



bcuc
British Columbia
Utilities Commission

Marija Tresoglavic
Acting Commission Secretary

Commission.Secretary@bcuc.com
bcuc.com

Suite 410, 900 Howe Street
Vancouver, BC Canada V6Z 2N3
P: 604.660.4700
TF: 1.800.663.1385
F: 604.660.1102

September 11, 2020

Sent via email

To: Importers, Wholesalers, Terminal Operators, and Suppliers of retail dealers

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

Dear Industry:

As per the British Columbia Utilities Commission letter dated September 9, 2020¹ regarding the industry's engagement and consultation, please see enclosed the Draft Reporting Guidelines.

Sincerely,

Original signed by Jessica O'Brien for:

Marija Tresoglavic
Acting Commission Secretary

/aci
Enclosure

¹ <https://www.bcuc.com/Documents/FTA/2020-09-09-BCUC-Engagement-re-OIC-474-20-Reporting-Requirements.pdf>



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

Draft Reporting Guidelines

September 11, 2020

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.....	1
1.4	BCUC forms.....	1
2.0	Procedural considerations.....	2
3.0	Filing Guidelines.....	6
3.1	General requirements	6
3.2	British Columbia Monthly Importer Report	6
3.3	British Columbia Monthly Wholesale Purchaser Report.....	8
3.4	British Columbia Annual Storage Report.....	9
3.5	British Columbia Monthly Retail Supplier Report	11

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).

These Guidelines may be revised or updated from time to time in order to improve the data collection process, adjust to evolving market circumstances, and amend as required for changes to the FPT Act or FPT Regulation.

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 importers of reportable fuel, wholesale purchasers of reportable fuel, persons who store reportable fuel, and supplier of reportable fuel as defined in the FPT Act and FPT Regulation.

1.2 Role of the British Columbia Utilities Commission

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

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

1.3 The FPT Act and FPT Regulation

The FPT Act requires companies 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 wholesale fuel reporting in British Columbia, including the type of data that will be collected by the BCUC, the organizations who will be required to submit data, and the frequency of reporting.

1.4 BCUC forms

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 in order to ensure the requirements identified in the FPT Regulation are met. The following table provides a list of BCUC forms, a short description of who is required to submit each form, and reference to the filing guidelines within this document.

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

BCUC Form	Individual required to report	Reference to Guidelines	Download Link
British Columbia Monthly Importer Report	Importers of reportable fuel	3.1, 3.2	
British Columbia Monthly Wholesale Purchaser Report	Wholesale purchasers of reportable fuel	3.1, 3.3	
British Columbia Annual Storage Report	Persons who store reportable fuel	3.1, 3.4	
British Columbia Monthly Retail Supplier Report	Suppliers of reportable fuel	3.1, 3.5	

2.0 Procedural considerations

Registration process

Individuals are required to register with the BCUC to have a unique user account for the Regulatory Reporting web portal found on the gaspricesbc.ca website. The user account will provide access to the portal, enabling the user to login and submit the applicable forms

For the user account registration process, the reporting entities are required to identify individuals who will be submitting forms on its behalf. By October 19, 2020 a web form will be available on gaspricesbc.ca for requesting access to the Regulatory Reporting portal.

Form submission process

Reporting entities are required to submit all applicable forms via the BCUC's Regulatory Reporting portal which can be found on the gaspricesbc.ca website.

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

Once the submission meets the BCUC reporting guidelines, a second confirmation will be sent which will confirm the submission has been accepted by the BCUC.

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

Incomplete submissions may be returned to the responsible 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 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 confidentiality request section on the web form during the submission process of the related BCUC form. The request must briefly describe the nature of the information in the submission and the reasons for the request for confidentiality, including the specific harm that could reasonably be expected to result if the information was made publicly available, either on an individual, aggregated or anonymized basis.

