia Monthly Importer Report	
Field	Description
Internal ID	Enter a unique number used to identify imports internally by the responsible person. Examples could include invoice numbers, unique identifiers from billing system, or any other unique identifier.
Fuel Type	Select 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.
Name of Importer	Enter the name of the responsible person importing the reportable fuel into British Columbia from a Canadian Province or who is responsible for reporting the importation of reportable fuel into British Columbia under the <i>Customs Act</i> from a foreign country.
Volume (L15)	Enter the volume of each shipment imported by the responsible person during the reporting period; expressed in litres temperature corrected to 15°C (L15) and rounded to the nearest whole number.
Purchase Price per Litre (e.g. \$/L15)	Using purchase price per litre (L15) as a base unit of measure, enter the purchase price excluding any British Columbia Provincial / Dedicated Motor Fuel Tax, Carbon Tax, Federal Excise Tax, and Goods and Services Tax to the responsible person of the reportable fuel imported during the reporting period. If applicable, taxes incurred while obtaining, importing, or producing reportable fuel (such as product importation tariffs, domestic crude oil taxes, facilities

British Columbia Monthly Importer Report	
Field	Description
	<p>taxes, etc.) should be included in the purchase price.</p> <p>If purchase price 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 thousandth.</p>
Currency	Select the applicable currency in which the amount was paid or, if not yet paid, invoiced. A list of currencies and the required format are provided in the Key.
Contract Pricing	<p>Select the most applicable contract pricing which describes the import according to the Key provided.</p> <p>"Daily" means the purchase price for the import was based on the daily market price at the time of purchase.</p> <p>"Weekly Average" means the purchase price for the import was based on the weekly average market price at the time of purchase.</p> <p>"Monthly Average" means the purchase price for the import was based on the monthly average market price at the time of purchase.</p> <p>"Other (Specify in Comments)" means the purchase price for the import was not based on a Daily, Weekly Average, or Monthly Average market price and additional information will be provided in the "Other (Comments)" field of the Form.</p> <p>"N/A" means no purchase price for the import was applicable.</p>
Transaction Type	<p>Select the most applicable term which describes the import according to the Key provided.</p> <p>"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.</p> <p>"Third-Party Transaction" means an arms-length transaction.</p>
Import Date (mm/dd/yyyy)	Enter the date the imported fuel was purchased or loaded for transportation into British Columbia as indicated on a purchase invoice, bill of lading, or equivalent shipment/customs document.
Country of Origin	Select the country from which the reportable fuel originated. The list of Countries and required format can be found in the Key provided.
Province of Origin	Select the province from which the reportable fuel originated if the reportable fuel originated from Canada. The list of Provinces and Territories and required format can be found in the Key provided.
State of Origin	Select the state from which the reportable fuel originated if the reportable fuel originated from the United States of America. The list

British Columbia Monthly Importer Report	
Field	Description
	of states and required format can be found in the Key provided.
Mode of Transport	Select the mode of transport most applicable to the imported volume according to the Key provided.
Delivery Location	Enter the physical address of the fuel storage terminal or retail gas station in British Columbia where the reportable fuel was imported into as indicated on the bill of lading or equivalent shipment document.
Transportation Costs per Litre (e.g. \$/L15)	Using cost per litre (L15) as a base unit of measure, enter the cost incurred by the responsible person for transporting the reportable fuel imported during the reporting period from its source to the location in British Columbia at which it is delivered; rounded to the nearest thousandth.
Purchase Price includes Transportation Costs	Select 'Yes' or 'No' if the purchase price includes any transportation costs for the imported volume that the responsible person is unable to differentiate within the purchase price itself.
Other (Comments)	Enter any additional comments associated with the fuel import that the responsible person may wish to provide.

3.2 British Columbia Monthly Wholesale Purchaser Report

Pursuant to Section 6 of the FPT Regulation, wholesale purchasers of reportable fuel are required to submit reportable fuel data to the BCUC on a monthly basis. Furthermore, “wholesale purchaser of reportable fuel” means a person:

- (a) who is the first purchaser of reportable fuel after the fuel is:
 - (i) refined in a refinery located in British Columbia, or
 - (ii) imported into British Columbia, and
- (b) who purchases the reportable fuel for the purposes of that reportable fuel being supplied, directly or indirectly, to:
 - (i) retail dealers, or
 - (ii) suppliers of reportable fuel.

To satisfy these requirements, responsible persons must submit the *British Columbia Monthly Wholesale Purchaser Report* for each reporting period. The Form is available on the BCUC [website](#).

Fuel data submitted in this report must be separated by:

- Transaction in which reportable fuel is purchased;
- Type of reportable fuel; and
- Grade of reportable fuel.

British Columbia Monthly Wholesale Purchaser Report	
Field	Description
Internal ID	Unique number used to identify transactions internally. Examples could include invoice numbers, unique identifiers from billing system, etc.
Fuel Type	Select 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.
Name of Wholesale Purchaser	Enter the name of the responsible person purchasing the wholesale reportable fuel.
Volume (L15)	Enter the wholesale volume purchased or exchanged by the responsible person by each transaction; expressed in litres temperature corrected to 15°C (L15) and rounded to the nearest whole number.
Purchased Price per Litre (e.g. \$/L15)	Using purchased price per litre (L15) as a base unit of measure, enter the purchase price excluding any British Columbia Provincial / Dedicated Motor Fuel Tax, Carbon Tax, Federal Excise Tax, and Goods and Services Tax to the responsible person of the reportable fuel purchased. If purchase price 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.

British Columbia Monthly Wholesale Purchaser Report

Field	Description
	<p>If a supply exchange agreement is being used to purchase the wholesale reportable fuel and no price is included in the transaction, the responsible person may enter a null value or other fair market value as determined by the responsible person's customary accounting practices.</p> <p>The price must be rounded to the nearest thousandth.</p>
Currency	<p>Select the applicable currency in which the amount was paid or, if not yet paid, invoiced. A list of currencies and the required format are provided in the Key.</p>
Contract Pricing	<p>Select the most applicable contract pricing which describes the wholesale purchase according to the Key provided.</p> <p>“Daily” means the purchase price for the wholesale purchase was based on the daily market price at the time of purchase.</p> <p>“Weekly Average” means the purchase price for the wholesale purchase was based on the weekly average market price at the time of purchase.</p> <p>“Monthly Average” means the purchase price for the wholesale purchase was based on the monthly average market price at the time of purchase.</p> <p>“Other (Specify in Comments)” means the purchase price for the wholesale purchase was not based on a Daily, Weekly Average, or Monthly Average market price and additional information will be provided in the “Other (Comments)” field of the Form.</p> <p>“N/A” means no purchase price for the wholesale purchase was applicable.</p>
Transaction Type	<p>Select the most applicable term which describes this transaction according to the Key provided.</p> <p>“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.</p> <p>“Third-Party Transaction” means an arms-length transaction.</p> <p>“Supply Exchange Agreement” means any transaction in which quantities of reportable fuel are received or given up in return for a similar product. The transaction includes reciprocal sales and purchases. The receiver of the reportable fuel must record the transaction as a purchase for the purpose of this report.</p>
Transaction Date	<p>Enter the date on which the reportable fuel was purchased.</p>
Seller Name	<p>Enter the name of the person from whom the reportable fuel was</p>

