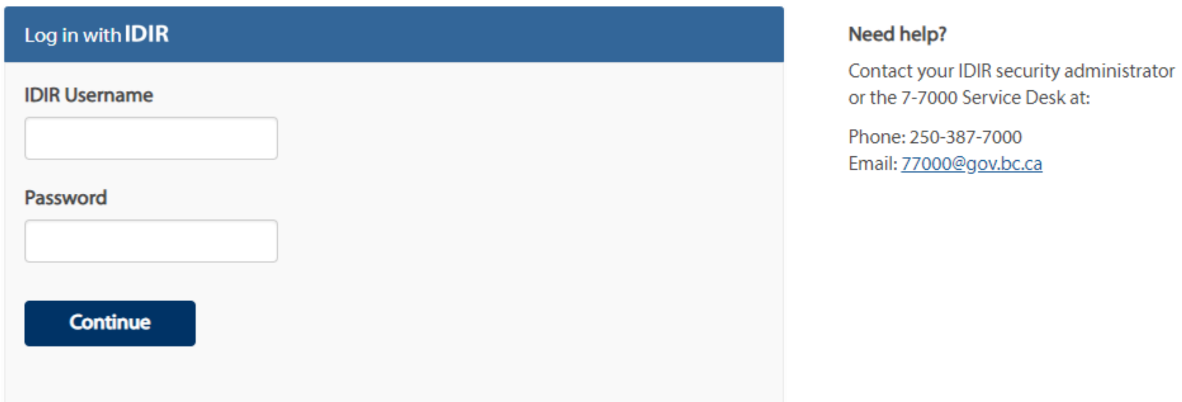
TFRS IDIR User Guide v1.4

I. Access & Overview

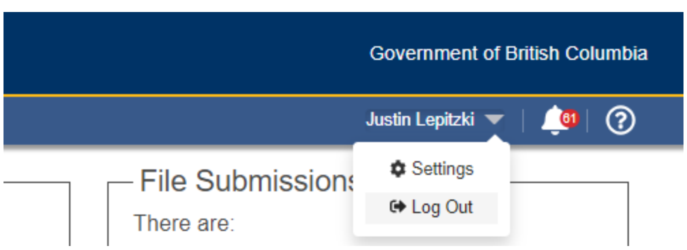
Logging In

The TFRS application can be accessed at https://lowcarbonfuels.gov.bc.ca with your IDIR credentials. **It is recommended that you access TFRS using a supported browser, such as Chrome, Firefox or Safari. Internet Explorer is not fully supported; certain features will not function correctly.**



Logging Out

You can find the log out option near the top right of the screen in a dropdown menu where your name is displayed:



Bugs, Suggestions, and Feedback

The Ministry's web development team has strived to minimize issues in functionality through the extensive testing of newly developed features. However, in new development, there are bound to be some minor bugs and defects discovered by our users.

We are always striving to improve the Transportation Fuels Reporting System. We encourage our users to report bugs, provide suggestions for future development, or any feedback on the system by contacting us at lcfrr@gov.bc.ca. If reporting a bug, **please provide a detailed description of the issue** so that our web development team can reproduce and fix the bug.

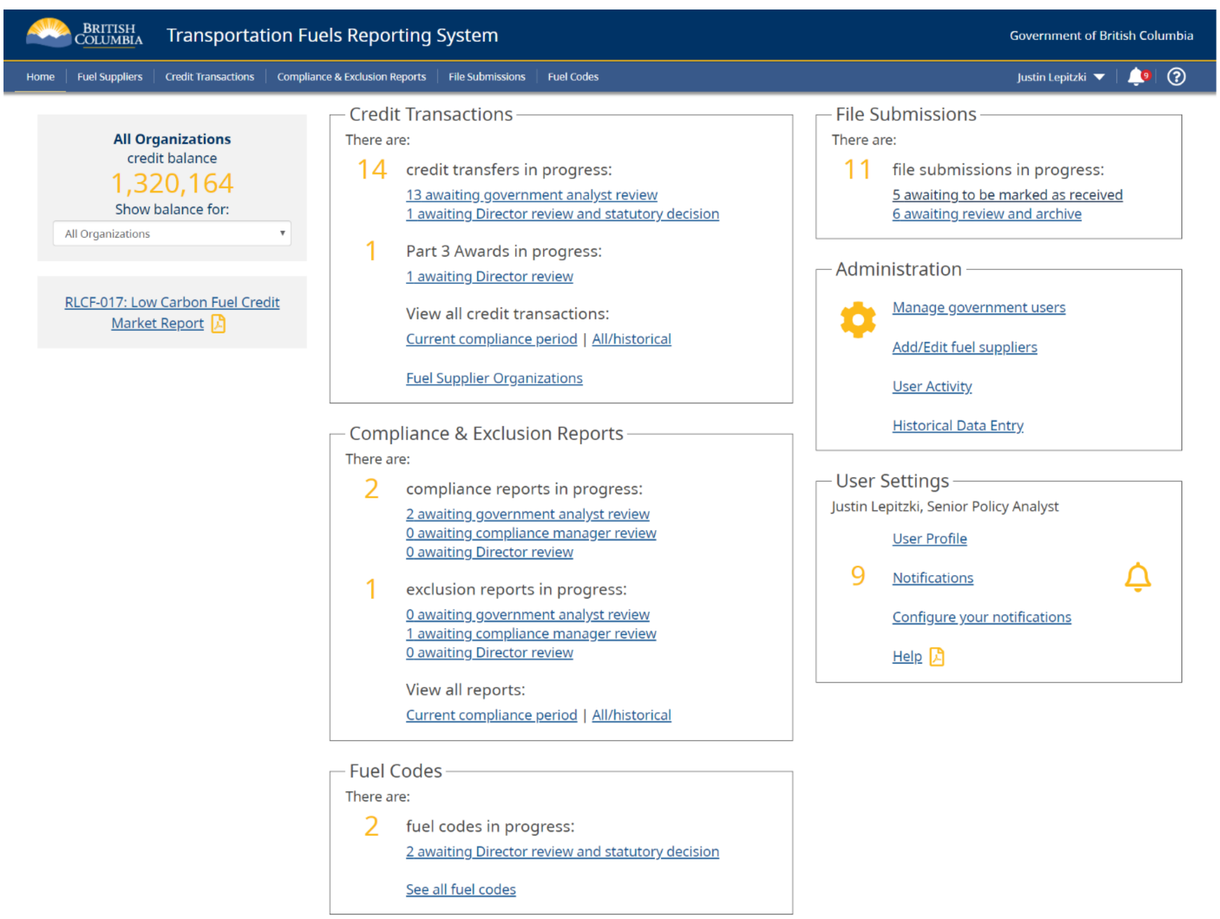
II. System Navigation

User name and organization

After logging in, you will see your display name and your organization listed at the top right of the application.

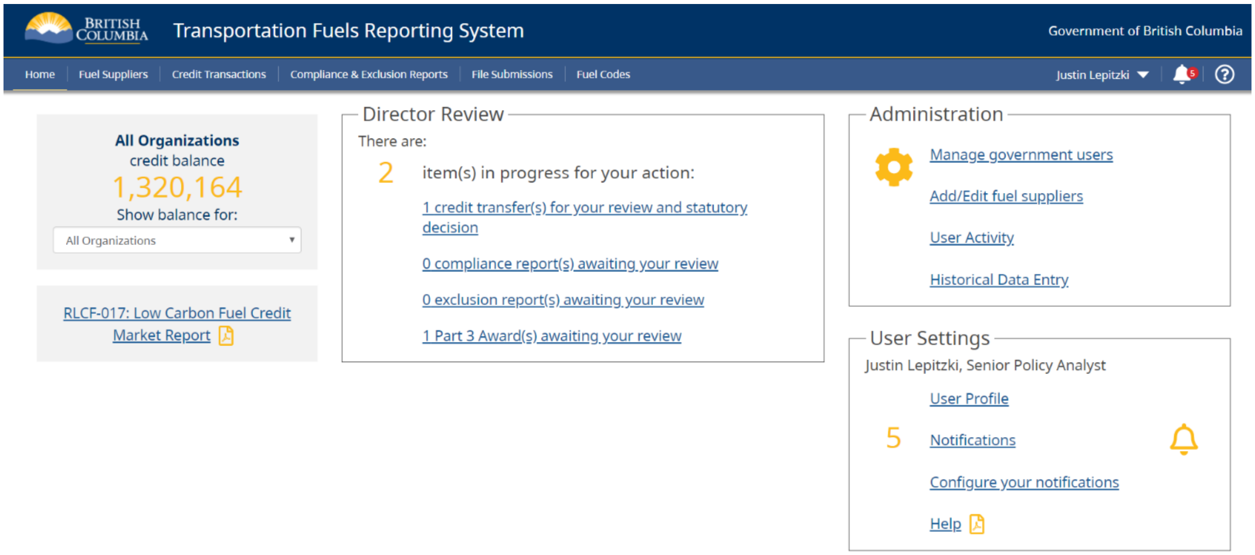
Home: Dashboard

The dashboard is the main landing page and provides quick access to the various features in TFRS, including the credit transactions page, compliance & exclusion reporting, file submissions, fuel codes, and user settings. The dashboard also provides information on the number of credit transfers in progress and the status of file submissions, compliance reports, and exclusion reports.



Home: Director Dashboard

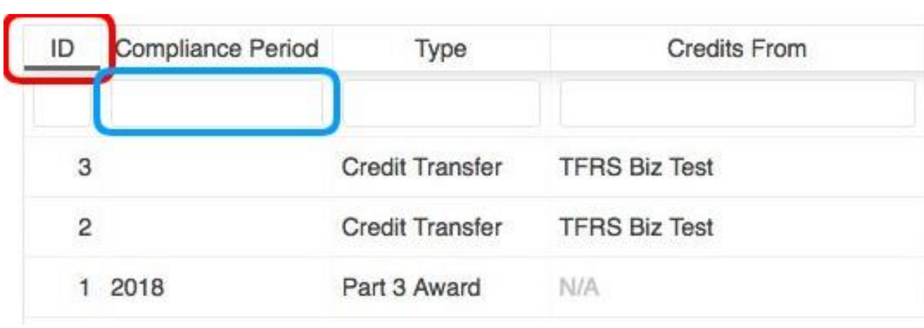
Users with the Director or Deputy Director role see a streamlined version of the dashboard that allows for quick access to outstanding items that are ready for Director review.



Quick Tip – Tables

Referring to the diagram below, you can sort data in the different tables in TFRS by clicking on the column header (shown in red). A line across the top of the header indicates an ascending list (lowest to highest), while clicking again will show a line across the bottom of the header, indicating the list is sorted descending.

You can also filter the list by typing values into the blank spaces immediately underneath the column headers as pictured (below in blue):



To view additional details about an entry in a table, simply place your mouse over the row and click anywhere within that row.

