



November 17, 2020

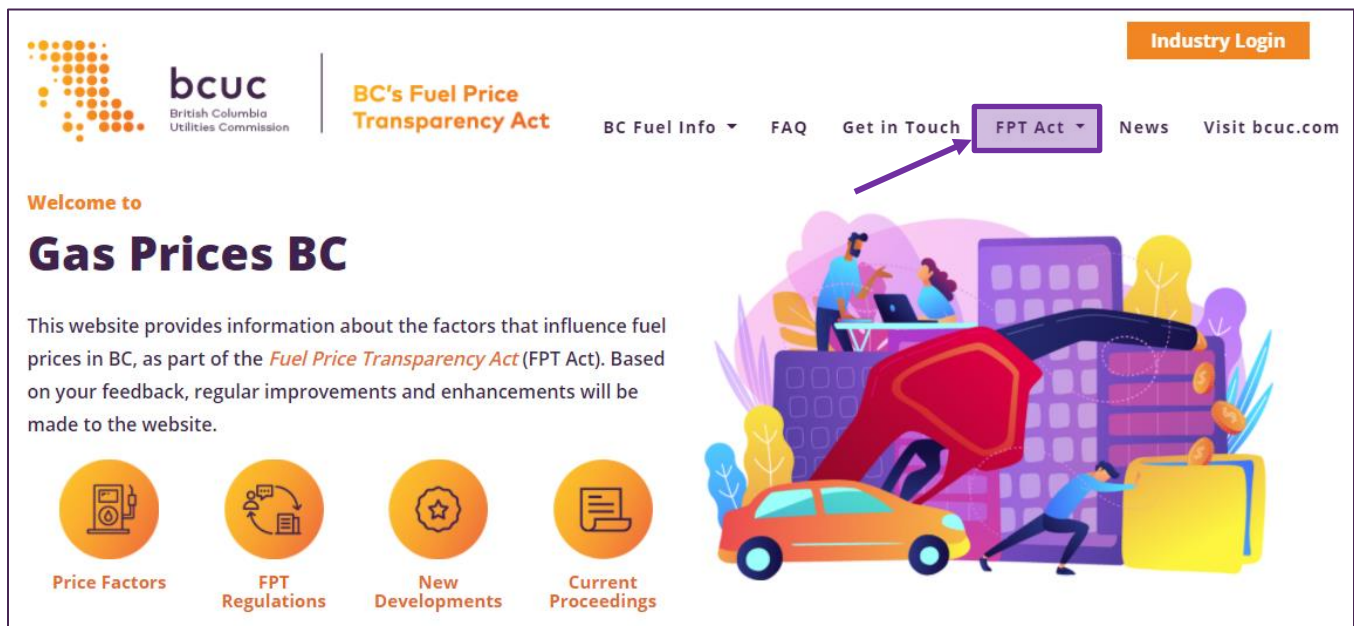
The following Quick Reference Guide outlines how responsible persons (i.e. retail dealers) ¹:

1. Locate the [Special Direction Retail Pilot Methodology & 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 Special Direction Retail Pilot Reporting Guidelines and BCUC Forms

1.1 Step 1 – Navigate to GasPricesBC.ca Homepage

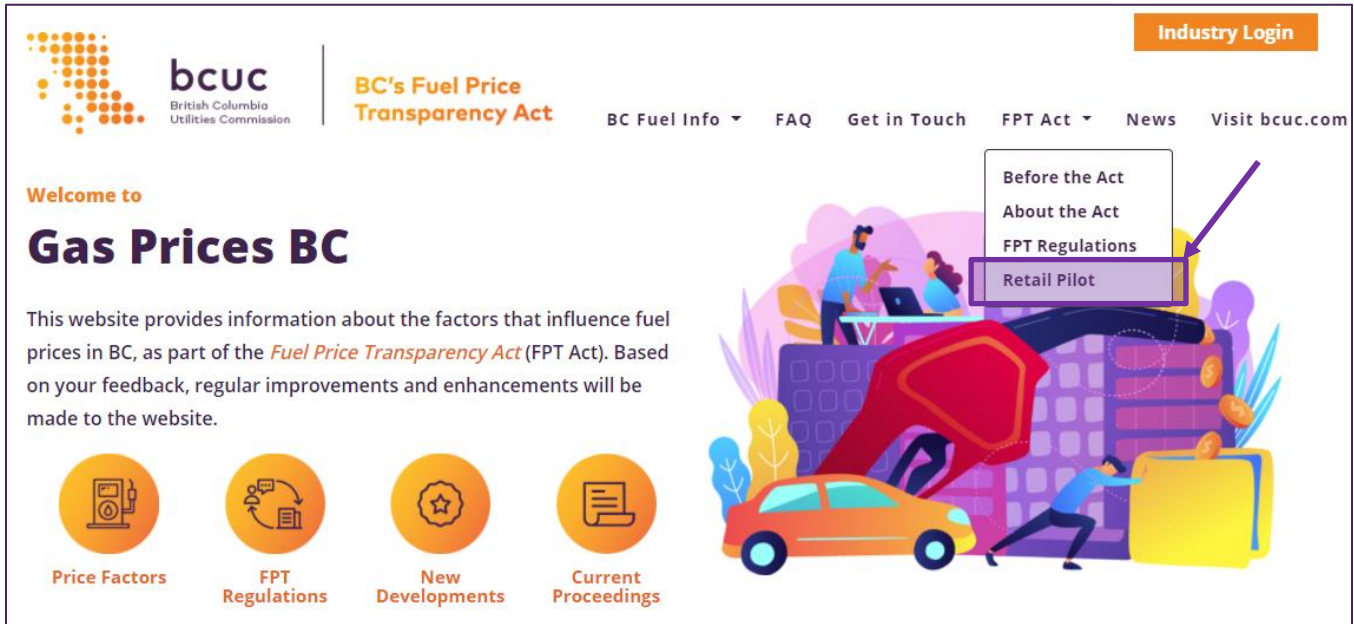
First, navigate to the <https://www.GasPricesBC.ca/> homepage. Hover over the “FPT Act” menu, as highlighted below.