British Columbia Monthly Wholesale Purchaser Report	
Field	Description
	purchased.
Seller Address	Enter the address of the person from whom the reportable fuel was purchased.
Purchase Price includes Transportation Costs (e.g. \$/L15)	Select 'Yes' or 'No' if the purchase price includes any transportation costs for the purchased volume that the responsible person is unable to differentiate within the purchase price itself.
Supply Location	Enter the physical address of the fuel storage terminal where the reportable fuel was purchased from as indicated on the bill of lading or equivalent shipment document.
Other (Comments)	Enter any additional comments associated with the wholesale purchase that the responsible person may wish to provide.

3.3 British Columbia Monthly LCFS Credit Report

Pursuant to Section 6 of the FPT Regulation, wholesale purchasers of reportable fuel are required to submit fuel data on validated credits under section 8 of the *Greenhouse Gas Reduction (Renewable and Low Carbon Fuel Requirements) Act* to the BCUC on a monthly basis. Furthermore, “wholesale purchaser of reportable fuel” means a person:

- (a) who is the first purchaser of reportable fuel after the fuel is:
 - (i) refined in a refinery located in British Columbia, or
 - (ii) imported into British Columbia, and
- (b) who purchases the reportable fuel for the purposes of that reportable fuel being supplied, directly or indirectly, to:
 - (i) retail dealers, or
 - (ii) suppliers of reportable fuel.

To satisfy these requirements, responsible persons must submit the *British Columbia LCFS Credit Report* for each reporting period. The Form is available on the BCUC [website](#).

British Columbia Monthly LCFS Credit Report	
Field	Description
Total Number of Transfers	Enter the number of transfers under section 8 of the <i>Greenhouse Gas Reduction (Renewable and Low Carbon Fuel Requirements) Act</i> that were made during the reporting period.
Total Credits	Enter the total number of credits under section 8 of the <i>Greenhouse Gas Reduction (Renewable and Low Carbon Fuel Requirements) Act</i> that were transferred during the reporting period.
Average Price per LCFS Credit	Enter the average purchase price for validated credits under section 8 of the <i>Greenhouse Gas Reduction (Renewable and Low Carbon Fuel Requirements) Act</i> that were purchased by the responsible person during the reporting period. The price must be rounded to the nearest thousandth.
Other (Comments)	Enter any additional comments associated with the LCFS Credit that the responsible person may wish to provide.

3.4 British Columbia Annual Storage Report

Pursuant to Section 7 of the FPT Regulation, responsible persons who store reportable fuel are required to submit fuel data to the BCUC on an annual basis. Furthermore, “fuel storage terminal” means a fuel storage terminal in British Columbia at which reportable fuel is stored for the purposes of that reportable fuel being supplied, directly or indirectly, to:

- (a) retail dealers, or
- (b) suppliers of reportable fuel.

A “person who stores reportable fuel” means a person who owns or operates a fuel storage terminal.

To satisfy these requirements, responsible persons must submit the *British Columbia Annual Storage Report* for each reporting period. The Form is available on the BCUC [website](#).

Fuel data submitted in the *Terminal Information* section of the Form must be separated by:

- Each fuel storage terminal owned or operated by the responsible person.

British Columbia Annual Storage Report - Terminal Information	
Field	Description
BCUC Terminal ID	Leave blank on first submission. For all subsequent submissions enter the BCUC-provided Terminal ID.
Terminal Name	Enter the common name you use for the fuel storage terminal owned or operated by the responsible person.
Name of Owner/Operator	Enter the name of the responsible person who owns or operates the fuel storage terminal.
Terminal Address	Enter the physical address of the fuel storage terminal owned or operated by the responsible person.
Transloading Capacity (L15/hr)	Using litres per hour (L15/hr) as a base unit of measure, enter the maximum safe operating capacity to transfer a shipment from one mode of transportation to another. Litres must be rounded to the nearest whole number.
Terminal Loading Capacity (L15/hr)	Using litres per hour (L15/hr) as a base unit of measure, enter the terminal’s maximum safe operating physical loading capacity from the fuel storage terminal to the truck rack, rail rack, marine loading, and other method. Litres must be rounded to the nearest whole number.
Terminal Unloading Capacity (L15/hr)	Using litres per hour (L15/hr) as a base unit of measure, enter the terminal’s maximum safe operating physical unloading capacity from pipeline, marine, rail, truck, and other method to the fuel storage terminal. Litres must be rounded to the nearest whole number.
Other (Comments)	Enter any additional comments associated with the fuel storage terminal that the responsible person may wish to provide.

Fuel data submitted in the *Tank Information* section of the Form must be separated by:

- Each fuel storage tank at each storage terminal owned or operated by the responsible person.

British Columbia Annual Storage Report - Tank Information	
Field	Description
BCUC Terminal ID	Leave blank on first submission. For all subsequent submissions enter the BCUC-provided Terminal ID.
Terminal Name	Enter the common name you use for the fuel storage terminal owned or operated by the responsible person.
BCUC Tank ID	Leave blank on first submission. For all subsequent submissions enter the BCUC-provided Tank ID.
Tank Name	Enter the name of the storage tank for storing reportable fuel located at the fuel storage terminal owned or operated by the responsible person.
Fuel Type	Select gasoline, diesel fuel, a prescribed fuel or other substance, or multi-purpose according to the Key provided.
Fuel Grade	Select the most applicable fuel grade according to the Key provided.
Blending Capacity (L15/hr)	Using litres per hour (L15/hr) as a base unit of measure, enter the storage tank's capacity to blend products into a reportable fuel. Litres must be rounded to the nearest whole number.
Physical Maximum Capacity (L15)	Enter the total tank capacity (in L15) based on physical dimensions of the tank, rather than usable storage capacity. Litres must be rounded to the nearest whole number.
Tank Heel Volume (L15)	Enter the tank heel volume (in L15) based on the volume that remains in a storage tank at the lowest operable level below the level of the pump suction. Litres must be rounded to the nearest whole number.
Net Useable Capacity (L15)	Enter the net useable tank capacity (in L15) expressed as the difference between the tank's maximum safe operating inventory level and the tank heel volume. Litres must be rounded to the nearest whole number.
Other (Comments)	Enter any additional comments associated with the fuel storage tanks that the responsible person may wish to provide.