Credits To	Quantity of Credits	Value Per Credit	Status	Last Updated On
TFRS IMBeing Green	1,000	$180.00	Draft	2019-06-27
TFRS IMBeing Green	250,000	-	Approved	2019-06-21

Fuel Suppliers

Home | Fuel Suppliers | Credit Transactions | Compliance & Exclusion Reports | File Submissions | Fuel Codes

The Fuel Suppliers page provides the complete list of fuel suppliers. This page contains each organization's credit balance, status, and latest credit transaction (if applicable).

Fuel Suppliers

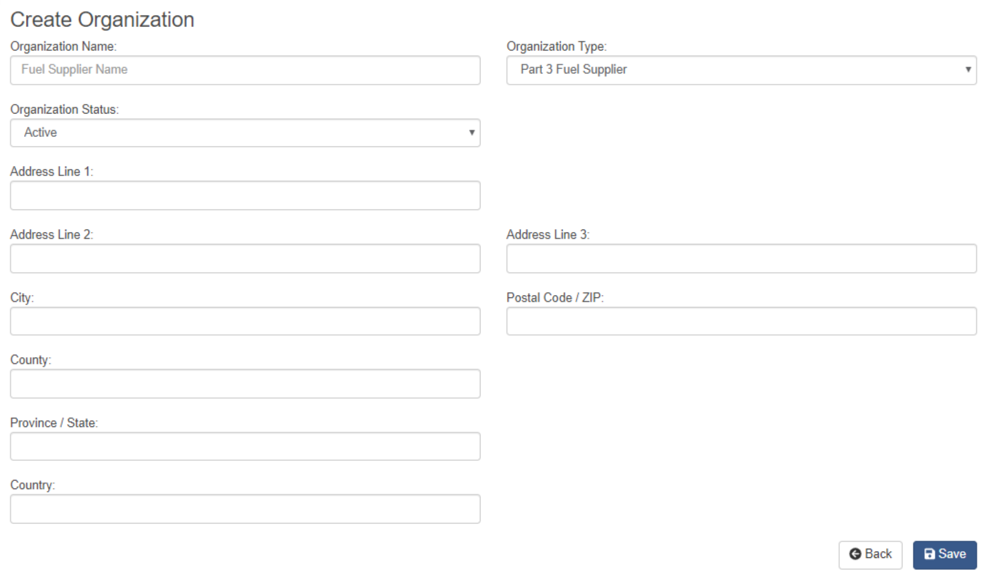
Create Organization | Download as .xls

Organization Name	Credit Balance	In Reserve	Status	Actions	Last Transaction
Company A	0	0	Active		
Company B	0	0	Active		
Company C	0	0	Active		
Organization A	0	0	Active		
TFRS Basic BCeID Test Org	50,000	0	Active		370
TFRS Biz Test	37,021	0	Active		622
TFRS Fantastic Fuels	92,096	2,000	Active		369
TFRS IMBeing Green	90,929	5,934	Active		520
TFRS Test Org Creation	0	0	Active		
Organization AA	0	0	Inactive		

Previous | Page 5 of 6 | 10 rows | Next

Create Organization

The Create Organization button allows the user to create new fuel supplier organizations in TFRS.



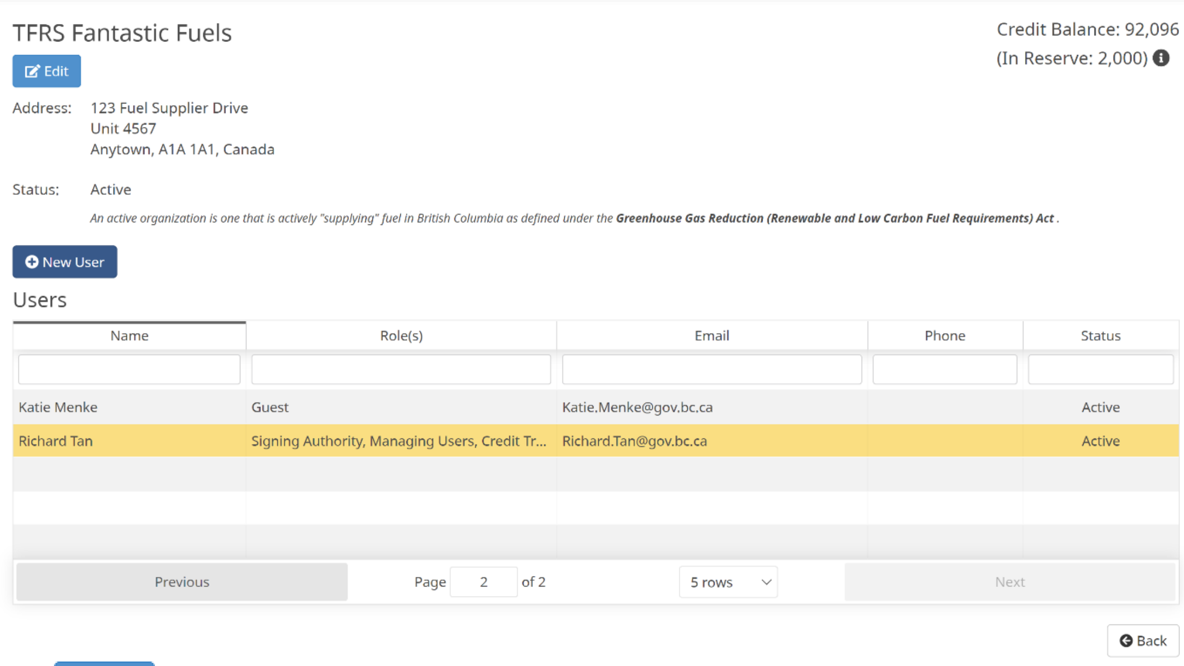
An organization's status indicates whether the organization is actively supplying fuel to British Columbia (i.e. **active** or **inactive**). An organization's status determines the **actions** that an organization can take within TFRS. An active organization is permitted to buy and sell low carbon fuel credits; an inactive organization is only permitted to sell low carbon fuel credits, assuming the organization has a non-zero credit balance.

NOTE: Organizations that only submit Exclusion Reports (i.e. not Part 3 fuel suppliers) are created with an Organization Type of "Part 3 Fuel Supplier" but with an organization status of **inactive**. This enables them to submit Exclusion Reports while preventing them from taking actions only available to Part 3 fuel suppliers, such as initiating credit transfer proposals.

A future version of TFRS will create a new Organization Type specifically for those that only enter into exclusion agreements and do not actually supply fuel.

Organization Details

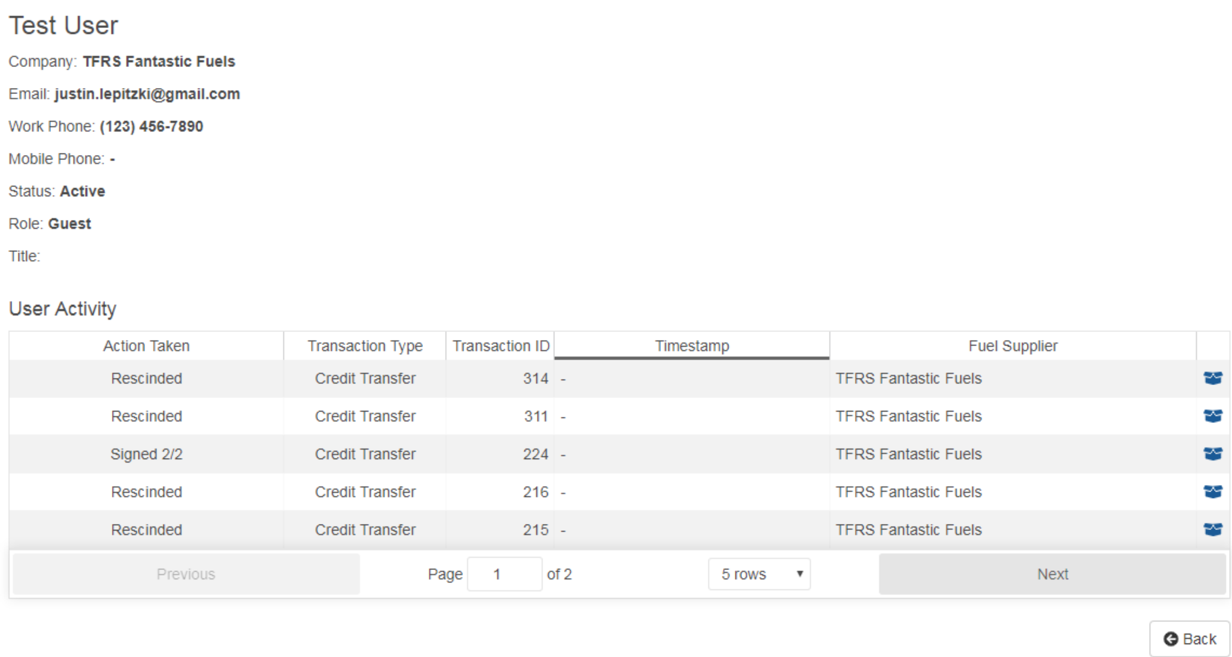
To view additional information about an organization, click on the organization name within the Fuel Suppliers table. The Organization Details page provides information about an organization's postal address, status, and users.



The Edit button allows the user to edit an organization's details:

- Organization name
- Status
- Postal Address

Clicking on a user from within the Users table provides additional details, including a history of the user's activity within TFRS. The User Activity table tracks and displays major actions that a user has taken within the application.

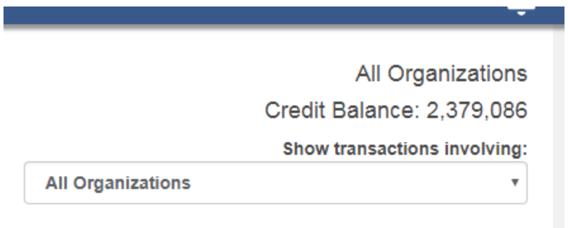


Credit Transactions

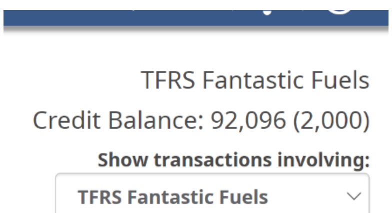
The Credit Transactions page provides an overview of the credit market, including a history of credit transactions: credit transfers, Part 3 awards, validations, and reductions.

Credit Balances

The credit balance of all organizations (i.e. the entire credit market) is displayed in the top right-hand corner of the webpage.



To view a specific organization's credit balance, select the organization from the drop-down menu.