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 “Retail Pilot,” as highlighted below.



1.3 Step 3 – Retail Pilot Webpage on GasPricesBC.ca

Users are now navigated to a new webpage that contains relevant documentation concerning the Retail Pilot.

1.3.1 Finding Special Direction Retail Pilot Reporting Guidelines

To find BCUC’s Special Direction Retail Pilot Reporting Guidelines, scroll down the page and click “Special Direction Retail Pilot Methodology & Reporting Guidelines,” as highlighted below. These guidelines provide detailed instructions to those required to submit reportable fuel data to the BCUC.

Important Documents		
Date Issued	Description	Document
October 19, 2020	The BCUC Final Special Direction Retail Pilot Methodology & Reporting Guidelines provide instructions to retail dealers required to submit fuel data to the BCUC.	Special Direction Retail Pilot Methodology & Reporting Guidelines

1.3.2 Downloading BCUC Reporting Forms

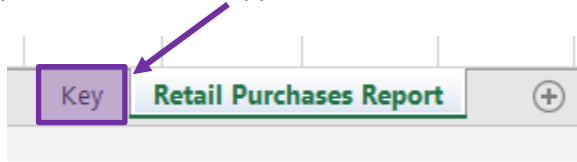
To download BCUC’s Final Reporting Forms, click on the standardized reporting forms as highlighted below. Additional guidance on how to complete standardized BCUC Reporting Forms is discussed in **Section 2** below.

Important Documents		
Date Issued	Description	Document
October 19, 2020	The BCUC Final Special Direction Retail Pilot Methodology & Reporting Guidelines provide instructions to retail dealers required to submit fuel data to the BCUC.	Special Direction Retail Pilot Methodology & Reporting Guidelines
October 19, 2020	The BCUC created the following standardized reporting forms for those in the retail pilot to use to ensure the requirements outlined in the Special Directions are met.	BCUC Monthly Retail Purchases Report BCUC Monthly Retail Sales Report FPT Act Confidentiality Request Form

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
- Price includes Transportation Costs

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

<table border="1"> <thead> <tr> <th>Fuel Type</th> </tr> </thead> <tbody> <tr> <td>Gasoline</td> </tr> <tr> <td>Diesel</td> </tr> </tbody> </table>	Fuel Type	Gasoline	Diesel	<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	<table border="1"> <thead> <tr> <th>Transaction Type</th> </tr> </thead> <tbody> <tr> <td>Intra-Company Transfer</td> </tr> <tr> <td>Third-Party Transaction</td> </tr> </tbody> </table>	Transaction Type	Intra-Company Transfer	Third-Party Transaction																																																				
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2.2 British Columbia Monthly Retail Purchases Report

Following **Section 1.3.2**, after downloading the British Columbia Monthly Retail Purchases 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 Retail Data Collection Pilot – Reporting Guidelines, pages 5–7, indicated in **Section 1.3.1**.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q
1	British Columbia Monthly Retail Purchases Report																
2	British Columbia Monthly Retail Purchases Report																
3	BCUC Retail Station ID	Retail Station Name	Retail Station Address	Internal ID	Fuel Type	Fuel Grade	Shipment Date	Shipment Volume (L15)	Purchase Price per Litre (\$/L)	Currency	Transaction Type	Transportation Costs per Litre (\$/L)	Purchase Price includes Transportation Costs	Currency	Seller Name	Seller Address	Supply Location
4																	
5																	
6																	
7																	

2.3 British Columbia Monthly Retail Sales Report

Following **Section 1.3.2**, after downloading the British Columbia Monthly Retail Sales 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 Retail Data Collection Pilot – Reporting Guidelines, pages 7–8, indicated in **Section 1.3.1**.

	A	B	C	D	E	F	G	H	I	J	K	L	M
1	British Columbia Monthly Retail Sales Report												
2	British Columbia Monthly Retail Sales Report												
3	BCUC Retail Station ID	Fuel Type	Fuel Grade	Retail Station Name	Retail Station Address	Date of Sale	Daily Volume Sold (L15)	Volume-Weighted Selling Price (\$/L)	Taxes per Litre (\$/L)	Daily High Price (\$/L)	Daily Low Price (\$/L)	Time of Daily High Price (hh:mm)	Time of Daily Low Price (hh:mm)
4													
5													
6													
7													

2.4 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 Retail Data Collection Pilot – Reporting Guidelines.

2.4.1 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 2.2–2.3**. 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 4 of the Retail Data Collection Pilot – Reporting Guidelines.

2.4.2 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 Retail Data Collection Pilot – Reporting Guidelines.

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

FPTA Confidentiality Request Form

This Confidentiality Request Form must be submitted on the BCUC's Regulatory Reporting Portal concurrent with the BCUC form which, in the view of the responsible person, should be held in confidence by the BCUC as the submission or portions of the submission contains protected information.

Submissions may 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.

If the responsible person requires a submission or certain portions of a submission to 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 Regulatory Reporting Portal, and
- Fill out the following form and submit it on the Regulatory Reporting Portal.

FPTA Confidentiality Request

Responsible Person:
Address:
Phone Number:
Email:

BCUC Form:
Reporting Period (Month):
Reporting Period (Year):

Reasons for Confidentiality

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.

BCUC- FPTA Confidentiality Request Form 1 of 2

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.