3.5 British Columbia Monthly Retail Supplier Report

Pursuant to Section 8 of the FPT Regulation, suppliers of reportable fuel are required to submit fuel data to the BCUC on a monthly basis. Furthermore, “supplier of reportable fuel” means a person who, within British Columbia, is engaged in supplying reportable fuel to retail dealers.

To satisfy these requirements, responsible persons must submit the *British Columbia Monthly Retail Supplier Report* for each reporting period. The Form is available on the BCUC [website](#).

Reportable fuel data submitted in this report must be separated by:

- Each shipment of reportable fuel;
- Each type of reportable fuel transported in a shipment; and
- Each grade of reportable fuel transported in a shipment.

British Columbia Monthly Retail Supplier Report	
Field	Description
Internal ID	Unique number used to identify shipments internally. Examples could include invoice numbers, unique identifiers from billing system, reference numbers from bill of lading, etc.
Fuel Type	Select 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.
Name of Supplier of Reportable Fuel	Enter the person who is engaged in supplying reportable fuel to retail dealers in BC.
Shipment Volume (L15)	Enter the volume of reportable fuel supplied in the shipment e.g., each truck load; expressed in litres temperature corrected to 15°C (L15) and rounded to the nearest whole number. Shipment volumes should correspond to the bill of lading or equivalent shipment document.
Shipment Date	Enter the date on which the shipment of reportable fuel left the facility at which the reportable fuel was stored for transportation to the retail dealers.
Amounts Paid/Payable by Purchaser per Litre (e.g. \$/L15)	Enter the amounts paid and payable per litre (L15) excluding any British Columbia Provincial / Dedicated Motor Fuel Tax, Carbon Tax, Federal Excise Tax, and Goods and Services Tax to the responsible person for the shipment of reportable fuel. If the amounts paid and payable is not applicable, the responsible person may enter a null value, the intra-company transfer price, or other fair market value as determined by the responsible person’s customary accounting practices. The purchase price must be rounded to the nearest thousandth.
Currency	Select the applicable currency in which the amount was paid or, if not yet paid, invoiced. A list of currencies and the required format are provided in the Key.
Contract Pricing	Select the most applicable contract pricing which describes the shipment according to the Key provided.

British Columbia Monthly Retail Supplier Report

Field	Description
	<p>“Daily” means the amounts paid and payable for the shipment was based on the daily market price at the time of the shipment.</p> <p>“Weekly Average” means the amounts paid and payable for the shipment was based on the weekly average market price at the time of the shipment.</p> <p>“Monthly Average” means the amounts paid and payable for the shipment was based on the monthly average market price at the time of the shipment.</p> <p>“Other (Specify in Comments)” means the amounts paid and payable for the shipment was not based on a Daily, Weekly Average, or Monthly Average market price and additional information will be provided in the “Other (Comments)” field of the Form.</p> <p>“N/A” means no amounts paid and payable for the shipment was applicable.</p>
Transaction Type	<p>Select the most applicable term which describes this shipment according to the Key provided.</p> <p>“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.</p> <p>“Third-Party Transaction” means an arms-length transaction.</p>
Purchase Price includes Transportation Costs	<p>Select ‘Yes’ or ‘No’ if the amounts paid and payable includes any transportation costs for the shipment volume that the responsible person is unable to differentiate within the purchase price itself.</p>
Supply Location	<p>Enter the physical address of the fuel storage terminal where the shipment was paid and payable as indicated on the bill of lading or equivalent shipment document.</p>
Other (Comments)	<p>Enter any additional comments associated with the fuel shipment that the responsible person may wish to provide.</p>



bcuc
British Columbia
Utilities Commission

Suite 410, 900 Howe Street
Vancouver, BC Canada V6Z 2N3
bcuc.com

P: 604.660.4700
TF: 1.800.663.1385
F: 604.660.1102

Fuel Price Transparency Regulation, B.C. Reg. 52/2020

Draft Reporting Guidelines

Version ~~12.0: effective October 5, 2020~~ Effective March 1, 2021

TABLE OF CONTENTS

Page no.

1.0	Introduction	1
1.1	To whom do these Guidelines apply?	1
1.2	Role of the British Columbia Utilities Commission	2
1.3	The FPT Act and FPT Regulation	2
1.4	BCUC forms	2
2.0	Procedural considerations	3
3.0	Filing Guidelines	10
3.1	British Columbia Monthly Importer Report	10
3.2	British Columbia Monthly Wholesale Purchaser Report	13
3.3	British Columbia Monthly LCFS Credit Report	15
3.4	British Columbia Annual Storage Report	17
3.5	British Columbia Monthly Retail Supplier Report	19
1.0	Introduction	1
1.1	To whom do these Guidelines apply?	1
1.2	Role of the British Columbia Utilities Commission	2
1.3	The FPT Act and FPT Regulation	2
1.4	BCUC Reporting Forms Version 2.0	2
2.0	Procedural Considerations	3
3.0	Filing Guidelines	10
3.1	British Columbia Monthly Importer Report	10
3.2	British Columbia Monthly Wholesale Purchaser Report	13
3.3	British Columbia Monthly LCFS Credit Report	15
3.4	British Columbia Annual Storage Report	17
3.5	British Columbia Monthly Retail Supplier Report	19

1.0 Introduction

The purpose of this document is to provide instructions to responsible persons¹ who are required to submit reportable fuel data to the British Columbia Utilities Commission (BCUC), pursuant to the [Fuel Price Transparency Act \(FPT Act\) and Fuel Price Transparency Regulation, BC Reg 52/2020](#) [Fuel Price Transparency Act \(FPT Act\) and Fuel Price Transparency Regulation, BC Reg 52/2020](#) (FPT Regulation).

~~These~~ [The FPT Regulation – Reporting Guidelines Version 2.0 \(Guidelines\)](#) 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 who are importers of reportable fuel, wholesale purchasers of reportable fuel, persons who store reportable fuel, and ~~suppliers~~ [suppliers](#) of reportable fuel as defined in the FPT Act and FPT Regulation.

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 FPT Regulation for gasoline, diesel fuel, or a prescribed fuel or other substance used as road-use motor fuel.

Further, the FPT Regulation excludes reportable fuel sold to retail purchasers at a cardlock, bulk storage terminal or terminal rack, or delivered to a retail purchaser² in connection with an emergency roadside service.³

Responsible persons are required to submit data on all reportable fuel unless the responsible person can identify which fuel is exclusively supplied in relation to one of the above excluded cases. If the responsible person can not explicitly identify excluded from non-excluded reportable fuel, then the BCUC expects the total quantity of reportable fuel and all related fuel data to be reported to the BCUC regardless of its use.

Additionally, imports of less than 2,000 litres of reportable fuel during the reporting period are also excluded from the reporting requirements under the FPT Regulation.

The BCUC further clarifies that these excluded activities are still reportable activities under the FPT Act and the BCUC may require submissions in the future on these activities from responsible persons outside of the periodic submissions prescribed under the FPT Regulation.