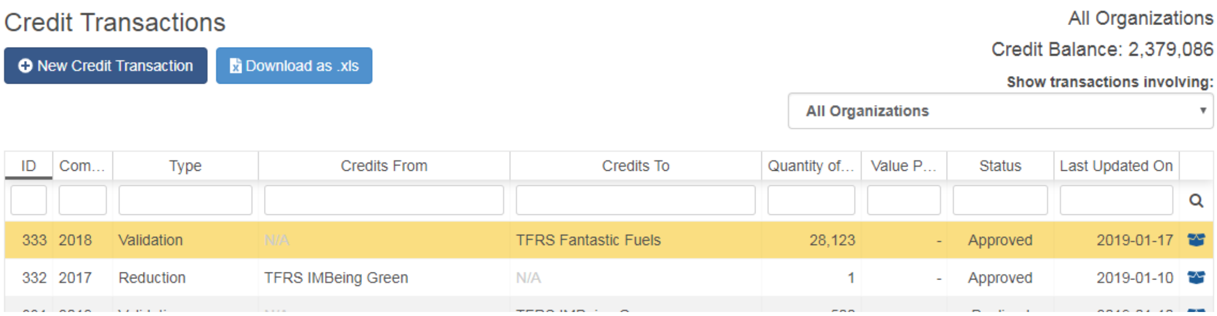


In Reserve Balance

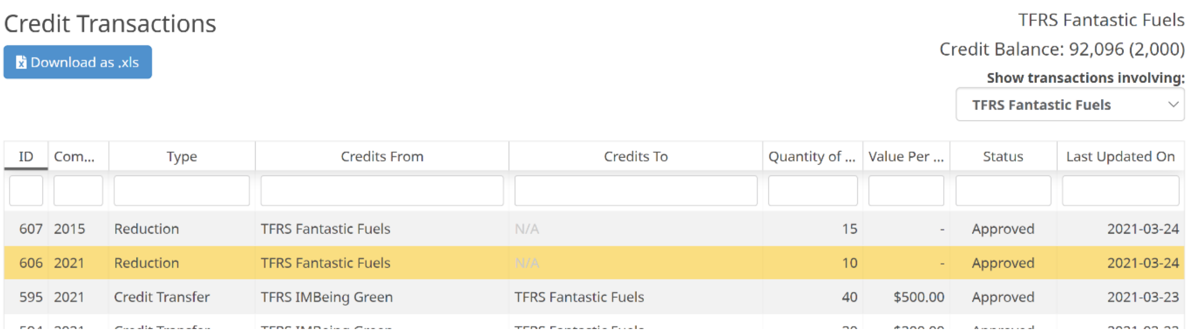
The In Reserve balance is shown in parentheses next to an organization's credit balance and indicates the number of reserved credits. Reserved credits are the portion of credits in an organization's credit balance that are currently pending the completion of a credit transaction. For example, selling credits to another organization (i.e. Credit Transfer) or being used to offset outstanding debits in a compliance period. Reserved credits cannot be transferred or otherwise used until the pending credit transaction has been completed.

Credit Transactions Table

The main credit transactions table displays credit transactions from all organizations. This table will update as new credit transactions are initiated, approved or declined.



To view the credit transactions that pertain to a single organization, select that organization from the drop-down menu on the top-right side of the page.



Columns

This section provides a description of each column in the Credit Transactions table.

The transaction types are:

- Credit Transfer
  - The transfer of validated credits between two Part 3 fuel suppliers.
- Part 3 Award
  - Credits awarded for the completion of designated milestones under a Part 3 Agreement.
- Validation
  - Validation of credits accrued through the supply of low carbon fuels (e.g. compliance reporting).
- Reduction
  - A reduction in an organization's credit balance from either (1) applying previously validated credits to offset a net debit balance in a compliance period, or (2) revised compliance reporting.

The table below provides a description of the remaining columns based on the type of credit transaction.

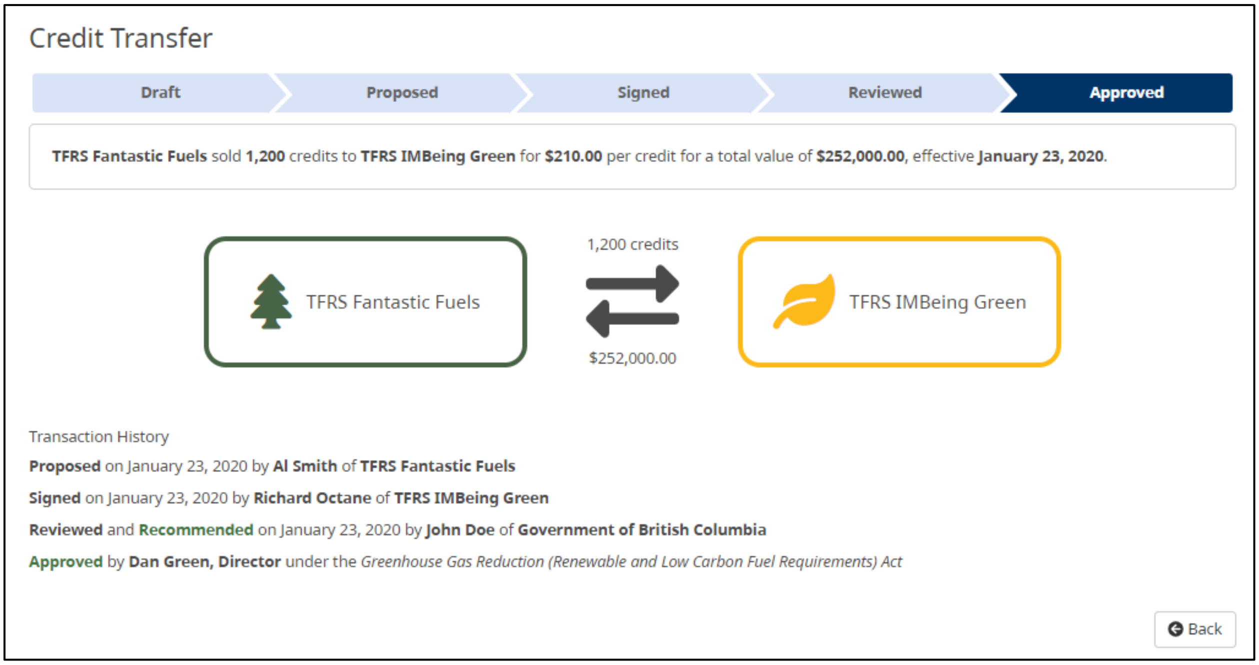
Column in TFRS	Credit Transfer	Part 3 Award	Validation	Reduction
ID	A unique ID given to each credit transaction entry			
Compliance Period	The compliance period in which the transfer occurred	The compliance period in which the Part 3 Award was issued	The compliance period in which the validation relates	The compliance period in which the reduction relates
Credits From	The Part 3 fuel supplier who is selling or otherwise transferring credits	N/A	N/A	The Part 3 fuel supplier in which the Reduction pertains
Credits To	The Part 3 fuel supplier who is buying or otherwise acquiring credits	The Part 3 fuel supplier in which the Part 3 Award pertains	The Part 3 fuel supplier in which the validation pertains	N/A
Quantity of Credits	Number of credits transferred	Number of credits awarded	Number of credits validated	Number of credits reduced
Value per Credit	Fair market value per credit ($CAD)	N/A	N/A	N/A
Last Updated	The date the transaction was last updated.			

Credit Transactions Statuses

- Draft
  - *Part 3 Awards only*
  - The Part 3 Award is in a draft state and is only visible to users within government.
- Signed
  - *Credit Transfers only*
  - A credit transfer proposal has been submitted to government and is awaiting review by a user with the **Government Analyst role**.
- Reviewed
  - *Credit Transfers and Part 3 Awards only*
  - The credit transaction has been reviewed by the **Government Analyst** and is awaiting director approval. This status is not visible to fuel suppliers.
- Rescinded
  - *Credit Transfers only*
  - The credit transfer proposal was cancelled by one of the fuel supplier organizations involved in the transfer.
- Approved
  - The credit transaction was approved by the director under the *Greenhouse Gas Reduction (Renewable and Low Carbon Fuel Requirements) Act* (Act).
- Declined
  - The director under the Act declined to approve the credit transaction.

View Transaction Details

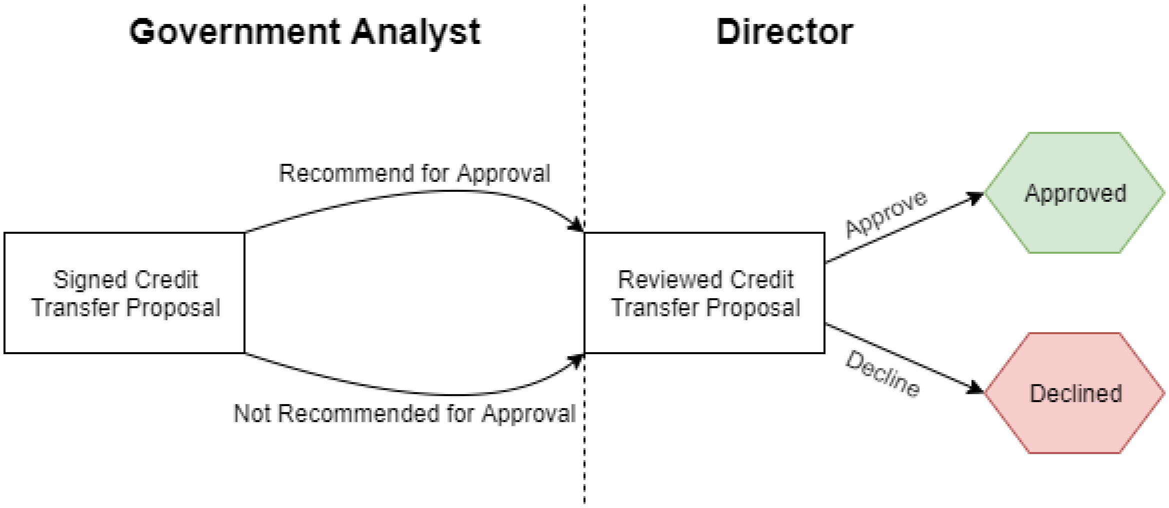
Clicking within the row of a particular transaction will take you to the view transaction details page, where additional information is provided with respect to that transaction.



Credit Transfers

Fuel suppliers who wish to transfer or acquire validated credits must apply for approval by submitting a completed Credit Transfer Proposal to the Government of British Columbia. For more information regarding credit transfers, please see *Information Bulletin RLCF-013* on our website: gov.bc.ca/lowcarbonfuels.

Credit Transfer Government Workflow



A credit transfer proposal becomes visible to government upon completion of the proposal by both fuel supplier organizations (i.e. status = Signed). Users with the Government Analyst role review and make a recommendation to the Director, who can either approve or decline the transfer proposal.

Reviewing Credit Transfer Proposals – Government Analyst Role

Users with the **Government Analyst role** or the **Compliance Manager role** can review credit transfer proposals and make a recommendation to the director to either approve or decline the transfer. The dashboard displays the quantity of credit transfers in progress, including how many are awaiting review by a government analyst. Clicking on the links will display a filtered view of the pending transfers.

