



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 22, 2020

Sent via email

To: Retail Dealers

Re: **Special Direction to the BCUC Issued Under Section 4 of the Fuel Price Transparency Act– Retail Pilot Methodology and Draft Reporting Guidelines**

Dear Industry:

As per the British Columbia Utilities Commission letter dated September 18, 2020¹ regarding the industry's engagement and consultation, please see enclosed the Retail Pilot Methodology and the Draft Reporting Guidelines.

Sincerely,

Original Signed By:

Marija Tresoglavic
Acting Commission Secretary

JO/mp
Enclosure

¹ <https://www.bcuc.com/documents/newsrelease/2020-09-18-BCUC-Engagement-re-Special-Direction-Retail-Pilot.pdf>



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

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

Retail Pilot Methodology

September 22, 2020

TABLE OF CONTENTS

Page no.

1.0	Introduction	2
2.0	Sampling Technique	2
3.0	Understanding the Population.....	3
4.0	Determining the Sample Size.....	3
4.1	Part I – Selecting Samples from Every Regional District.....	3
4.2	Part II – Selecting Additional Samples following Results from Survey	4
5.0	Data reporting requirements for selected sites	4
6.0	Reporting Burden Survey	6
7.0	Report to the Minister	6

APPENDICES

1.0 Introduction

By the special direction dated August 14, 2020, the British Columbia Utilities Commission (BCUC) is directed to use its authority, as the designated administrator of the Fuel Price Transparency Act (FPT Act) and in accordance with the FPT Act, to require fuel data from retailer dealers¹ of reportable fuels for the purpose of a retail data collection pilot (Pilot). The stated goal of the Pilot is to inform the development of regulations for ongoing data collection targeted at the retail component of the fuel supply chain in British Columbia.

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

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

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

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

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

2.0 Sampling Technique

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

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

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

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

3.0 Understanding the Population

The Kent Group Ltd.'s 2019 Retail Site Census reports that there are 1,371 retail outlets in British Columbia. It is also noted in the census that there are no sources available to provide reliable data on the number of retail stations in British Columbia.

In order to stratify the population into subgroups, we need to gather data on all the fuel operations in our retail dealer population. The BCUC has not identified any public sources which provide the level of detail necessary to stratify the population by the type of information identified in the Special Direction. Therefore, the BCUC will gather data on all the retail dealers in British Columbia. Retail dealers in British Columbia will be required to fill out a short survey, which will include questions on general retail site information, pump services, site amenities, ownership designation, among other things.

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

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

4.0 Determining the Sample Size

4.1 Part I – Selecting Samples from Every Regional District

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

The BCUC has collected site information for 976 retail stations from the Kent Group Ltd. website and further identified an addition 244 retail outlets based on BCUC's best estimates, resulting in 1,220 fuel operations that will form the population from which our random sample will be taken.

Retail dealers will be divided into one of the Regional Districts below. The regional data is obtained from the BC Government's website². A random sample from each region will be taken proportionate to the retail site population size of that region. Based on this methodology, a total of 50 retail dealers will form our initial sample size, with a minimum of 1 retail dealer selected per region.

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

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

The list of selected retailer dealers will not be posted publicly. Instead, the BCUC will contact directly the retail dealers who are selected to participate in the Pilot. Selected retail dealers will be required to submit fuel data for the period November 16, 2020 to November 30, 2021.

4.2 Part II – Selecting Additional Samples following Results from Survey

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

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

Additionally, the BCUC will review the data submissions from the initial 50 retail dealers identified in Part 1 of the Pilot and may make changes to the data reporting requirements based on lessons learned and/or to improve the data collection process.

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

5.0 Data reporting requirements for selected sites

The BCUC will require that selected retail sites provide fuel data on its purchases from suppliers of reportable fuel and on its average daily sales to retail purchasers in a monthly report to the BCUC. Retail dealers will be required to file two reports capturing these two activities during the reporting period. For the purpose of these

reports, the reporting period is a calendar month. Reports are required to be filed within two weeks after the end of the reporting period to which the submission relates.

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

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

Retail Dealer Purchases Report

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

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

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

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

Retail Dealer Sales Report

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

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

- Station Name
- Station Address
- Date of Sale
- Fuel Type
- Fuel Grade
- Daily Volume Sold

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

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

6.0 Reporting Burden Survey

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

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

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

7.0 Report to the Minister

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

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

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

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

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

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

Retail Data Collection Pilot – Draft Reporting Guidelines

September 22, 2020

TABLE OF CONTENTS

Page no.

1.0	Introduction	2
1.1	To whom do these Guidelines apply?	2
1.2	Role of the British Columbia Utilities Commission.....	2
1.3	The FPT Act and Special Direction	2
1.4	BCUC Forms	3
2.0	Procedural Considerations	3
3.0	Filing Guidelines.....	6
3.1	General Requirements	6
3.2	British Columbia Monthly Retail Purchases Report	6
3.3	British Columbia Monthly Retail Sales Report	8

1.0 Introduction

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

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 Special Direction.

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 retail dealers selected as part of the retail data collection pilot (Pilot).²

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

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

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 Special Direction

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 Special Direction outlines how the BCUC is to use their authority, as the designated administrator of the FPT Act and in accordance with the FPT Act, to require fuel data from retail dealers of reportable fuels for the purpose of a retail data collection pilot (Pilot). This Pilot will inform the development of regulations for ongoing data collection targeted at the retail component of the fuel supply chain in British Columbia.