Responsible persons who require further clarity are encouraged to contact the BCUC for more information.

¹ As per Section 1 of the FPT Act, "responsible person" means a person engaged in a reportable activity.

² [As per Section 1 of the FPT Regulation, "retail purchaser" means a person who, within British Columbia, purchases reportable fuel for use by that person or another person and not for resale.](#)

³ ~~[As per Section 1 of the FPT Regulation, "retail purchaser" means a person who, within British Columbia, purchases reportable fuel for use by that person or another person and not for resale.](#)~~

1.2 Role of the British Columbia Utilities Commission

~~By Order in Council No. 123,~~ [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~~[the](#) 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.

1.3 The FPT Act and FPT Regulation

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 FPT Regulation outlines the regulations for fuel reporting in British Columbia, including the type of data that will be collected by the BCUC, the responsible persons who will be required to submit data, and the frequency of reporting.

1.4 BCUC ~~forms~~[Reporting Forms Version 2.0](#)

The FPT Regulation establishes reporting requirements for importers of reportable fuel, wholesale purchasers of reportable fuel, persons who store reportable fuel, and suppliers of reportable fuel. The BCUC has created standardized ~~forms~~[BCUC Reporting Forms \(Forms\)](#) for responsible persons to use in order to ensure the requirements identified in the FPT Regulation are met. The following table provides a list of ~~BCUC forms~~[Forms](#), a short description of who is required to submit each ~~form~~[Form](#), and reference to the filing guidelines within this document.

BCUC Form Reporting Forms Version 2.0	Who is required to report	Reference to Guidelines	Download Link
British Columbia Monthly Importer Report	Importers of reportable fuel	3.1	 
British Columbia Monthly Wholesale Purchaser Report	Wholesale purchasers of reportable fuel	3.2	 
British Columbia Monthly LCFS ⁴ Credit Report	Wholesale purchasers of reportable fuel	3.3	 
British Columbia Annual Storage Report	Persons who store reportable fuel	3.4	 
British Columbia Monthly Retail Supplier Report	Suppliers of reportable fuel	3.5	 
FPT Act Confidentiality Request Form	All	Confidentiality	 

⁴ The [Greenhouse Gas Reduction \(Renewable & Low Carbon Fuel Requirements\) Act](#) and ~~the~~[the Renewable & Low Carbon Fuel Requirements Regulation](#), known collectively as British Columbia's low carbon fuel standard ([BC-LCFS](#)).

2.0 Procedural ~~considerations~~ Considerations

Registration process

Individuals submitting ~~forms~~ Forms on behalf of the responsible person are required to register with the BCUC to receive a unique user account for the FPT Act Regulatory Reporting Portal (Portal) on the GasPricesBC.caGasPricesBC.ca/Industry website. The user account will provide access to the Portal, enabling the user to login and submit the applicable ~~forms~~ Forms. Quick Reference Guides are also available on the website to provide users with further guidance on accessing the Portal and completing the Forms.

For the user account registration process, responsible persons are required to identify individuals who will be submitting ~~forms~~ Forms on ~~its~~ their behalf. ~~By October 19, 2020, a~~ web form will be ~~is~~ currently available on GasPricesBC.ca for responsible persons to request access to the ~~FPT Act Regulatory Reporting~~ Portal.

~~Form~~ Forms submission process

Responsible persons are required to submit all applicable ~~forms~~ Forms via the ~~FPT Act Regulatory Reporting~~ Portal which can be found on the GasPricesBC.caGasPricesBC.ca/FPTRegulations website. A “Key” is included as a separate sheet in each Form, which responsible persons should use to complete the Forms. The Forms should not be altered or copied into another sheet. Responsible persons should contact the BCUC if the Forms warrant any further changes.

During the Forms submission process, individuals are required to complete a short pop-up form within the Portal for each ~~document~~ Form 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~~ Form is a new submission or a resubmission.

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

~~Once~~ When 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~~ Form is necessary, the ~~second~~ initial confirmation ~~email will~~ provide ~~include~~ a BCUC-generated unique submission identification (Submission ID) for each ~~form which must be kept by the individual.~~ Form being submitted. It is important for responsible persons to keep this unique Submission ID on the record as it ~~is~~ will be required to complete a resubmission. Further details on the resubmission process can be found in the How to resubmit forms ~~submit Forms in case of update or error~~ section of this guide ~~these Guidelines.~~

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 [FPT Act Regulatory Reporting Portal](#), and
- Fill out the [confidentiality request form](#) [FPT Act Confidentiality Request Form](#) and submit this [form](#) on the [FPT Act Regulatory Reporting Portal](#) during the submission process [for](#) the [related BCUC form](#) [corresponding 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/were](#) 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 BCUC website](#) at: www.bcuc.com.

To properly submit a redacted [form](#), [Form](#), a word “Redacted” must be inserted in all cells on the [form](#) [Form](#) where confidentiality is requested, as illustrated below:

Figure 1: Unredacted [submission](#) [Submission](#)

British Columbia Monthly Retail Supplier Report								
Internal ID	Fuel Type	Fuel Grade	Name of Supplier of Reportable Fuel	Shipment Volume (L15)	Shipment Date	Amounts Paid/Payable by Purchaser per Litre (e.g. \$/L15)	Currency	Contract Pricing
INT44522	Gasoline	CBOB 87	ABC	10,000	2-Oct-2020	1.011	CAD	Daily
INT44523	Diesel	ULSD	ABC	6,000	2-Oct-2020	1.011	CAD	Daily

British Columbia Monthly Retail Supplier Report								
Internal ID	Fuel Type	Fuel Grade	Supplier of Reportable Fuel	Shipment Volume (litres)	Shipment Date	Amounts Paid/Payable by Purchaser per Litre (\$/L)	Currency	Transaction
INT44522	Gasoline	PUL	ABC	10,000	10/2/2020	1.01	CAD	Third-Party
INT44523	Diesel	ULSD BC6	ABC	6,000	10/2/2020	1.01	CAD	Third-Party

Figure 2: Redacted Submission

British Columbia Monthly Retail Supplier Report								
Internal ID	Fuel Type	Fuel Grade	Supplier of Reportable Fuel	Shipment Volume (litres)	Shipment Date	Amounts Paid/Payable by Purchaser per Litre (\$/L)	Currency	Transaction
INT44522	Gasoline	PUL	ABC	Redacted	10/2/2020	Redacted	CAD	Third-Party
INT44523	Diesel	ULSD BC6	ABC	Redacted	10/2/2020	Redacted	CAD	Third-Party

British Columbia Monthly Retail Supplier Report								
Internal ID	Fuel Type	Fuel Grade	Name of Supplier of Reportable Fuel	Shipment Volume (L15)	Shipment Date	Amounts Paid/Payable by Purchaser per Litre (e.g. \$/L15)	Currency	Contract Pricing
INT44522	Gasoline	CBOB 87	ABC	Redacted	2-Oct-2020	Redacted	CAD	Daily
INT44523	Diesel	ULSD	ABC	Redacted	2-Oct-2020	Redacted	CAD	Daily

How to ~~resubmit forms~~ submit Forms in case of update or error

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

A resubmission may also be necessary due to the difference in reporting deadlines for fuel data. For example, transportation costs associated with an import may be submitted after fuel data related to that import was already submitted in accordance with the deadlines specified in the FPT Regulation.