Credit Transactions

There are:

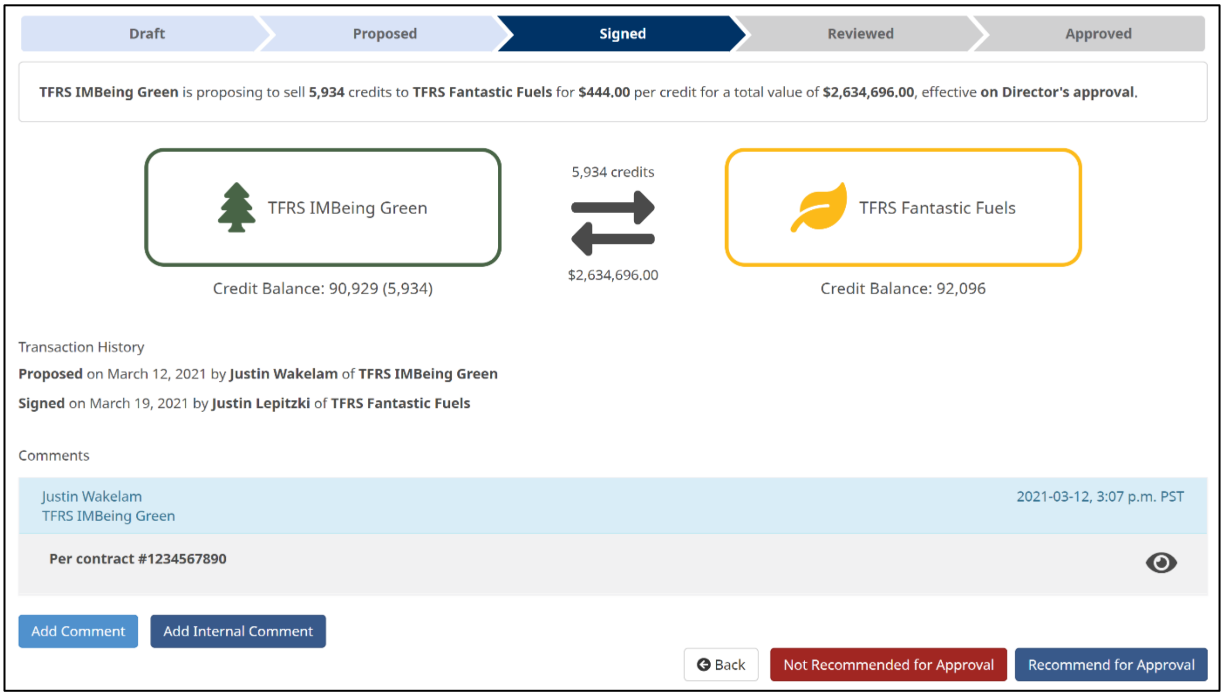
15 credit transfers in progress:

14 awaiting government analyst review
1 awaiting Director review and statutory decision

To view the details of a credit transfer proposal, select the proposal from within the Credit Transactions table, as shown in the screenshot below.

ID	Co...	Type	Credits From	Credits To	Quantity of Credits	Value Per Credit	Status	Last Updated On
		Credit Transfer					Signed	
552		Credit Transfer	TFRS IMBeing Green	TFRS Fantastic Fuels	100	$50.00	Signed	2020-01-27
526		Credit Transfer	Test Fuel Supplier 1	Test Fuel Supplier 2	98	$2.00	Signed	2019-10-20

The credit transfer details page displays information about the transfer, including the fuel supplier organizations and their respective credit balances, the quantity of credits to be transferred, and the price per credit. The Transaction History section identifies the fuel supplier organization users that signed the proposal.

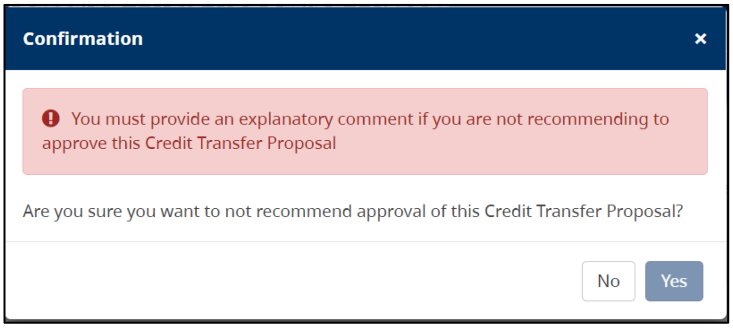


The credit transfer feature has a built-in commenting feature that facilitates communication across and within organizations. Comments can be either **external** or **internal**. An **external** or regular comment is visible to both fuel supplier organizations and government and is denoted by a light blue color with an open eye icon; an **internal** comment is only visible to government and is denoted by a dark blue color with a slashed eye icon.

The **Add Comment** button enables the user to leave a comment that is **visible to both fuel supplier organizations and government**; the **Add Internal Comment** button enables the government user to leave a comment that is **only visible to government**.

Government Analysts must **use the internal comment feature when making a recommendation to the director**. The information contained within a recommendation is intended for internal government use only and should not be made visible to the fuel supplier organizations.

Analysts can make a recommendation to the director by either clicking on the **Recommend for Approval** or **Not Recommended for Approval** buttons. If **not recommending approval, the analyst must leave an internal comment explaining the rationale behind the recommendation to decline the transfer**. If the analyst does not leave a comment, the system will prompt the user to do so upon selection of the not recommended option.



Once a recommendation has been completed, the credit transfer proposal's status will change to **Reviewed** and will appear in the director's dashboard awaiting their review. The **Reviewed** status is not visible to fuel suppliers' users, who will continue to see the **Signed** status. A new entry displaying the recommendation will appear in the transaction history of the transfer proposal; this entry is also not visible to fuel supplier users.

Approving Credit Transfer Proposals – (Deputy) Director Role

Users with the **Director or Deputy Director roles** can approve or decline to approve credit transfer proposals. The director dashboard displays the quantity of credit transfer proposals awaiting review and statutory decision. Clicking on the link will display a filtered view of the pending transfers that have been reviewed by a government analyst.

Director Review

There are:

3 item(s) in progress for your action:

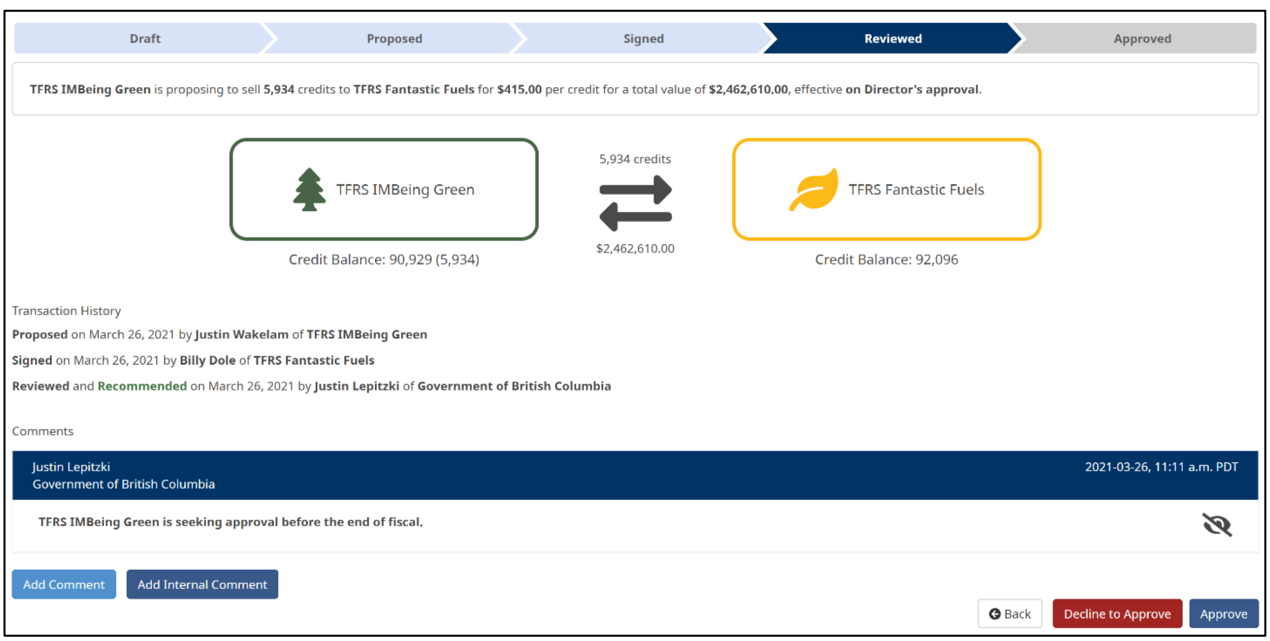
2 credit transfer(s) for your review and statutory decision

To view the details of a credit transfer proposal, select the proposal from within the Credit Transactions table, as shown in the screenshot below.

ID	Compl...	Type	Credits From	Credits To	Quantity of Credits	Value Per Credit	Status	Last Updated On
		Credit Transfer					Reviewed	
552		Credit Transfer	TFRS IMBeing Green	TFRS Fantastic Fuels	100	$50.00	Reviewed	2020-01-27
539		Credit Transfer	Test Fuel Supplier 1	Test Fuel Supplier 2	98	$2.00	Reviewed	2019-10-30

The credit transfer details page displays information about the proposed transfer, including the fuel supplier organizations and their respective credit balances, the quantity of credits to be transferred, and the price per credit.

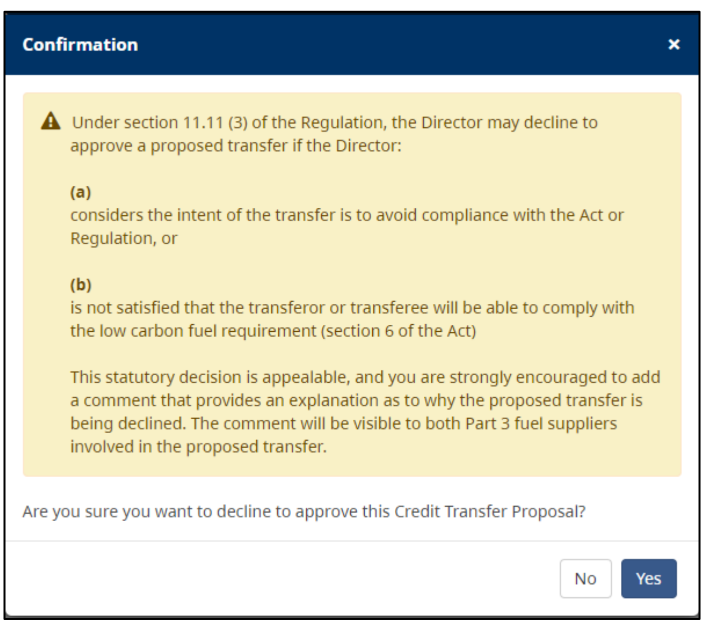
The **Transaction History section** identifies the users from the fuel supplier organizations that signed the proposal as well as the **government analyst's recommendation**, either **Reviewed** and **Recommended** approval or **Reviewed** and **Not Recommended** approval**.**



The credit transfer feature has a built-in commenting feature that facilitates communication across and within organizations. **Comments** can be either **external** or **internal**. An **external** or regular comment is visible to both fuel supplier organizations and government and is denoted by a light blue color with an open eye icon; an **internal** comment is only visible to government and is denoted by a dark blue color with a slashed eye icon. The screenshot below demonstrates the visual differences between a regular comment and an internal comment.