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

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

Figure 1: Unredacted submission

British Columbia Monthly Retail Supplier Report								
Shipment ID	Internal ID	Fuel Type	Fuel Grade	Supplier of reportable fuel	Shipment Volume (litres)	Shipment Date	Amounts Paid/Payable by Purchaser per Litre	Currency
	INT44522	Gasoline	RUL	ABC	10000	10/2/2020	1.01	CAD
	INT44523	Diesel	ULSD BC6	ABC	6000	10/2/2020	1.01	CAD

Figure 2: Redacted Submission

British Columbia Monthly Retail Supplier Report								
Shipment ID	Internal ID	Fuel Type	Fuel Grade	Supplier of reportable fuel	Shipment Volume (litres)	Shipment Date	Amounts Paid/Payable by Purchaser per Litre	Currency
123456789	INT44522	Gasoline	PUL	ABC	10000	10/2/2020	Redacted	CAD
	INT44523	Diesel	ULSD BC6	ABC	6000	10/2/2020	Redacted	CAD

How to resubmit forms in case of update or error

If information accompanying a previous submission has changed or a prior submission was not accurate or complete, then corrections or changes must be made 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.

In the event a resubmission is warranted, it is not necessary to resubmit all fuel data included in the previous submission (i.e. the entire form and all records). Instead, only the record or row of information which needs to be changed or updated must be resubmitted, the information must be resubmitted using the same form used during the prior submission and must include the BCUC-provided unique ID (i.e., BCUC ID, BCUC Transaction Number, Terminal ID, Tank ID, or Shipment ID) which corresponds with that record.

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 the BCUC-provided Shipment ID, the updated information and all other information associated with that shipment, as illustrated below:

Figure 3: Original submission

British Columbia Monthly Retail Supplier Report								
Shipment ID	Internal ID	Fuel Type	Fuel Grade	Supplier of reportable fuel	Shipment Volume (litres)	Shipment Date	Amounts Paid/Payable by Purchaser per Litre	Currency
	INT44522	Gasoline	RUL	ABC	10000	10/2/2020	1.01	CAD
	INT44523	Diesel	ULSD BC6	ABC	6000	10/2/2020	1.01	CAD

Figure 4: Resubmission to correct record

British Columbia Monthly Retail Supplier Report								
Shipment ID	Internal ID	Fuel Type	Fuel Grade	Supplier of reportable fuel	Shipment Volume (litres)	Shipment Date	Amounts Paid/Payable by Purchaser per Litre	Currency
123456789	INT44522	Gasoline	PUL	ABC	10000	10/2/2020	1.01	CAD

Deadlines for submission

Reporting Periods and Deadlines		
BCUC 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 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

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

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

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

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 reporting entities to use to ensure the requirements identified in the FPT Regulation are met. In order to ensure accuracy and consistency in reporting the following sections provide guidance on how each report must be completed.

3.1 General requirements

Reporting entities are required to provide the following information when submitting all forms to the BCUC using the Regulatory Reporting portal:

General requirements	
Field	Description
Name of the responsible person	Name of person engaged in a reportable activity.
Address	Enter the address of the responsible person.
Phone number	Enter the phone number of the responsible person.
Email address	Enter the email address of the responsible person.
Name and title of the individual submitting on behalf of the responsible person	Enter name and title of the individual submitting on behalf of the responsible person.

3.2 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 monthly. To satisfy these requirements, reporting individuals must submit a *British Columbia Monthly Importer Report* for each reporting period. The current form can be found on our [website](#).

Fuel data submitted in this report must be separated by:

- Place of origin (Country, Province, or State, where applicable);
- Type of reportable fuel; and
- Grade of reportable fuel.

British Columbia Monthly Importer Report	
Field	Description
BCUC ID	Leave blank unless previously submitted fuel data is being updated. If a change or correction is being made then use the BCUC ID provided in the previous submission acknowledgement receipt.
Internal ID	Unique number used to identify imports internally. Examples could include invoice numbers, unique identifiers from billing system, or any other unique identifier.
Fuel Type	Enter gasoline, diesel fuel, or a prescribed fuel or other substance according to the key provided.
Fuel Grade	Select the most applicable fuel grade according to the key provided.
Importer	Enter the name of the responsible person importing the reportable fuel.
Volume (L15)	Enter the volume imported by the responsible person; expressed in litres temperature corrected to 15°C (L15) and rounded to the nearest whole number.
Purchase Price per Litre	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. If purchase price is not applicable, enter the transfer price (at fair market value) or other market value as determined by the firm's customary accounting practices. The price must be rounded to the nearest hundredth.
Currency	Enter 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.
Reporting Period	Enter the reporting period in the format 'mm/yyyy'. For example, 10/2020 for the calendar month of October 2020.
Country of Origin	Enter 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	Enter 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	Enter 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 key provided.
Transportation Costs per Litre	Using cost per litre (L15) as a base unit of measure, enter the cost incurred by the responsible person for transporting the reportable fuel imported during the reporting period from its source to the location in British Columbia at which it is delivered; rounded to the nearest hundredth.