Depending on the required changes to the fuel data, Forms will need to be submitted via the Portal in one of the following two ways:

1) Correcting or Changing Previously Submitted Fuel Data

The User Option: "Resubmit Report(s)" should be used if fuel data in a previous submission was inaccurate or incomplete, as this is considered a resubmission is required. Therefore, it is necessary to resubmit all fuel data included in the previous submission (i.e., the entire ~~form~~ Form and all ~~records~~ data) 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 Supplier Report, then a corrected record must be resubmitted including all information included in the original submission, as illustrated below:

Figure 3: Original **submission**

British Columbia Monthly Retail Supplier Report								
Internal ID	Fuel Type	Fuel Grade	Supplier of Reportable Fuel	Shipment Volume (litres)	Shipment Date	Amounts Paid/Payable by Purchaser per Litre (\$/L)	Currency	Transaction
INT44522	Gasoline	RUL	ABC	10,000	10/2/2020	1.01	CAD	Third-Party
INT44523	Diesel	ULSD BC6	ABC	6,000	10/2/2020	1.01	CAD	Third-Party

Submission

British Columbia Monthly Retail Supplier Report								
Internal ID	Fuel Type	Fuel Grade	Name of Supplier of Reportable Fuel	Shipment Volume (L15)	Shipment Date	Amounts Paid/Payable by Purchaser per Litre (e.g. \$/L15)	Currency	Contract Pricing
INT44522	Gasoline	CBOB 87	ABC	10,000	2-Oct-2020	1.011	CAD	Daily
INT44523	Diesel	ULSD	ABC	6,000	2-Oct-2020	1.011	CAD	Daily

Figure 4: Resubmission to ~~correct record~~ **Correct Record**

British Columbia Monthly Retail Supplier Report								
Internal ID	Fuel Type	Fuel Grade	Supplier of Reportable Fuel	Shipment Volume (litres)	Shipment Date	Amounts Paid/Payable by Purchaser per Litre (\$/L)	Currency	Transaction
INT44522	Gasoline	PUL	ABC	10,000	10/2/2020	1.01	CAD	Third-Party
INT44523	Diesel	ULSD BC6	ABC	6,000	10/2/2020	1.01	CAD	Third-Party

British Columbia Monthly Retail Supplier Report								
Internal ID	Fuel Type	Fuel Grade	Name of Supplier of Reportable Fuel	Shipment Volume (L15)	Shipment Date	Amounts Paid/Payable by Purchaser per Litre (e.g. \$/L15)	Currency	Contract Pricing
INT44522	Gasoline	RUL 87	ABC	10,000	2-Oct-2020	1.011	CAD	Daily
INT44523	Diesel	ULSD	ABC	6,000	2-Oct-2020	1.011	CAD	Daily

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 process, the individual is required to input the BCUC “Submission ID” that was emailed to the individual, which confirmed acceptance of the previous submission the individual would like to replaceresubmit. The individual is also required to add a comment to the document in the Portal’s “Resubmission Comments” pop-up form field that must briefly explain what is-fuel data has changed within the documentForm and the reason for the resubmission. Additionally, the individual needs to ensure the correct “Month” and “Year” are selected as they relate to the Reporting Period for the resubmission.

2) Adding Previously Omitted Fuel Data

The User Option: “Upload Report(s)” should be used if fuel data in a previous submission was omitted. As this is considered a new submission, it is only necessary to submit the new fuel data not included in the previous submission (i.e., the additional row(s) and data).

For example, if a shipment was not recorded in a prior submission of the British Columbia Monthly Retail Supplier Report, then only a new record will need to be submitted, as illustrated below:

Figure 5: Original Submission

British Columbia Monthly Retail Supplier Report								
Internal ID	Fuel Type	Fuel Grade	Name of Supplier of Reportable Fuel	Shipment Volume (L15)	Shipment Date	Amounts Paid/Payable by Purchaser per Litre (e.g. \$/L15)	Currency	Contract Pricing
INT44522	Gasoline	CBOB 87	ABC	10,000	2-Oct-2020	1.011	CAD	Daily
INT44523	Diesel	ULSD	ABC	6,000	2-Oct-2020	1.011	CAD	Daily

Figure 6: New Submission to Add Record

British Columbia Monthly Retail Supplier Report								
Internal ID	Fuel Type	Fuel Grade	Name of Supplier of Reportable Fuel	Shipment Volume (L15)	Shipment Date	Amounts Paid/Payable by Purchaser per Litre (e.g. \$/L15)	Currency	Contract Pricing
INT44524	Gasoline	RUL 87	ABC	15,000	5-Oct-2020	1.013	CAD	Daily

The individual is required to add a comment in the Portal’s “Comments About Report for BCUC Use” pop-up form field that must briefly explain the reason for the new submission. Additionally, the individual needs to ensure the correct “Month” and “Year” are selected as they relate to the Reporting Period for the new submission.

Deadlines for submission

Reporting Periods and Deadlines		
BCUC Reporting Form	Reporting Period	Deadline for Report
British Columbia Monthly Importer Report (FPT Regulation, Section 5)	Calendar Month	<p>For fuel data related to the costs of transporting the imported reportable fuel: Within 2 weeks after the date on which the responsible person receives an invoice for the costs of transporting the imported reportable fuel</p> <p>All other fuel data: Within 2 weeks after the end of the reporting period</p>
British Columbia Monthly Wholesale Purchaser Report (FPT Regulation, Section 6)	Calendar Month	<p>All fuel data: Within 2 weeks after the end of the reporting period</p>
British Columbia Monthly LCFS Credit Report (FPT Regulation, Section 6)	Calendar Month	<p>All fuel data: Within 2 weeks after the end of the reporting period</p>
British Columbia Annual Storage Report (FPT Regulation, Section 7)	Calendar Year	<p>All fuel data: By January 31 of the year immediately following the reporting period</p>
British Columbia Monthly Retail Supplier Report (FPT Regulation, Section 8)	Calendar Month	<p>All fuel data: Within 2 weeks after the end of the reporting period</p>

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

[Record keeping](#)[Supporting records](#)

Pursuant to Section 8 of the FPT Act, 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

Email: industry@GasPricesBC.ca

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

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

~~Website:~~ <https://www.GasPricesBC.ca/>

3.0 Filing Guidelines

The FPT Regulation establishes reporting requirements for importers of reportable fuel, wholesale purchasers of reportable fuel, persons who store reportable fuel, and suppliers of reportable fuel. The BCUC has created standardized ~~forms~~Forms for responsible persons to use to ensure compliance with the requirements in the FPT Regulation. ~~In order to~~To ensure accuracy and consistency in reporting, the following sections provide guidance on how each report must be completed.