The **Add Comment** button enables the user to leave a comment that is **visible to both fuel supplier organizations and government**; the **Add Internal Comment** button enables the government user to leave a comment that is **only visible to government**.

To approve a credit transfer proposal, click on the **Approve** button; to decline to approve a transfer, click on the **Decline to Approve** button. When declining to approve, the director is receives a warning message asking for further confirmation



⚠ The **director** or deputy director is **strongly encouraged to provide an explanation as to why the proposed transfer was declined** via a regular comment (visible to fuel suppliers and government). Note that this decision is appealable.

Once the director has made a decision, the credit transfer proposal's status will change to either **Approved** or **Declined**. If approved, the credit balances of the two fuel supplier organizations will change accordingly. The status change will be visible to both fuel supplier organizations. A new entry will appear in the transaction history section of the transfer proposal; the effective date of the transfer will also become visible within the details page of the transfer.

Transaction History

Proposed on January 27, 2020 by **John Doe** of **TFRS IMBeing Green**

Signed on January 27, 2020 by **Al Smith** of **TFRS Fantastic Fuels**

Reviewed and **Recommended** on January 27, 2020 by **Jane Jones** of **Government of British Columbia**

Approved by **Dan Green, Director** under the *Greenhouse Gas Reduction (Renewable and Low Carbon Fuel Requirements) Act*

Compliance & Exclusion Reports

Home | Fuel Suppliers | Credit Transactions | Compliance & Exclusion Reports | File Submissions | Fuel Codes

The Compliance & Exclusion Reports page provides an overview of compliance and exclusion reporting submissions, including current status and history.

Home | Fuel Suppliers | Credit Transactions | Compliance & Exclusion Reports | File Submissions | Fuel Codes   Justin Lepitzki

Compliance Reporting

Compliance Period	Organization	Display Name	Status	Supplemental Status	Last Updated On
2017	TFRS IMBeing Green	Exclusion Report for 2017	Submitted	-	2020-01-27 12:37 pm PST
2015	TFRS IMBeing Green	Compliance Report for 2015	Supplemental Requested	Submitted	2020-01-27 12:36 pm PST
2013-14	TFRS IMBeing Green	Compliance Report for 2013-14	Accepted	-	2020-01-27 12:34 pm PST

Columns

This section provides a description of each column in the Compliance Reporting table.

- Compliance Period
  - The compliance period in which the report relates.
- Organization
  - The organization that submitted the report.
- Display Name
  - The name of the report, including report type and compliance period.
- Status
  - The status of the report submission.

- Supplemental Status
    - The status of the supplemental report submission (if applicable). In the case of multiple supplemental submissions, this column shows the status for the latest submission.
- Last Updated On
    - The date and time of the last status update. This can be when the report was submitted, reviewed, or accepted.

Report Statuses

The 'Status' column displays the current status of the compliance or exclusion report; the 'Supplemental Status' column displays the current status of the latest supplemental report submission (if applicable).

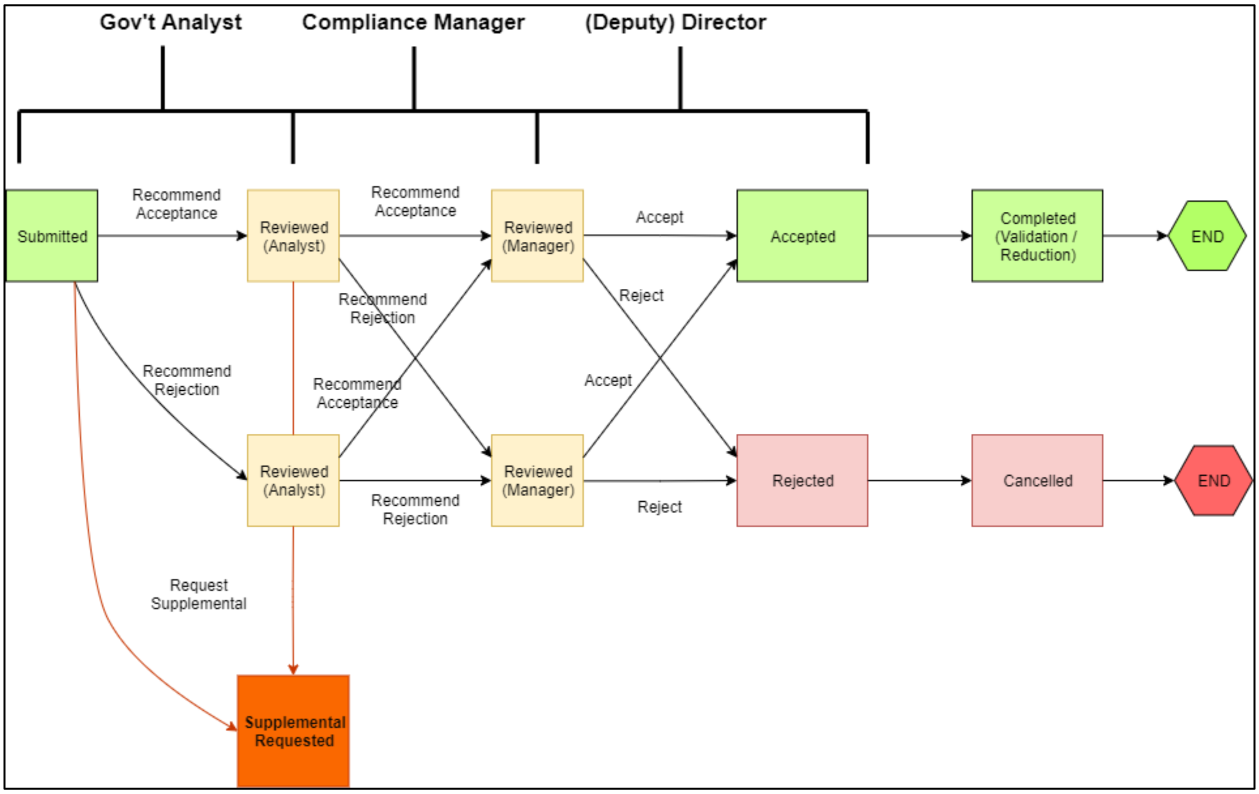
The following compliance & exclusion reporting statuses are available to government users:

- Submitted
    - The report has been submitted to the Government of British Columbia and is awaiting review. The report submission cannot be altered or changed.
- Recommended Acceptance – Analyst or Manager
    - The government analyst or compliance manager has recommended the director accept the report. This recommendation and status are not visible to the fuel supplier organization.
- Recommended Rejection – Analyst or Manager
    - The government analyst or compliance manager has recommended the director reject the report. This recommendation and status are not visible to the fuel supplier organization.
- Supplemental Requested
    - The director requires the fuel supplier to provide additional information in support of a compliance or exclusion report submission.
- Accepted
    - The report has been accepted by the director. Credits are validated or retired (if applicable).
- Rejected
    - The report has been rejected by the director. No change to the organization's credit balance (if applicable).

Available Credit Balance

The Available Credit Balance is the amount of credits in an organization's credit balance that can be used to offset outstanding debits in a particular compliance period. Available credits include: (1) validated credits that were generated from the supply of Part 3 fuel in a particular compliance period and in previous compliance periods; and (2) credits issued under Part 3 Agreements or acquired through Credit Transfers on or before the March 31 deadline of the calendar year following the particular compliance period. Credits that are In Reserve (i.e. pending a credit transaction) are not considered available and are therefore not included in the Available Credit Balance.

Compliance & Exclusion Reporting Government Workflow



A compliance or exclusion report becomes visible to government upon submission (i.e. status = Submitted). Users with the Government Analyst role review and make a recommendation to accept or reject the report (i.e. status = Recommended Acceptance/Rejection – Analyst); the

Compliance Manager then follows the same process of review (i.e. status = Recommended Acceptance/Rejection – Manager). The analyst or manager can also request a supplemental report. The director or deputy director can then either accept or reject the report. Accepting a compliance report will result in a change in the fuel supplier organization's credit balance if they are either in a net credit position or used banked credits to offset a net debit balance within the compliance period.

Reviewing Reports – Government Analyst and Compliance Manager Roles

Users with the Government Analyst or Compliance Manager roles can review compliance and exclusion reports and make recommendations to the director to either accept or reject the reports. The dashboard displays the number of reports in progress; clicking on the links displays a filtered view of the submitted reports.

Compliance & Exclusion Reports

There are:

5 compliance reports in progress:

- 5 awaiting government analyst review
- 0 awaiting compliance manager review
- 0 awaiting Director review

3 exclusion reports in progress:

- 1 awaiting government analyst review
- 2 awaiting compliance manager review
- 0 awaiting Director review

To view a report, select the report from within the Compliance Reporting table, as shown in the screenshot below.

Compliance Period	Organization	Display Name	Status	Supplemental Status	Last Updated On
2020	TFRS Fantastic Fuels	Compliance Report for 2020	Submitted	Submitted	2020-01-22 10:31 am PST
2019	TFRS IMBeing Green	Exclusion Report for 2019	Submitted	-	2020-01-28 2:37 pm PST
2019	TFRS IMBeing Green	Compliance Report for 2019	Submitted	-	2020-01-17 11:37 am PST
2019	TFRS Biz Test	Compliance Report for 2019	Submitted	Submitted	2020-01-09 4:15 pm PST

The tabs at the top of the report allow for navigation between the pages, including the compliance reporting schedules, summary, exclusion agreements, and report history.

TFRS IMBeing Green -- Compliance Report for 2019

12345 Main Street Some Units of Time Victoria, BC, A1B 2C3

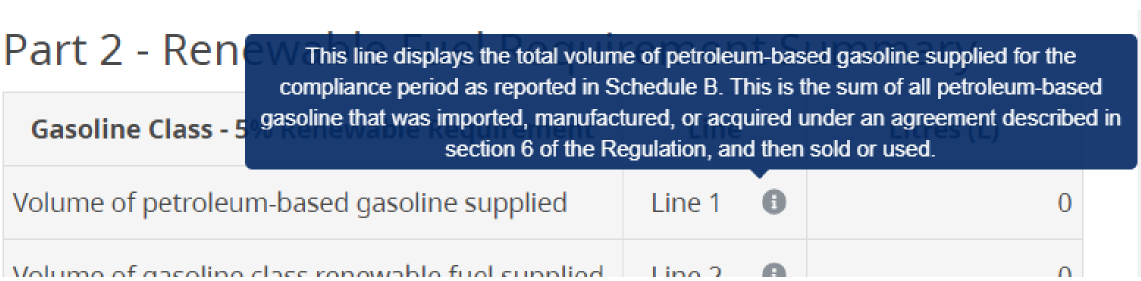
Introduction | Schedule A | Schedule B | Schedule C | Schedule D | Summary & Declaration | Report History

Introduction – Compliance & Exclusion Reports
The introduction section provides general information about the reporting feature and requirements, including the reporting deadline.

