



November 17, 2020

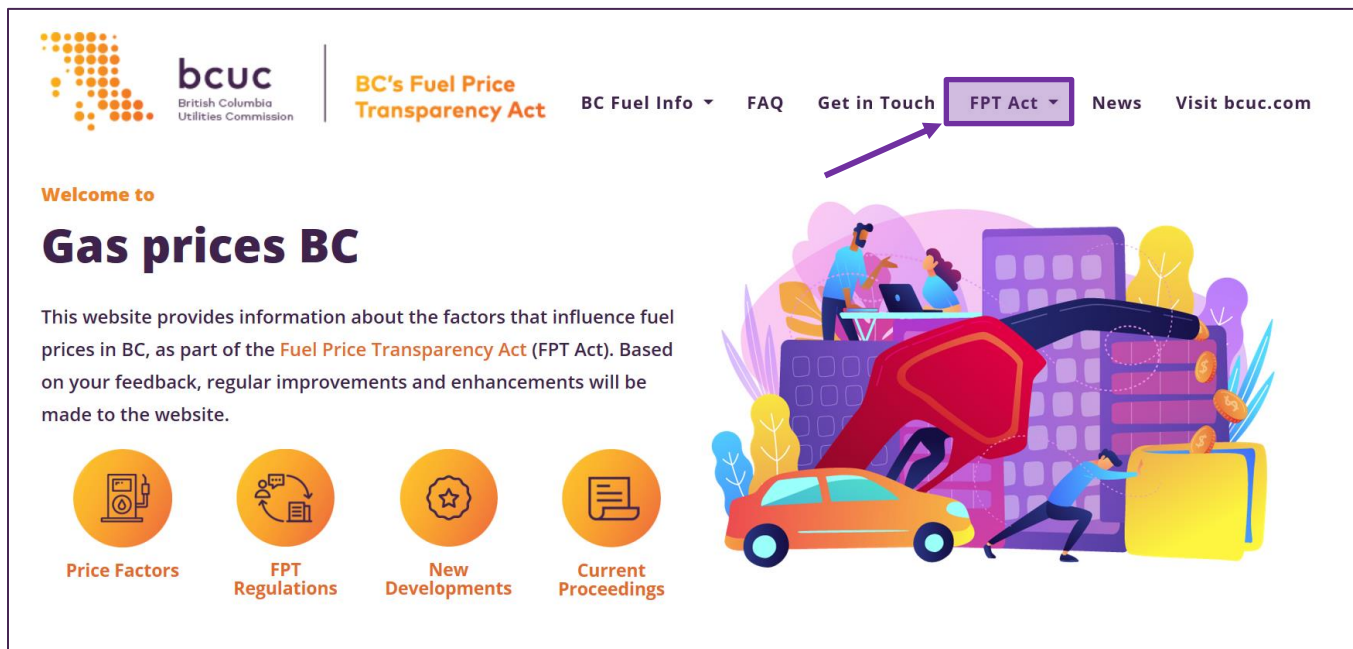
The following Quick Reference Guide outlines how responsible persons (fuel importers, wholesalers, terminal owners/operators, and/or suppliers of retail dealers)¹:

1. Locate the [Fuel Price Transparency \(FPT\) Regulation Reporting Guidelines](#) and the required reporting forms to submit required fuel data to the BCUC; and
2. Complete the necessary reporting forms to submit required fuel data to the BCUC.

1.0 Accessing the FPT Regulation Reporting Guidelines and BCUC Forms

1.1 Step 1 – Navigate to GasPricesBC.ca Homepage

First, navigate to the <https://www.GasPricesBC.ca/> homepage. Hover over the “FPT Act” menu, as highlighted below.



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

1.2 Step 2 – Drop Down Menu on GasPricesBC.ca Homepage

After hovering over the “FPT Act” menu, users will be presented with a drop-down menu. Click on “FPT Regulations,” as highlighted below.

The screenshot shows the homepage of GasPricesBC.ca. At the top left is the BCUC logo (British Columbia Utilities Commission). To its right is the text "BC's Fuel Price Transparency Act". Further right is a navigation menu with items: "BC Fuel Info", "FAQ", "Get in Touch", "FPT Act", "News", and "Visit bcuc.com". The "FPT Act" item has a dropdown arrow. A callout box points to this dropdown menu, showing three options: "Before the Act", "FPT Regulations", and "Retail Pilot". The "FPT Regulations" option is highlighted with a purple box. Below the navigation is a "Welcome to Gas prices BC" section with a paragraph of text and four circular icons labeled "Price Factors", "FPT Regulations", "New Developments", and "Current Proceedings". To the right of this section is a colorful illustration of people working at a computer, a car, and a person pushing a box.