3.1 British Columbia Monthly Importer Report

Pursuant to Section 5 of the FPT Regulation, importers of reportable fuel are required to submit fuel data to the BCUC on a monthly basis. An “importer of reportable fuel” means a person who imports reportable fuel into British Columbia from another country or Canadian province if that reportable fuel is being supplied, directly or indirectly, to:

- (a) retail dealers;; or
- (b) suppliers of reportable fuel.

To satisfy these requirements, responsible persons must submit a *British Columbia Monthly Importer Report* for each reporting period. ~~The form is on the BCUC website.~~The Form is available on the BCUC website.

Fuel data submitted in this report must be separated by:

- Source of the reportable fuel imported (Country, Province, or State, where applicable);
- Each shipment of reportable fuel imported;
- Each type of reportable fuel imported; and
- Each grade of reportable fuel imported.

British Columbia Monthly Importer Report	
Field	Description
Internal ID	Unique <u>Enter a unique</u> number used to identify imports internally by the responsible person. Examples could include invoice numbers, unique identifiers from billing system, or any other unique identifier.
Fuel Type	Enter <u>Select</u> gasoline, diesel fuel, or a prescribed fuel or other substance according to the key <u>Key</u> provided.
Fuel Grade	Select the most applicable fuel grade according to the key <u>Key</u> provided.
<u>Name of Importer</u>	Enter the name of the responsible person importing the reportable fuel into British Columbia and from a Canadian Province or <u>who is responsible for reporting the importation of reportable fuel into British Columbia under the Customs Act- from a foreign country.</u>
Volume (L15)	Enter the volume <u>of each shipment</u> imported by the responsible person during the reporting period; expressed in litres temperature corrected to 15°C (L15) and rounded to the nearest whole number.
Purchase Price per Litre <u>(e.g. \$/L15)</u>	Using purchase price per litre (L15) as a base unit of measure, enter the purchase price excluding any British Columbia Provincial / Dedicated Motor Fuel Tax, Carbon Tax, Federal Excise Tax, and Goods and Services Tax to the responsible person of the reportable fuel imported during the reporting period. If applicable, taxes

British Columbia Monthly Importer Report	
Field	Description
	<p>incurred while obtaining, importing, or producing reportable fuel (such as product importation tariffs, domestic crude oil taxes, facilities taxes, etc.) should be included in the purchase price.</p> <p>If purchase price 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 hundredth<u>thousandth</u>.</p>
Currency	<p>Enter<u>Select</u> the applicable currency in which the amount was paid or, if not yet paid, invoiced. A list of currencies and the required format are provided in the key<u>Key</u>.</p>
Contract Pricing	<p><u>Select the most applicable contract pricing which describes the import according to the Key provided.</u></p> <p><u>"Daily" means the purchase price for the import was based on the daily market price at the time of purchase.</u></p> <p><u>"Weekly Average" means the purchase price for the import was based on the weekly average market price at the time of purchase.</u></p> <p><u>"Monthly Average" means the purchase price for the import was based on the monthly average market price at the time of purchase.</u></p> <p><u>"Other (Specify in Comments)" means the purchase price for the import was not based on a Daily, Weekly Average, or Monthly Average market price and additional information will be provided in the "Other (Comments)" field of the Form.</u></p> <p><u>"N/A" means no purchase price for the import was applicable.</u></p>
Transaction Type	<p>Select the most applicable term which describes this<u>the</u> import according to the key<u>Key</u> provided.</p> <p>"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.</p> <p>"Third-Party Transaction" means an arms-length transaction.</p>
Reporting-Period/Import Date (mm/dd/yyyy)	<p>Enter the reporting period in the format 'mm/yyyy'. For example, 10/2020 for the calendar month of October 2020.<u>Enter the date the imported fuel was purchased or loaded for transportation into British Columbia as indicated on a purchase invoice, bill of lading, or equivalent shipment/customs document.</u></p>
Country of Origin	<p>Enter<u>Select</u> the country from which the reportable fuel originated. The list of Countries and required format can be found in the key<u>Key</u>.</p>

British Columbia Monthly Importer Report	
Field	Description
	provided.
Province of Origin	<u>Enter</u> <u>Select</u> the province from which the reportable fuel originated, if the reportable fuel originated from Canada. The list of Provinces and Territories and required format can be found in the <u>key</u> <u>Key</u> provided.
State of Origin	<u>Enter</u> <u>Select</u> the state from which the reportable fuel originated, if the reportable fuel originated from the United States of America. The list of states and required format can be found in the <u>key</u> <u>Key</u> provided.
<u>Mode of Transport</u>	<u>Select the mode of transport most applicable to the imported volume according to the Key provided.</u>
<u>Delivery Location</u>	<u>Enter the physical address of the fuel storage terminal or retail gas station in British Columbia where the reportable fuel was imported into as indicated on the bill of lading or equivalent shipment document.</u>
Transportation Costs per Litre (e.g. \$/L15)	Using cost per litre (L15) as a base unit of measure, enter the cost incurred by the responsible person for transporting the reportable fuel imported during the reporting period from its source to the location in British Columbia at which it is delivered; rounded to the nearest <u>hundredth</u> <u>thousandth</u> .
<u>Purchase Price includes Transportation Costs</u>	<u>Select 'Yes' or 'No' if the purchase price includes any transportation costs for the imported volume that the responsible person is unable to differentiate within the purchase price itself.</u>
<u>Other (Comments)</u>	<u>Enter any additional comments associated with the fuel import that the responsible person may wish to provide.</u>

3.2 British Columbia Monthly Wholesale Purchaser Report

Pursuant to Section 6 of the FPT Regulation, wholesale purchasers of reportable fuel are required to submit reportable fuel data to the BCUC on a monthly basis. Furthermore, “wholesale purchaser of reportable fuel” means a person:

- (a) who is the first purchaser of reportable fuel after the fuel is:
 - (i) refined in a refinery located in British Columbia, or
 - (ii) imported into British Columbia, and
- (b) who purchases the reportable fuel for the purposes of that reportable fuel being supplied, directly or indirectly, to:
 - (i) retail dealers, or
 - (ii) suppliers of reportable fuel.

To satisfy these requirements, responsible persons must submit the *British Columbia Monthly Wholesale Purchaser Report* for each reporting period. ~~The form is on the BCUC website.~~ [The Form is available on the BCUC website.](#)

Fuel data submitted in this report must be separated by:

- Transaction in which reportable fuel is purchased;
- Type of reportable fuel; and
- Grade of reportable fuel.