Schedules A, B, C, D – Compliance Reports
Schedule A is used to report notional transfers of renewable fuel, schedule B is used to report the fuel volumes supplied for transportation, schedule C is used to report fuel volumes supplied for purposes other than transportation, and schedule D is used to report a fuel's carbon intensity determined using GHGenius under section 6 (5) (d) (ii) (A) of the Act.

Schedule B - Credit and Debit Rounding
For each line entry of fuel supplied within Schedule B, the corresponding credit or debit value is **displayed as a whole number**; however, the system maintains the **fractional values when summing total credits and debits**. The rounding is then done at the end, for the total credit and debit values.

Summary & Declaration – Compliance Reports
The compliance report summary page provides a summary of the Part 2 (renewable fuel requirement) and Part 3 (low carbon fuel requirement) requirements and is based on the data entered into the various schedules within the report. Hovering the mouse over the information icons in the line column provides a description of each line item.



Line 26 enables the fuel supplier to specify the quantity of banked credits used to offset a net debit position in a given compliance period. A fuel supplier can only enter values into this line if they are in a net debit position in the compliance period, as indicated in Line 25 and informed from the data inputted in the various schedules within the report.

Exclusion Agreements – Exclusion Reports
The exclusion agreements tab within the exclusion report is used to report all Part 3 fuels either purchased or sold under an exclusion agreement within the compliance period. The exclusion report does not apply to petroleum-based gasoline or petroleum-based diesel.

Report History – Compliance & Exclusion Reports
The Report History section provides information on the history of a compliance or exclusion report submission, including when the report was submitted by an organization, by whom, and

the director's decision to either accept or reject the report (if applicable). This section also provides a concise summary of the report values at the time of submission.

Report History

Compliance Report for 2018

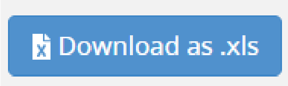
- **Submitted** on 2020-01-15 2:34 pm PST by **Al Smith** of **TFRS Biz Test**

Compliance Report for 2018
Schedule B

Fuel Type	Fuel Class	Provision Of The Act	Fuel Code	Quantity Supplied	Units	CI Limit	CI Fuel	Energy Density	EER	Energy	Credits	Debits
Electricity	Gasoline	Section 6 (5) (d) (i) - Default Carbon Intensity Value		32,132,100	kWh	82.41	19.73	3.60	3.40	115,675,560.00	30,129.32	0.00
Petroleum-based gasoline	Gasoline	Section 6 (5) (a) - Prescribed carbon intensity		10,000,000	L	82.41	88.14	34.69	1.00	346,900,000.00	0.00	1,987.74
Ethanol	Gasoline	Section 6 (5) (c) - Approved fuel code	BCLCF121.1	4,500,000	L	82.41	39.03	23.58	1.00	106,110,000.00	4,603.05	0.00
Biodiesel	Diesel	Section 6 (5) (d) (i) - Default Carbon Intensity Value		25,000,000	L	88.60	98.96	35.40	1.00	885,000,000.00	0.00	9,168.60
										Totals	34,732	11,156

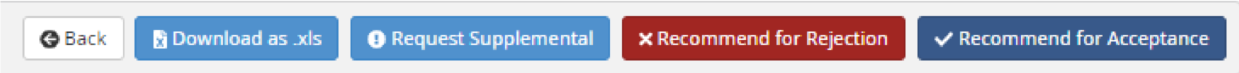
Download as .xls

The download as .xls button on the bottom task bar within the compliance or exclusion report allows the user to download the inputted data into an excel document.



Recommending Acceptance or Rejection – Government Analyst and Compliance Manager Roles

Government Analysts and Compliance Managers can make a recommendation to the director by either clicking on the **Recommend for Acceptance** or **Recommend for Rejection** buttons, located within the reports.



Recall from the Compliance & Exclusion Reporting Government Workflow section that the Government Analyst role reviews the report first followed by the Compliance Manager. After each recommendation, the report's status will change and a new entry documenting the recommendation will appear in the Report History section of the report.

Report History

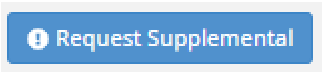
Compliance Report for 2019

- **Accepted** on 2019-10-25 1:36 pm PDT by **Dan Green, Director** under the *Greenhouse Gas Reduction (Renewable and Low Carbon Fuel Requirements) Act*
- **Reviewed** and **Recommended Acceptance** on 2019-10-25 1:36 pm PDT by **Jane Smith** of **Government of British Columbia**
- **Reviewed** and **Recommended Acceptance** on 2019-10-25 1:35 pm PDT by **John Doe** of **Government of British Columbia**
- **Submitted** on 2019-10-25 1:34 pm PDT by **Billy Octane** of **TFRS IMBeing Green**

The **Recommended Acceptance** and **Recommended Rejection** statuses are not visible to fuel suppliers, who will continue to see the **Submitted** status; similarly, the recommendation entries within the Report History section are also not visible to the fuel supplier. Following the Compliance Manager's recommendation, the report will appear in the director's dashboard awaiting their review.

Requesting a Supplemental Report – Government Analyst and Compliance Manager Roles

The director has authority to require the fuel supplier to provide additional information in support of a compliance or exclusion report submission. In TFRS, the **Government Analyst** and/or **Compliance Manager** can request a supplemental report by clicking on the Request Supplemental button in the task bar at the bottom of the compliance or exclusion report. Upon completion, the status of the report will change to **Supplemental Requested**.



In this version of TFRS, **government users** are only able to change the status of the report to Supplemental Requested. Users are **not able to provide any details or explanation for the request** within the system; it is recommended that users contact the fuel supplier organization outside of TFRS to provide the details of the request (if necessary).

Compliance Assessment

Upon the Government Analyst's recommendation to accept a report, a new compliance assessment tab will appear within the report. This section provides an assessment of the organization's compliance with either the Part 2 and/or Part 3 requirements (compliance report) or the exclusion reporting requirements (exclusion report). **This section is only visible to government users until the director accepts the report**, at which point it will become visible to the fuel supplier as well. **The assessment section in TFRS replaces the physical compliance assessment letters** that were previously mailed to fuel suppliers following acceptance of their compliance and/or exclusion report submissions; this section contains similar language as the physical assessment letters.

TFRS Biz Test -- Compliance Report for 2018

727 Fisgard Victoria, BC, V8T 5H6

Introduction | Schedule A | Schedule B | Schedule C | Schedule D | Summary & Declaration | Assessment | Report History

Compliance Report for 2018

- **Reviewed** and **Recommended Acceptance** on 2020-01-30 3:43 pm PST by **John Doe** of **Government of British Columbia**
- **Submitted** on 2020-01-15 2:34 pm PST by **Al Smith** of **TFRS Biz Test**

Upon acceptance the following information will become visible to TFRS Biz Test

Part 2 requirements: Compliant

Based on the information submitted, **TFRS Biz Test** was compliant with the Part 2 requirements of the *Greenhouse Gas Reduction (Renewable and Low Carbon Fuel Requirements) Act* under section 7 of the Renewable and Low Carbon Fuel Requirements Regulation for the 2018 compliance period.

Part 3 requirements: Compliant

Based on the information submitted, **TFRS Biz Test** was compliant with the Part 3 requirements under section 6 (1) of the *Greenhouse Gas Reduction (Renewable and Low Carbon Fuel Requirements) Act* for the 2018 compliance period.

The information to which this assessment is based is subject to verification through on-site inspection under the *Greenhouse Gas Reduction (Renewable and Low Carbon Fuel Requirements) Act* , and records must be retained in accordance with the Renewable and Low Carbon Fuel Requirements Regulation.

Accepting a Compliance or Exclusion Report – (Deputy) Director Role

Users with the **Director or Deputy Director roles** can approve or decline to approve credit transfer proposals. The director dashboard displays the quantity of credit transfer proposals awaiting review and statutory decision. Clicking on the link will display a filtered view of the pending transfers that have been reviewed by a government analyst.

Director Review

There are:

3 item(s) in progress for your action:

1 credit transfer(s) for your review and statutory decision

1 compliance report(s) awaiting your review

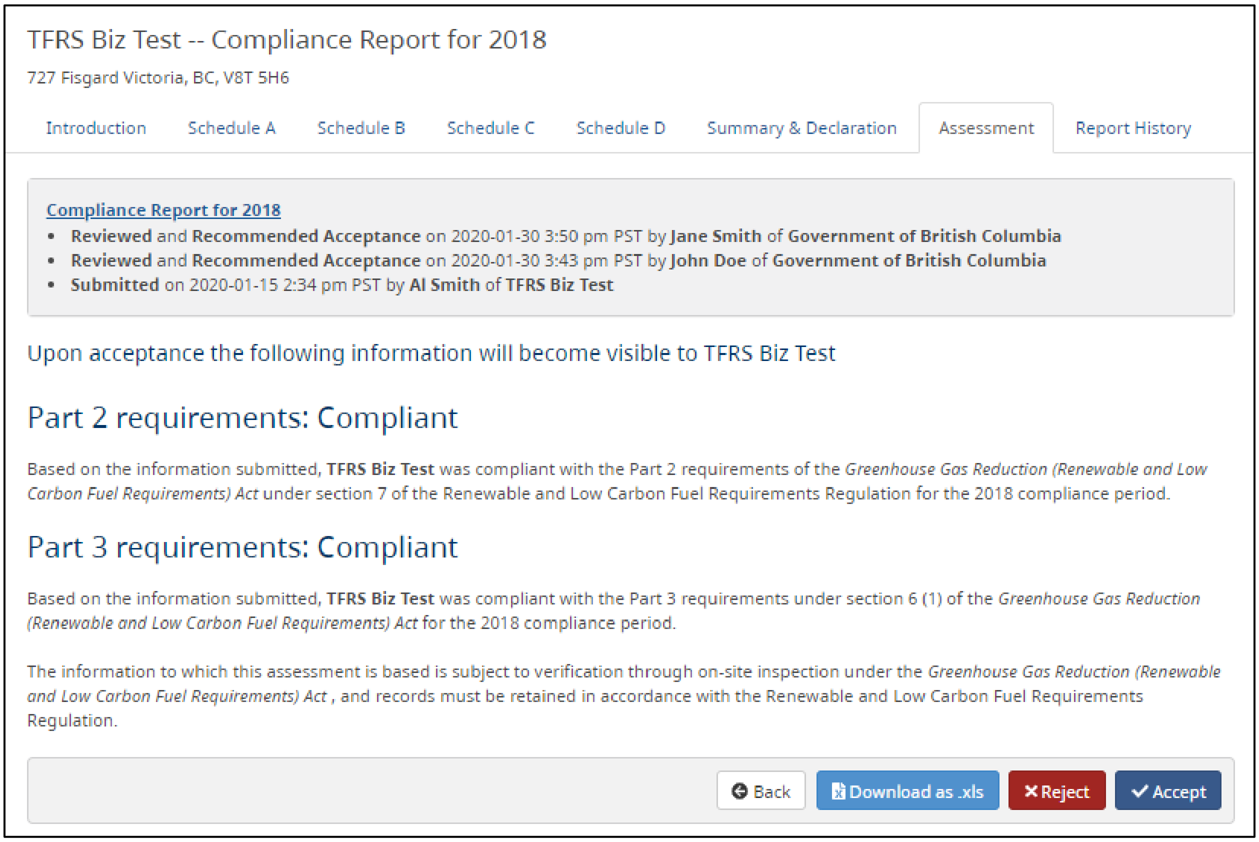
0 exclusion report(s) awaiting your review

To view the report, select the report entry from within the Compliance Reporting table, as shown in the screenshot below.