1.3 Step 3 – FPT Regulations Webpage on GasPricesBC.ca

Users are now navigated to a new webpage that contains relevant documentation concerning the FPT Regulations.

1.3.1 Finding FPT Regulation Reporting Guidelines

To find BCUC’s Final FPT Regulation Reporting Guidelines, scroll down the page and click “FPT Regulation Reporting Guidelines,” as highlighted below. These guidelines provide detailed instructions to those required to submit reportable fuel data to the BCUC.

The screenshot shows a table titled "Important Documents". The table has three columns: "Date Issued", "Description", and "Document". The first row contains the date "October 5, 2020", a description of the guidelines, and a link to "FPT Regulation Reporting Guidelines" which is highlighted with a purple box. A purple arrow points from the top of the table to this link.

Date Issued	Description	Document
October 5, 2020	The BCUC’s Final FPT Regulation Reporting Guidelines provide instructions to those required to submit reportable fuel data to the BCUC.	FPT Regulation Reporting Guidelines

1.3.2 Downloading Final BCUC Reporting Forms

To download BCUC’s Final Reporting Forms, first click “Final BCUC Reporting Forms,” as highlighted below.

The screenshot shows the same "Important Documents" table as above. The second row contains the date "October 5, 2020", a description of the forms, and a link to "Final BCUC Reporting Forms" which is highlighted with a purple box. A purple arrow points from the top of the table to this link.

Date Issued	Description	Document
October 5, 2020	The BCUC’s Final FPT Regulation Reporting Guidelines provide instructions to those required to submit reportable fuel data to the BCUC.	FPT Regulation Reporting Guidelines
October 5, 2020		Final BCUC Reporting Forms

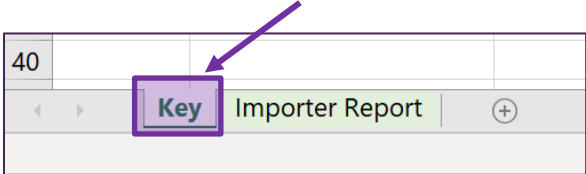
Next, users will now be presented with the standardized reporting forms, as highlighted below. Additional guidance on how to complete standardized BCUC Reporting Forms is discussed in **Section 2** below.

Important Documents		
Date Issued	Description	Document
October 5, 2020	The BCUC's Final FPT Regulation Reporting Guidelines provide instructions to those required to submit reportable fuel data to the BCUC.	FPT Regulation Reporting Guidelines
October 5, 2020	<p>Final BCUC Reporting Forms</p> <p>The BCUC created the following standardized Reporting Forms for those in the wholesale industry to use to ensure the requirements outlined in the FPT Regulation are met.</p>	<div style="border: 1px solid purple; padding: 5px;"> <p>BCUC Monthly Importer Report Template</p> <p>BCUC Monthly Wholesale Purchaser Report Template</p> <p>BCUC Monthly Low Carbon Fuel Standards Credit Report</p> <p>BCUC Annual Storage Report Template</p> <p>BCUC Monthly Retail Supplier Report Template</p> <p>FPT Act Confidentiality Request Form</p> </div>

2.0 Guidance for Completing Final BCUC Reporting Forms

2.1 Navigation to the BCUC Key

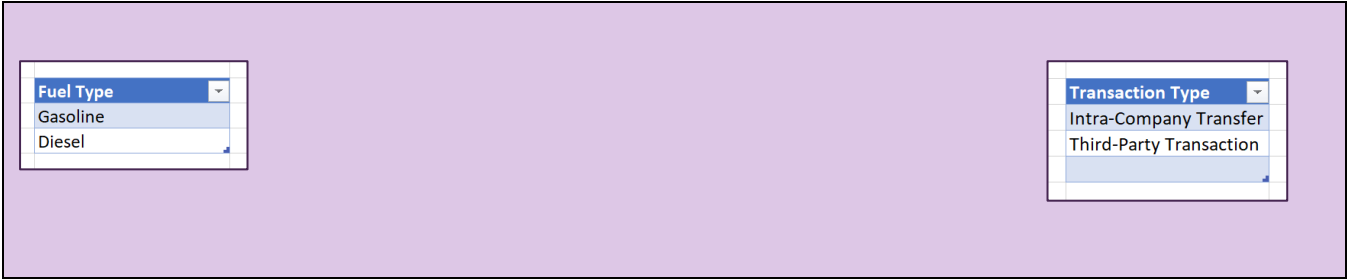
After downloading the required BCUC Form from (see **Section 1.3.2**), the first Excel sheet will be labelled “Key” in the Excel form, which corresponds to information required to be submitted in each subsequent form as a drop-down list, where applicable.