British Columbia Monthly Wholesale Purchaser Report	
Field	Description
Internal ID	Unique number used to identify transactions internally. Examples could include invoice numbers, unique identifiers from billing system, etc.
Fuel Type	<u>Enter/Select</u> gasoline, diesel fuel, or a prescribed fuel or other substance according to the <u>key/Key</u> provided.
Fuel Grade	Select the most applicable fuel grade according to the <u>key/Key</u> provided.
Name of Wholesale Purchaser	Enter the name of the responsible person purchasing the wholesale reportable fuel.
Volume (L15)	Enter the wholesale volume purchased or exchanged by the responsible person <u>by each transaction</u> ; expressed in litres temperature corrected to 15°C (L15) and rounded to the nearest whole number.
Purchased Price per Litre (e.g. \$/L15)	<p>Using purchased price per litre (L15) as a base unit of measure, enter the purchase price excluding any British Columbia Provincial / Dedicated Motor Fuel Tax, Carbon Tax, Federal Excise Tax, and Goods and Services Tax to the responsible person of the reportable fuel purchased.</p> <p>If purchase price 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>If a supply exchange agreement is being used to purchase the wholesale reportable fuel and no price is included in the transaction, the responsible person may enter a null value or other fair market value as determined by the responsible person's customary accounting practices.</p> <p>The price must be rounded to the nearest <u>hundredth/thousandth</u>.</p>
Currency	<u>Enter/Select</u> the applicable currency in which the amount was paid or, if not yet paid, invoiced. A list of currencies and the required format are provided in the <u>key/Key</u> .
Contract Pricing	<p><u>Select the most applicable contract pricing which describes the wholesale purchase according to the Key provided.</u></p> <p><u>"Daily" means the purchase price for the wholesale purchase was based on the daily market price at the time of purchase.</u></p> <p><u>"Weekly Average" means the purchase price for the wholesale purchase was based on the weekly average market price at the time of purchase.</u></p> <p><u>"Monthly Average" means the purchase price for the wholesale purchase was based on the monthly average market price at the time of purchase.</u></p>

British Columbia Monthly Wholesale Purchaser Report	
Field	Description
	<p><u>“Other (Specify in Comments)” means the purchase price for the wholesale purchase was not based on a Daily, Weekly Average, or Monthly Average market price and additional information will be provided in the “Other (Comments)” field of the Form.</u></p> <p><u>“N/A” means no purchase price for the wholesale purchase was applicable.</u></p>
Transaction Type	<p>Select the most applicable term which describes this transaction according to the Key provided.</p> <p>“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.</p> <p>“Third-Party Transaction” means an arms-length transaction.</p> <p>“Supply Exchange Agreement” means any transaction in which quantities of reportable fuel are received or given up in return for a similar product. The transaction includes reciprocal sales and purchases. The receiver of the reportable fuel must record the transaction as a purchase for the purpose of this report.</p>
Transaction Date	Enter the date on which the reportable fuel was purchased.
Seller Name	Enter the name of the person from whom the reportable fuel was purchased.
Seller Address	Enter the address of the person from whom the reportable fuel was purchased.
<u>Purchase Price includes Transportation Costs (e.g. \$/L15)</u>	<u>Select ‘Yes’ or ‘No’ if the purchase price includes any transportation costs for the purchased volume that the responsible person is unable to differentiate within the purchase price itself.</u>
<u>Supply Location</u>	<u>Enter the physical address of the fuel storage terminal where the reportable fuel was purchased from as indicated on the bill of lading or equivalent shipment document.</u>
<u>Other (Comments)</u>	<u>Enter any additional comments associated with the wholesale purchase that the responsible person may wish to provide.</u>

3.3 British Columbia Monthly LCFS Credit Report

Pursuant to Section 6 of the FPT Regulation, wholesale purchasers of reportable fuel are required to submit fuel data on validated credits under section 8 of the *Greenhouse Gas Reduction (Renewable and Low Carbon Fuel Requirements) Act* to the BCUC on a monthly basis. Furthermore, “wholesale purchaser of reportable fuel” means a person:

- (a) who is the first purchaser of reportable fuel after the fuel is:
 - (i) refined in a refinery located in British Columbia, or
 - (ii) imported into British Columbia, and

- (b) who purchases the reportable fuel for the purposes of that reportable fuel being supplied, directly or indirectly, to:
- (i) retail dealers, or
 - (ii) suppliers of reportable fuel.

To satisfy these requirements, responsible persons must submit the *British Columbia LCFS Credit Report* for each reporting period. ~~The current form can be found on the BCUC website.~~ The Form is available on the BCUC website.

British Columbia Monthly LCFS Credit Report	
Field	Description
Total Number of Transfers	Enter the number of transfers under section 8 of the <i>Greenhouse Gas Reduction (Renewable and Low Carbon Fuel Requirements) Act</i> that were made during the reporting period.
Total Credits	Enter the total number of credits under section 8 of the <i>Greenhouse Gas Reduction (Renewable and Low Carbon Fuel Requirements) Act</i> that were transferred during the reporting period.
Average Price per LCFS Credit	Enter the average purchase price for validated credits under section 8 of the <i>Greenhouse Gas Reduction (Renewable and Low Carbon Fuel Requirements) Act</i> that were purchased by the responsible person during the reporting period. The price must be rounded to the nearest hundredth <u>thousandth</u> .
<u>Other (Comments)</u>	<u>Enter any additional comments associated with the LCFS Credit that the responsible person may wish to provide.</u>

3.4 British Columbia Annual Storage Report

Pursuant to Section 7 of the FPT Regulation, responsible persons who store reportable fuel are required to submit fuel data to the BCUC on an annual basis. Furthermore, “fuel storage terminal” means a fuel storage terminal in British Columbia at which reportable fuel is stored for the purposes of that reportable fuel being supplied, directly or indirectly, to:

- (a) retail dealers, or
- (b) suppliers of reportable fuel.

A “person who stores reportable fuel” means a person who owns or operates a fuel storage terminal.

To satisfy these requirements, responsible persons must submit the *British Columbia Annual Storage Report* for each reporting period. The ~~form~~Form is [available](#) on the BCUC [website](#).

Fuel data submitted in the *Terminal Information* section of the ~~form~~Form must be separated by:

- Each fuel storage terminal owned or operated by the responsible person.