Compliance Reporting

Compliance Period	Organization	Display Name	Status	Supplemental Status	Last Updated On
			Manager		
2018	TFRS Biz Test	Compliance Report for 2018	Recommended Acceptance - Manager	-	2020-01-30 3:50 pm PST

The report will display the compliance assessment section. **This section is only visible to government users until the director accepts the report**, at which point it will become visible to the fuel supplier as well. **The assessment section in TFRS replaces the physical compliance assessment letters** that were previously mailed to fuel suppliers following acceptance of their compliance and/or exclusion report submissions.



The top of the assessment section identifies the fuel supplier user that submitted the report as well as the recommendations of the **Government Analyst** and the **Compliance Manager**, either **Reviewed** and **Recommended Acceptance** or **Reviewed** and **Recommended Rejection.** To accept a report, click on the **Accept** button; to reject a report, click on the **Reject** button.

The **rejection** of a compliance or exclusion report is intended for situations where the **director** or deputy director does not accept the claim that the organization is a fuel supplier (compliance reporting) or that they entered into one or more exclusion agreements (exclusion report). If the **director requires additional or revised information**, then the report **should not be rejected**, but rather a supplemental report requested. For more information, please see the Supplemental Reporting section.

Once the director has made a decision, the report's status will change to either **Accepted** or **Rejected**. If a compliance report is accepted, the fuel supplier's credit balance will also change, either validating credits or reducing the credit balance as a result of applying previously validated credits to offset a net debit balance in the compliance period.

A new entry will appear in the report history section of the assessment tab, including the date of acceptance or rejection.

Compliance Report for 2018

- **Accepted** on 2020-01-30 4:08 pm PST by **Dan Green, Director** under the *Greenhouse Gas Reduction (Renewable and Low Carbon Fuel Requirements) Act*
- **Reviewed** and **Recommended Acceptance** on 2020-01-30 3:50 pm PST by **Jane Smith** of **Government of British Columbia**
- **Reviewed** and **Recommended Acceptance** on 2020-01-30 3:43 pm PST by **John Doe** of **Government of British Columbia**
- **Submitted** on 2020-01-15 2:34 pm PST by **Al Smith** of **TFRS Biz Test**

In addition, a new credit validation or reduction entry will become visible within the Credit Transactions table on the Credit Transactions page.

ID	Compli...	Type	Credits From	Credits To	Quantity of Credits	Value Per Credit	Status	Last Updated On
554	2018	Validation	N/A	TFRS Biz Test	23,576	-	Approved	2020-01-30

Supplemental Compliance & Exclusion Reports

Under section 3 (2) and 7 (2) of the *Greenhouse Gas Reduction (Renewable and Low Carbon Fuel Requirements) Act* (Act), fuel suppliers are required to submit a supplementary report when either (1) information in a previous report does not completely and accurately disclose the required information, or (2) the information required to be reported in a previous report has changed. In addition, under section 7 (4) (b) of the Act, the director may require a fuel supplier to provide additional information in support of a report.

A supplemental report can only be created by a fuel supplier after the submission of a compliance or exclusion report. This includes reports that have been submitted but not yet accepted or rejected by the director. In addition, a supplemental report can be requested during the review process by users with the **Government Analyst or Compliance Manager roles**. For more information, refer to the Requesting a Supplemental Report section.

Reviewing a Supplemental Report

Upon submission of a supplemental report, the supplemental status column for the report entry will change to **Submitted**, as shown in the Compliance & Exclusion Reports page screenshot below. The user will receive a notification if they are enabled for submitting Compliance & Exclusion Reports. For more information, refer to the Notifications Settings section.

Compliance Reporting

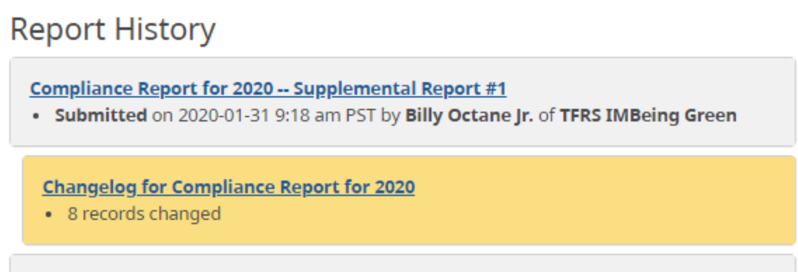
Compliance Period	Organization	Display Name	Status	Supplemental Status	Last Updated On
2019	TFRS IMBeing Green	Exclusion Report for 2019	Accepted	-	2019-11-21 1:47 pm PST
2018	TFRS Biz Test	Compliance Report for 2018	Accepted	-	2020-01-30 4:08 pm PST
2018	TFRS IMBeing Green	Compliance Report for 2018	Accepted	Submitted	2020-01-27 12:22 pm PST
2018	TFRS Fantastic Fuels	Compliance Report for 2018	Accepted	-	2020-01-22 9:42 am PST

If previous report submissions were accepted by the director, then opening the supplemental report entry will display the Compliance Assessment section. If previous report submissions were still under review, then opening the supplemental report entry will display the introduction page.

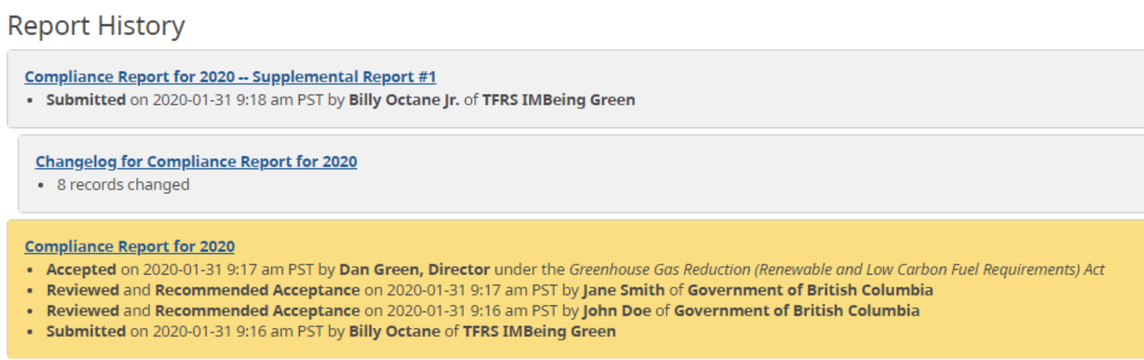
A new report entry will be visible in the Report History section and the Compliance Assessment section (if applicable).

An explanation for the supplemental submission will also be displayed, as shown in the screenshot above. Fuel suppliers are required to provide a brief explanation prior to submitting a supplemental report. Below the explanation is a concise view of the complete report, including the latest supplemental information. This updated report can also be viewed by clicking on the various schedule tabs and the summary tab.

The system also provides a **changelog** so that government users can better understand the changes between the supplemental report and the previous submission. To view the changelog, click on the changelog entry banner in the report history section.



If you wish to view the previous submissions, click on their respective banners from within the Report History section.



Recommending Acceptance or Rejection of a Supplemental Report

The government workflow for processing supplemental report submissions is the same as for the initial report submission. For more information, refer to the Recommending Acceptance or Rejection section of this guide.

Accepting a Supplemental Compliance or Exclusion Report – (Deputy) Director Role

The process for accepting a supplemental compliance or exclusion report is the same as for the intital report submission. For more information, refer to the Accepting a Compliance or Exclusion Report section of this guide.

Compliance Assessment for Supplemental Compliance Reports

Upon the Government Analyst's recommendation to accept a **supplemental** report, the compliance assessment section will re-run the check for compliance with the Part 2 and Part 3 requirements. This is done as an organization's compliance standing may change as a result of the supplemental information. Recall that the **assessment section in TFRS replaces the physical compliance assessment letters** that were previously mailed to fuel suppliers following acceptance of their compliance and/or exclusion report submissions.

In most cases, the acceptance of a supplemental compliance report will lead to an incremental change in a fuel supplier's credit balance. For example, if volumes of low carbon fuel were increased in the supplemental report the fuel supplier will receive additional validated credits. When the director accepts a supplemental compliance report, the system will automatically compare the supplemental report to the previous report and validate or reduce a fuel supplier's credit balance based on the delta change in net credits or debits. An additional entry will appear in the compliance assessment section, as shown in the screenshot below. In the case of multiple supplemental compliance report submissions, the system will continue to add new entries accordingly.

TFRS Fantastic Fuels -- Compliance Report for 2019

190 Fuel Supplier Drive Unit 890 Anytown, British Columbia, A1A 2B2

Introduction | Schedule A | Schedule B | Schedule C | Schedule D | Summary & Declaration | Assessment | Report History

Compliance Report for 2019 -- Supplemental Report #2

- **Accepted** on 2020-01-31 9:13 am PST by **Justin Lepitzki, Director** under the *Greenhouse Gas Reduction (Renewable and Low Carbon Fuel Requirements) Act*
- **Submitted** on 2020-01-30 4:31 pm PST by **Al Smith** of **TFRS Fantastic Fuels**

Compliance Report for 2019 -- Supplemental Report #1

- **Accepted** on 2019-11-21 3:10 pm PST by **Justin Lepitzki, Director** under the *Greenhouse Gas Reduction (Renewable and Low Carbon Fuel Requirements) Act*
- **Submitted** on 2019-11-21 3:07 pm PST by **Al Smith** of **TFRS Fantastic Fuels**

Compliance Report for 2019

- **Accepted** on 2019-11-21 2:54 pm PST by **Justin Lepitzki, Director** under the *Greenhouse Gas Reduction (Renewable and Low Carbon Fuel Requirements) Act*
- **Submitted** on 2019-11-21 2:49 pm PST by **Al Smith** of **TFRS Fantastic Fuels**

Part 2 requirements: Compliant

Based on the information submitted, **TFRS Fantastic Fuels** was compliant with the Part 2 requirements of the *Greenhouse Gas Reduction (Renewable and Low Carbon Fuel Requirements) Act* under section 7 of the Renewable and Low Carbon Fuel Requirements Regulation for the 2019 compliance period.

Part 3 requirements: Compliant

Based on the information submitted, **TFRS Fantastic Fuels** was compliant with the Part 3 requirements under section 6 (1) of the *Greenhouse Gas Reduction (Renewable and Low Carbon Fuel Requirements) Act* for the 2019 compliance period.