The Key will include information, as presented in the screenshot below, such as:

- Fuel Type
- Fuel Grade and Description
- Country, Code, and Currency Code (Incomplete Screenshot)
- Transaction Type
- Canadian Provinces and Territories
- US States and Territories (Incomplete Screenshot)

Please note that the information provided in the Key may not apply to all BCUC Reporting Forms.



Canadian Provinces and Territories Alberta British Columbia Manitoba New Brunswick Newfoundland and Labrador Northwest Territories Nova Scotia Nunavut Ontario Prince Edward Island Quebec Saskatchewan Yukon	<table border="1"> <thead> <tr> <th>Fuel Grade</th> <th>Description</th> </tr> </thead> <tbody> <tr><td>RUL</td><td>Regular Unleaded Gasoline (87 Octane)</td></tr> <tr><td>RUL-E10</td><td>Regular Unleaded Gasoline Ethanol (87 Octane)</td></tr> <tr><td>MUL</td><td>Midgrade Unleaded Gasoline (89 Octane)</td></tr> <tr><td>MUL-E5</td><td>Midgrade Unleaded Gasoline Ethanol (89 Octane)</td></tr> <tr><td>PUL</td><td>Premium Unleaded Gasoline (91 Octane)</td></tr> <tr><td>SPUL</td><td>Super Premium Unleaded Gasoline (94 Octane)</td></tr> <tr><td>ULSD</td><td>Ultra Low Sulphur Diesel</td></tr> <tr><td>ULS Diesel Bio</td><td>Ultra Low Sulphur Diesel Bio Blend</td></tr> <tr><td>ULSD BC4</td><td>Ultra Low Sulphur Diesel suitable for Zone 4 in British Columbia</td></tr> <tr><td>ULSD BC6</td><td>Ultra Low Sulphur Diesel suitable for Zone 6 in British Columbia</td></tr> </tbody> </table>	Fuel Grade	Description	RUL	Regular Unleaded Gasoline (87 Octane)	RUL-E10	Regular Unleaded Gasoline Ethanol (87 Octane)	MUL	Midgrade Unleaded Gasoline (89 Octane)	MUL-E5	Midgrade Unleaded Gasoline Ethanol (89 Octane)	PUL	Premium Unleaded Gasoline (91 Octane)	SPUL	Super Premium Unleaded Gasoline (94 Octane)	ULSD	Ultra Low Sulphur Diesel	ULS Diesel Bio	Ultra Low Sulphur Diesel Bio Blend	ULSD BC4	Ultra Low Sulphur Diesel suitable for Zone 4 in British Columbia	ULSD BC6	Ultra Low Sulphur Diesel suitable for Zone 6 in British Columbia	US States and Territories Alabama Alaska Arizona Arkansas California Colorado Connecticut Delaware Florida Georgia Hawaii Idaho Illinois Indiana Iowa Kansas Kentucky Louisiana Maine																																																								
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2.2 British Columbia Monthly Importer Report

Following **Section 1.3.2**, after downloading the British Columbia Monthly Importer Report, you will find the Excel form (as presented in the screenshot below) for data input. The description for each field in Row 3 can be found in the FPT Regulation Reporting Guidelines, pages 6-8, indicated in **Section 1.3.1**.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N
1														
2	British Columbia Monthly Importer Report													
3	Internal ID	Fuel Type	Fuel Grade	Importer	Volume (L15)	Purchase Price per Litre	Currency	Transaction Type	Reporting Period	Country of Origin	Province of Origin	State of Origin	Transportation Costs per Litre	Currency
4														
5														
6														
7														
8														

2.3 British Columbia Monthly Wholesale Purchaser Report

Following **Section 1.3.2**, after downloading the British Columbia Monthly Wholesale Purchaser Report, you will find the Excel form (as presented in the screenshot below) for data input. The description for each field in Row 3 can be found in the FPT Regulation Reporting Guidelines, pages 8–10, indicated in **Section 1.3.1**.

	A	B	C	D	E	F	G	H	I	J	K
1											
2	British Columbia Monthly Wholesale Purchasers Report										
3	Internal ID	Fuel Type	Fuel Grade	Name of Wholesale Purchaser	Volume (L15)	Purchased Price per Litre	Currency	Transaction Type	Transaction Date	Seller Name	Seller Address
4											
5											
6											
7											
8											

2.4 British Columbia Monthly LCFS Credit Report

Following **Section 1.3.2**, after downloading the British Columbia Monthly LCFS Credit Report, you will find the Excel form (as presented in the screenshot below) for data input. The description for each field in Row 3 can be found in the FPT Regulation Reporting Guidelines, page 10, indicated in **Section 1.3.1**.