British Columbia Annual Storage Report - Terminal Information	
Field	Description
BCUC Terminal ID	Leave blank on first submission. For all subsequent submissions enter the BCUC-provided Terminal ID.
Terminal Name	Enter the common name you use for the fuel storage terminal owned or operated by the responsible person.
<u>Name of Owner/Operator</u>	Enter the name of the responsible person who owns or operates the fuel storage terminal.
<u>Terminal Address</u>	Enter the physical address of the fuel storage terminal owned or operated by the responsible person.
Transloading Capacity (<u>Litres/Hour</u>L15/hr)	Using litres per hour (L15/hr) as a base unit of measure, enter the maximum safe operating capacity to transfer a shipment from one mode of transportation to another. Litres must be rounded to the nearest whole number.
Terminal Loading Capacity (<u>Litres/Hour</u>L15/hr)	Using litres per hour (L15/hr) as a base unit of measure, enter the terminal’s maximum safe operating physical loading capacity from the fuel storage terminal to the truck rack, rail rack, marine loading, and other method. Litres must be rounded to the nearest whole number.
Terminal Unloading Capacity (<u>Litres/Hour</u>L15/hr)	Using litres per hour (L15/hr) as a base unit of measure, enter the terminal’s maximum safe operating physical unloading capacity from pipeline, marine, rail, truck, and other method to the fuel storage terminal. Litres must be rounded to the nearest whole number.
<u>Other (Comments)</u>	Enter any additional comments associated with the fuel storage terminal that the responsible person may wish to provide.

Fuel data submitted in the *Tank Information* section of the ~~form~~Form must be separated by:

- Each fuel storage tank at each storage terminal owned or operated by the responsible person.

British Columbia Annual Storage Report - Tank Information	
Field	Description
BCUC Terminal ID	Leave blank on first submission. For all subsequent submissions enter the BCUC-provided Terminal ID.
Terminal Name	Enter the common name you use for the fuel storage terminal owned or operated by the responsible person.
BCUC Tank ID	Leave blank on first submission. For all subsequent submissions enter the BCUC-provided Tank ID.
Tank Name	Enter the name of the storage tank for storing reportable fuel located at the fuel storage terminal owned or operated by the responsible person.
Fuel Type	Enter Select gasoline, diesel fuel, a prescribed fuel or other substance, or multi-purpose according to the key Key provided.
Fuel Grade	Select the most applicable fuel grade according to the key Key provided.
Blending Capacity (Litres/HourL15/hr)	Using litres per hour (L15/hr) as a base unit of measure, enter the storage tank's capacity to blend products into a reportable fuel. Litres must be rounded to the nearest whole number.
Physical Maximum Capacity (L15)	Enter the total tank capacity (in L15) based on physical dimensions of the tank, rather than usable storage capacity. Litres must be rounded to the nearest whole number.
Tank Heel Volume (L15)	Enter the tank heel volume (in L15) based on the volume that remains in a storage tank at the lowest operable level below the level of the pump suction. Litres must be rounded to the nearest whole number.
Net Useable Capacity (L15)	Enter the net useable tank capacity (in L15) expressed as the difference between the tank's maximum safe operating inventory level and the tank heel volume. Litres must be rounded to the nearest whole number.
Other (Comments)	<u>Enter any additional comments associated with the fuel storage tanks that the responsible person may wish to provide.</u>

3.5 British Columbia Monthly Retail Supplier Report

Pursuant to Section 8 of the FPT Regulation, suppliers of reportable fuel are required to submit fuel data to the BCUC on a monthly basis. Furthermore, “supplier of reportable fuel” means a person who, within British Columbia, is engaged in supplying reportable fuel to retail dealers.

To satisfy these requirements, responsible persons must submit the *British Columbia Monthly Retail Supplier Report* for each reporting period. [The form is on the BCUC website. The Form is available on the BCUC website.](#)

Reportable fuel data submitted in this report must be separated by:

- Each shipment of reportable fuel;
- Each type of reportable fuel transported in a shipment; and
- Each grade of reportable fuel transported in a shipment.

British Columbia Monthly Retail Supplier Report	
Field	Description
Internal ID	Unique number used to identify shipments internally. Examples could include invoice numbers, unique identifiers from billing system, reference numbers from bill of lading, etc.
Fuel Type	Enter Select gasoline, diesel fuel, or a prescribed fuel or other substance according to the key-Key provided.
Fuel Grade	Select the most applicable fuel grade according to the key-Key provided.
Name of Supplier of Reportable Fuel	Enter the person who is engaged in supplying reportable fuel to retail dealers in BC.
Shipment Volume (L15)	Enter the volume of reportable fuel supplied in the shipment e.g., each truck load ; expressed in litres temperature corrected to 15°C (L15) and rounded to the nearest whole number. Shipment volumes should correspond to the bill of lading or equivalent shipment document.
Shipment Date	Enter the date on which the shipment of reportable fuel left the facility at which the reportable fuel was stored for transportation to the retail dealers.
Amounts Paid/Payable by Purchaser per Litre (e.g. \$/L15)	Enter the amounts paid and payable per litre (L15) excluding any British Columbia Provincial / Dedicated Motor Fuel Tax, Carbon Tax, Federal Excise Tax, and Goods and Services Tax to the responsible person for the shipment of reportable fuel. If the amounts paid and payable is not applicable, the responsible person may enter a null value, the intra-company transfer price, or other fair market value as determined by the responsible person’s customary accounting practices. The purchase price must be rounded to the nearest hundredthousandth .
Currency	Select the applicable currency in which the amount was paid or, if not yet paid, invoiced. A list of currencies and the

British Columbia Monthly Retail Supplier Report	
Field	Description
	<u>required format are provided in the Key.</u>
<u>Contract Pricing</u>	<p><u>Select the most applicable contract pricing which describes the shipment according to the Key provided.</u></p> <p><u>“Daily” means the amounts paid and payable for the shipment was based on the daily market price at the time of the shipment.</u></p> <p><u>“Weekly Average” means the amounts paid and payable for the shipment was based on the weekly average market price at the time of the shipment.</u></p> <p><u>“Monthly Average” means the amounts paid and payable for the shipment was based on the monthly average market price at the time of the shipment.</u></p> <p><u>“Other (Specify in Comments)” means the amounts paid and payable for the shipment was not based on a Daily, Weekly Average, or Monthly Average market price and additional information will be provided in the “Other (Comments)” field of the Form.</u></p> <p><u>“N/A” means no amounts paid and payable for the shipment was applicable.</u></p>
Transaction Type	<p>Select the most applicable term which describes this shipment according to the key <u>Key</u> provided.</p> <p>“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.</p> <p>“Third-Party Transaction” means an arms-length transaction.</p>
<u>Purchase Price includes Transportation Costs</u>	<u>Select ‘Yes’ or ‘No’ if the amounts paid and payable includes any transportation costs for the shipment volume that the responsible person is unable to differentiate within the purchase price itself.</u>
<u>Supply Location</u>	<u>Enter the applicable currency in which physical address of the amount <u>fuel storage terminal where the shipment was paid or, if not yet paid, invoiced. A list of currencies and the required format are provided in</u> <u>payable as indicated on the key bill of lading or equivalent shipment document.</u></u>
<u>Other (Comments)</u>	<u>Enter any additional comments associated with the fuel shipment that the responsible person may wish to provide.</u>