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

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

1.4 BCUC Forms

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

BCUC Form	Individual required to report	Link to Guidelines	Download Link
British Columbia Monthly Retail Purchases Report	Selected Retail Dealers	3.1, 3.2	
British Columbia Monthly Retail Sales Report	Selected Retail Dealers	3.1, 3.3	

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 26, 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 that the submission is 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 IDs 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, it 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 redacted form, “Redacted” must be inserted in all cells on the form where confidentiality is requested, as illustrated below:

Figure 1: Unredacted submission

British Columbia Monthly Retail Sales Report											
BCUC Station ID	Fuel Type	Fuel Grade	Station Name	Station Address	Date of Sale	Daily Volume Sold (L15)	Volume-Weighted Selling Price (\$/L)	Taxes per Litre (\$/L)	Currency	Daily High Price (\$/L)	Daily Low Price (\$/L)
	Gasoline	RUL	ABC	123 ABC Way	2-Dec-20	10,000	\$0.737	\$0.482	CAD	\$1.299	\$1.199
	Diesel	ULSD	ABC	123 ABC Way	2-Dec-20	5,000	\$0.578	\$0.501	CAD	\$1.099	\$1.059

Figure 2: Redacted Submission

British Columbia Monthly Retail Sales Report											
BCUC Station ID	Fuel Type	Fuel Grade	Station Name	Station Address	Date of Sale	Daily Volume Sold (L15)	Volume-Weighted Selling Price (\$/L)	Taxes per Litre (\$/L)	Currency	Daily High Price (\$/L)	Daily Low Price (\$/L)
	Gasoline	RUL	ABC	123 ABC Way	2-Dec-20	10,000	Redacted	\$0.482	CAD	\$1.299	\$1.199
	Diesel	ULSD	ABC	123 ABC Way	2-Dec-20	5,000	Redacted	\$0.501	CAD	\$1.099	\$1.059

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.

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 Transaction Number or Station ID) which corresponds with that record.

For example, if the wrong purchase price was recorded in a prior submission of the British Columbia Monthly Retail Purchases 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 Purchases Report												
BCUC Station ID	Station Name	Station Address	BCUC Shipment ID	Internal ID	Fuel Type	Fuel Grade	Shipment Date	Shipment Volume (L15)	Purchase Price per Litre (\$/L)	Currency	Transportation Costs per Litre	Seller Address
1234567	ABC	123 ABC Way		INT44522	Gasoline	RUL	12/1/2020	25,000	\$0.609	CAD	\$0.010	XYZ 122 XYZ Way
1234568	ABC	123 ABC Way		INT44523	Diesel	ULSD	12/1/2020	10,000	\$0.479	CAD	\$0.015	XYZ 123 XYZ Way

Figure 4: Resubmission to correct record

British Columbia Monthly Retail Purchases Report												
BCUC Station ID	Station Name	Station Address	BCUC Shipment ID	Internal ID	Fuel Type	Fuel Grade	Shipment Date	Shipment Volume (L15)	Purchase Price per Litre (\$/L)	Currency	Transportation Costs per Litre	Seller Address
1234567	ABC	123 ABC Way	123456789	INT44522	Gasoline	RUL	12/1/2020	25,000	\$0.723	CAD	\$0.010	XYZ 122 XYZ Way

Deadlines for submission

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

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: Suite 410, 900 Howe Street, Vancouver, B.C. V6Z 2N3
 web site: <http://www.bcuc.com>

3.0 Filing Guidelines

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

3.1 General Requirements

Reporting entities are required to provide the following information when submitting all forms to the BCUC using the data submission 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 Retail Purchases Report

Selected retail dealers who purchase reportable fuel from a supplier of reportable fuel are required to submit fuel data to the BCUC on a monthly basis. To satisfy these requirements, reporting individuals must submit a *British Columbia Monthly Retail Purchases Report* for each reporting period. The current form can be found on our [website](#).

Fuel data submitted in this report must be separated by:

- Each specific retail station;
- Each shipment in which reportable fuel is purchased;
- Type of reportable fuel; and
- Grade of reportable fuel.

British Columbia Monthly Retail Purchases Report	
Field	Description
BCUC Station ID	Leave blank on first submission. For all subsequent submissions enter the BCUC-provided Station ID.
Station Name	Enter the common name you use for the retail station owned or operated by the responsible person.
Station Address	Enter the full physical address of the retail station.
BCUC 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.
Shipment Date	Enter the date on which the shipment of reportable fuel was delivered to the retail dealer.
Shipment Volume (L15)	Enter the volume purchased from the supplier of reportable fuel; expressed in litres temperature corrected to 15°C (“L15”) and rounded to the nearest whole number.
Purchase Price per Litre	Using purchase price per litre (L15) as a base unit of measure, enter the purchase price excluding any Transportation Costs, 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, 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 thousandths.
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.
Transportation Costs per Litre	Using cost per litre (L15) as a base unit of measure, enter the cost incurred by the responsible person for transporting the reportable fuel from the fuel storage terminal to the retail station or the transportation cost included as part of the purchase price; rounded to the nearest thousandths.
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.
Seller	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.
Supply Location	Enter the physical address of the fuel storage terminal where the reportable fuel was transported from as indicated on the bill of lading or equivalent shipment document.

3.3 British Columbia Monthly Retail Sales Report

Selected retail dealers who sell reportable fuel to retail purchasers are required to submit fuel data to the BCUC on a monthly basis. To satisfy these requirements, reporting individuals must submit the *British Columbia Monthly Retail Sales Report* for each reporting period. The current form can be found on our [website](#).

Fuel data submitted in this report must be separated by:

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

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