	A	B	C
1			
2	British Columbia Monthly LCFS Credit Report		
3	Total Number of Transfers	Total Credits	Average Price per LCF Credit
4			
5			
6			
7			
8			

2.5 British Columbia Annual Storage Report

Following **Section 1.3.2**, after downloading the British Columbia Annual Storage Report, you will find the Excel form (as presented in the screenshots below) for data input. The description for each field in Row 3 can be found in the FPT Regulation Reporting Guidelines, pages 11–12, indicated in **Section 1.3.1**.

	A	B	C	D	E	F	G
1							
2	British Columbia Annual Storage Report - Terminal Information						
3	BCUC Terminal ID	Terminal Name	Owner/Operator	Address	Transloading Capacity (Litres/Hour)	Terminal Loading Capacity (Litres/Hour)	Terminal Unloading Capacity (Litres/Hour)
4							
5							
6							
7							
8							

	A	B	C	D	E	F	G	H	I	J
1										
2	British Columbia Annual Storage Report - Tank Information									
3	BCUC Terminal ID	Terminal Name	BCUC Tank ID	Tank Name	Fuel Type	Fuel Grade	Blending Capacity (Litres/Hour)	Physical Maximum Capacity (Litres)	Tank Heel Volume (Litres)	Net Useable Capacity (Litres)
4										
5										
6										
7										
8										

2.6 British Columbia Monthly Retail Supplier Report

Following **Section 1.3.2**, after downloading the British Columbia Monthly Retail Supplier Report, you will find the Excel form (as presented in the screenshot below) for data input. The description for each field in Row 3 can be found in the FPT Regulation Reporting Guidelines, pages 12-13, as indicated in **Section 1.3.1**.

	A	B	C	D	E	F	G	H	I
1									
2	British Columbia Monthly Retail Supplier Report								
3	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 Type
4									
5									
6									
7									
8									

2.7 Confidentiality

If an individual requests a submission, or certain portions of a submission, be kept confidential, they must follow the process outlined in ‘Section 2.0 – Procedural considerations’ of the FPT Regulation Reporting Guidelines.

2.7.1 Submission of Unredacted and Redacted Reports

To request confidentiality, an individual is required to complete, and submit, both a redacted and unredacted version of the applicable BCUC Reporting Form from **Sections 2.2–2.6**. To properly submit a redacted form, “Redacted” must be inserted in all cells on the form where confidentiality is requested. An example can be found on page 3 of the FPT Regulation Reporting Guidelines.

2.7.2 FPT Act Confidentiality Request Form

Whenever an individual submits a redacted BCUC Reporting Form, the individual is also required to submit a corresponding FPT Act Confidentiality Request Form.

Following **Section 1.3.2**, after downloading the FPT Act Confidentiality Request Form, you will find the Word document (as presented in the screenshot below) for data input. The instructions for completing the document can be found in page 3 of the FPT Regulation Reporting Guidelines

The screenshot shows the 'FPT Act Confidentiality Request Form' from BCUC. At the top left is the BCUC logo (British Columbia Utilities Commission). To the right of the logo is the address: Suite 410, 900 Howe Street, Vancouver, BC, Canada V6Z 2N3, and the website bcuc.com. Further right are the phone numbers: P: 604.660.4700, TF: 1.800.663.1385, and F: 604.660.1102.

The main heading is 'FPT Act Confidentiality Request Form'. Below this, there are three paragraphs of text providing instructions on how to submit the form and when it should be held in confidence. A bulleted list states that submissions may be made public unless they contain protected information, and that if confidentiality is required, the submitter must provide both a redacted and unredacted copy of the BCUC form.

The form itself is a shaded box containing the following fields:

- Responsible Person:** [Text input field]
- Address:** [Text input field]
- Phone Number:** [Text input field]
- Email:** [Text input field]
- BCUC Form:** [Dropdown menu with 'Choose an item']
- Reporting Period (Month):** [Dropdown menu with 'Choose an item']
- Reporting Period (Year):** [Dropdown menu with 'Choose an item']

Below these fields is a section titled 'Reasons for Confidentiality'. It contains a text box with the following instructions: 'Below please 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. Please describe how the need for confidentiality of any and all of the information may change when taking into consideration the passage of time.'

At the bottom of the form, it says 'BCUC- FPT Act Confidentiality Request Form' on the left and '1 of 2' on the right.

3.0 Submitting Forms through the FPT Act Regulatory Reporting Portal

When all information required has been populated in the BCUC Reporting Forms for the reporting period, forms are to be submitted through the FPT Act Regulatory Reporting Portal (Portal). Please refer to the [FPT Act Regulatory Reporting Portal – Quick Reference Guide](#) for more information on how to use the Portal.