3.3 British Columbia Monthly Wholesale Purchaser Report

Pursuant to Section 6 of the FPT Regulation, wholesale purchasers of reportable fuel are required to submit fuel data to the BCUC on a monthly basis. To satisfy these requirements, reporting individuals must submit the *British Columbia Monthly Wholesale Purchaser Report* for each reporting period. The current form can be found on our [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
BCUC Transaction Number	Leave blank unless previously submitted fuel data is being updated. If a change or correction is being made then use the BCUC ID provided in the previous submission acknowledgement receipt.
Internal ID	Unique number used to identify transactions internally. Examples could include invoice numbers, unique identifiers from billing system, etc.
Fuel Type	Enter gasoline, diesel fuel, or a prescribed fuel or other substance according to the key provided.
Fuel Grade	Select the most applicable fuel grade according to the key provided.
Buyer	Enter the name of the responsible person purchasing the reportable fuel.
Volume (L15)	Enter the volume imported by the responsible person; expressed in litres temperature corrected to 15°C (L15) and rounded to the nearest whole number.
Purchased Price per Litre	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. If purchase price is not applicable, enter the transfer price (at fair market value) or other market value as determined by the firm's customary accounting practices. The price must be rounded to the nearest hundredth.
Currency	Enter 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.
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.
Price of LCFC credit per Litre	Enter the purchase price per litre to the responsible person 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.

3.4 British Columbia Annual Storage Report

Pursuant to Section 7 of the FPT Regulation, persons who store reportable fuel are required to submit fuel data to the BCUC on an annual basis. To satisfy these requirements, reporting individuals must submit the *British Columbia Annual Storage Report* for each reporting period. The current form can be found on our [website](#).

Fuel data submitted in the *Terminal Information* 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
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.
Owner/Operator	Enter the name of the responsible person who owns or operates the fuel storage terminal.
Address	Enter the physical address of the fuel storage terminal owned or operated by the responsible person.
Transloading Capacity (Litres/Hour)	Using litres per hour (L15/hr) as a base unit of measure, enter the maximum capacity to transfer a shipment from one mode of transportation to another. Litres must be rounded to the nearest whole number.
Terminal Loading Capacity (Litres/Hour)	Using litres per hour (L15/hr) as a base unit of measure, enter the terminal's maximum 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 (Litres/Hour)	Using litres per hour (L15/hr) as a base unit of measure, enter the terminal's maximum 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.

Fuel data submitted in the *Tank Information* 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
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.
Tank ID	Leave blank on first submission. For all subsequent submissions enter the BCUC-provided Tank ID.
Tank Name	Enter the name of any a large vessel for storing reportable fuel located at the fuel storage terminal owned or operated by the responsible person.
Fuel Type	Enter gasoline, diesel fuel, or a prescribed fuel or other substance according to the key provided.
Fuel Grade	Select the most applicable fuel grade according to the key provided.
Blending Capacity (Litres/Hour)	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 operating inventory level and the tank heel volume. Litres must be rounded to the nearest whole number.

3.5 British Columbia Monthly Retail Supplier Report

Pursuant to Section 8 of the FPT Regulation, retail suppliers of reportable fuel are required to submit fuel data to the BCUC on a monthly basis. To satisfy these requirements, reporting individuals must submit the *British Columbia Monthly Retail Supplier Report* for each reporting period. The current form can be found on our [website](#).

Fuel data submitted in this report must be separated by:

- Shipment of reportable fuel;
- Type of reportable fuel; and
- Grade of reportable fuel.

British Columbia Monthly Retail Supplier Report

Field	Description
Shipment ID	Leave blank unless previously submitted fuel data is being updated. If a change or correction is being made then use the BCUC ID provided in the previous submission acknowledgement receipt.
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 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.
Supplier of Reportable Fuel	Enter the person who, within British Columbia, is engaged in supplying reportable fuel to retail dealers.
Shipment Volume (L15)	Enter the volume of reportable fuel supplied in the shipment; expressed in litres temperature corrected to 15°C (L15) and rounded to the nearest whole number.
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	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. The price must be rounded to the nearest hundredth.
Currency	Enter 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.