A **validation of 2,047 credit(s)** in accordance with section 8 (8) of the *Greenhouse Gas Reduction (Renewable and Low Carbon Fuel Requirements) Act* and based on the information submitted by **TFRS Fantastic Fuels** . These credits may now be transferred to other Part 3 fuel suppliers in accordance with the Renewable and Low Carbon Fuel Requirements Regulation or retained for future compliance requirements.

A **validation of 18,417 credit(s)** in accordance with section 8 (8) of the *Greenhouse Gas Reduction (Renewable and Low Carbon Fuel Requirements) Act* and based on the **Supplemental Reporting** information submitted by **TFRS Fantastic Fuels** . These credits may now be transferred to other Part 3 fuel suppliers in accordance with the Renewable and Low Carbon Fuel Requirements Regulation or retained for future compliance requirements.

A **validation of 9 credit(s)** in accordance with section 8 (8) of the *Greenhouse Gas Reduction (Renewable and Low Carbon Fuel Requirements) Act* and based on the **Supplemental Reporting** information submitted by **TFRS Fantastic Fuels** . These credits may now be transferred to other Part 3 fuel suppliers in accordance with the Renewable and Low Carbon Fuel Requirements Regulation or retained for future compliance requirements.

The information to which this assessment is based is subject to verification through on-site inspection under the *Greenhouse Gas Reduction (Renewable and Low Carbon Fuel Requirements) Act* , and records must be retained in accordance with the Renewable and Low Carbon Fuel Requirements Regulation.

In addition, multiple credit validation or reduction entries will appear in the credit transactions table.

Credit Transactions

Credit Balance: 195,926

New Transfer | Download as .xls

ID	Compliance Period	Type	Credits From	Credits To	Quantity of Credits	Value Per Credit	Status	Last Updated On
		validation						
555	2019	Validation	N/A	TFRS Fantastic Fuels	9	-	Approved	2020-01-31
544	2019	Validation	N/A	TFRS Fantastic Fuels	18,417	-	Approved	2019-11-21
543	2019	Validation	N/A	TFRS Fantastic Fuels	2,047	-	Approved	2019-11-21
542	2018	Validation	N/A	TFRS Fantastic Fuels	25,381	-	Approved	2019-11-21

File Submissions

Home | Fuel Suppliers | Credit Transactions | Compliance & Exclusion Reports | File Submissions | Fuel Codes

The Secure File Submissions feature enables fuel suppliers to securely submit files to the Government of British Columbia, including Part 3 Agreement applications and evidence of completion of designated actions (i.e. Part 3 Agreement milestone evidence). The **Government Analyst, Compliance Manager, or File Submission (Government) roles** are required to access this feature.

Secure File Submissions

ID	Organization	Attachment Type	Status	Title	Credit Transaction ID	Submitted On
60	TFRS IMBeing Green	Other	Submitted	Rationale for zero-dollar transfer ID #1234 - TFRS IMBeing Green to TFRS Fantastic Fuels		2020-01-31
59	TFRS Fantastic Fuels	P3A Milestone Evidence	Submitted	P3A-19FAN1: Milestone B.2 - Engineering Design & Permitting		2020-01-31
58	TFRS Fantastic Fuels	P3A Application	Submitted	Biocrude from Woody Biomass		2020-01-31
56	TFRS IMBeing Green	P3A Milestone Evidence	Archived	P3A-19IMB1: Milestone B.1 - Market Assessment and Risk Analysis		2020-01-17
55	TFRS Biz Test	P3A Milestone Evidence	Submitted	P3A-19BIZ1: Milestone B.88		2020-01-16

Previous Page 1 of 5 5 rows Next

Columns and Descriptions

This section provides a description of each column in the Secure File Submissions table.

ID
A unique ID identifier is assigned to each submission across all organizations.

Organization
The fuel supplier organization that submitted the files.

Attachment Type
The attachment types are:

- P3A Application – for submitting Part 3 Agreement applications when applying for support for new projects and initiatives.
- P3A Milestone Evidence – for submitting evidence of completion of designated actions for milestones within an existing Part 3 Agreement.
- Other – a generic category for submitting other types of documents as needed.

Status
This column indicates the statuses of a secure file submission available to government users:

- Submitted
    - The submission has been successfully submitted to the Government of British Columbia.

- Received
    - The submission has been marked as received by the Government of British Columbia.
- Archived
    - The submission has been processed and archived. At this point, the documents will be removed from online storage within TFRS.

Title
The title of the submission, as inputted by the user.

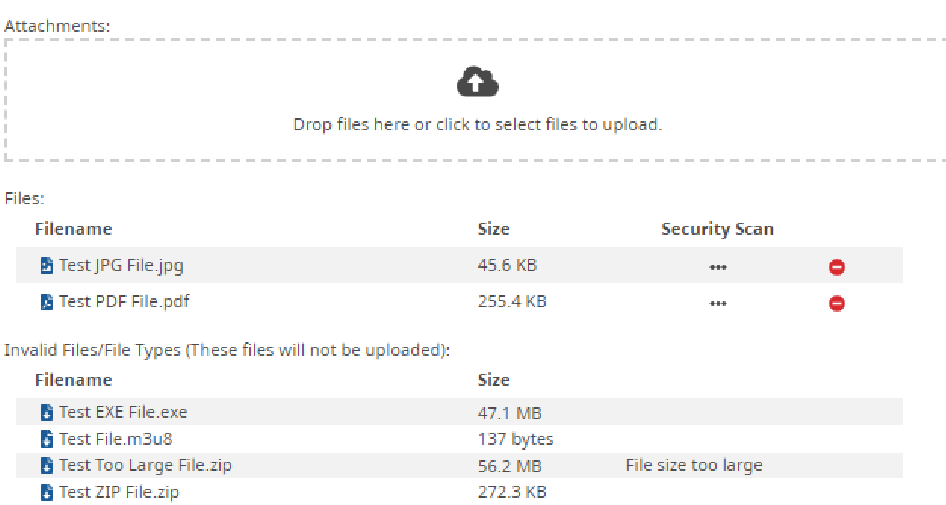
Credit Transaction ID
The associated credit transaction ID that resulted from the submission. This column is only applicable to “P3A Milestone Evidence” submissions. If credits are awarded as a result of submitting evidence, this column will provide a link to the corresponding credit transaction (i.e. Part 3 Award).

Submitted on
The date that the submission was submitted to the Government of British Columbia.

File Submission Attachment Restrictions

To align with existing government security protocols and guidelines, the Secure File Submissions feature restricts the submission of certain file types and sizes.

File Types
The file submission feature will prevent the submission of certain file types, such as zip and exe. When a fuel supplier attempts to upload a file, an **invalid** file type will appear in the invalid file type list, as shown below, and will not be uploaded with the submission. **Valid** files will appear under the “Files” list, as shown in the screenshot below.



File size limit
The file submission feature prevents the submission of individual files that are larger than 50mb. A file that is greater than 50mb will appear in the invalid file type list when attempting to upload to a submission.

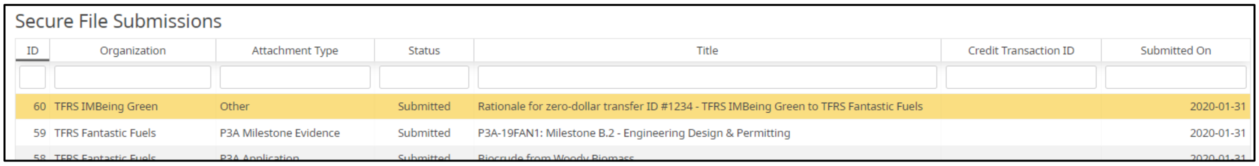
Retract or Change a Submission

Upon **successful submission**, the status of a File Submission will change to **Submitted** and will become visible to government. A submission that has a status of **Submitted** can be retracted or adjusted by the fuel supplier by having them click on the submission from the main Secure File Submission (Part 3 Agreements) page and then clicking on the **Rescind as Draft** button. This will change the **status of the submission back to draft and it will no longer be visible to the Government of British Columbia**. Files can then be added or removed, descriptions changed, and then re-submitted.

The ability to retract or change a submission is only available while the status is Submitted. Once the submission is marked as **Received** by the Government of British Columbia, it can no longer be retracted or changed.

Government Review of Submissions – Mark as Received

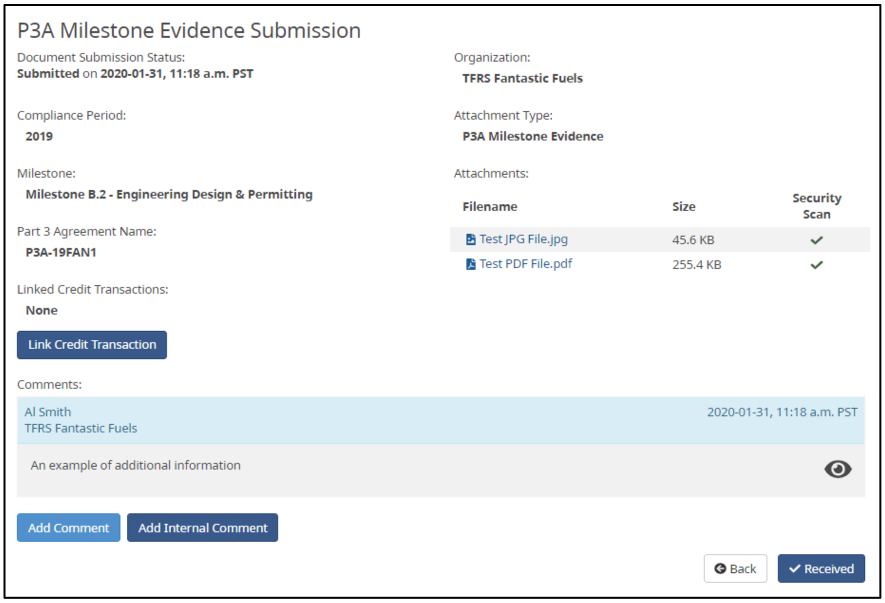
Once submitted, a submission will become visible to government users with either the **Government Analyst, Compliance Manager, or File Submission (Government) role**. Government users can confirm receipt of a submission by marking it as **Received**. From the File Submissions page, click on the submission from within the main table.



Secure File Submissions

ID	Organization	Attachment Type	Status	Title	Credit Transaction ID	Submitted On
60	TFRS IMBeing Green	Other	Submitted	Rationale for zero-dollar transfer ID #1234 - TFRS IMBeing Green to TFRS Fantastic Fuels		2020-01-31
59	TFRS Fantastic Fuels	P3A Milestone Evidence	Submitted	P3A-19FAN1: Milestone B.2 - Engineering Design & Permitting		2020-01-31
58	TFRS Fantastic Fuels	P3A Application	Submitted	Biocrude from Woody Biomass		2020-01-31

Next click on the Received button located on the bottom right-hand side of the submission details page.

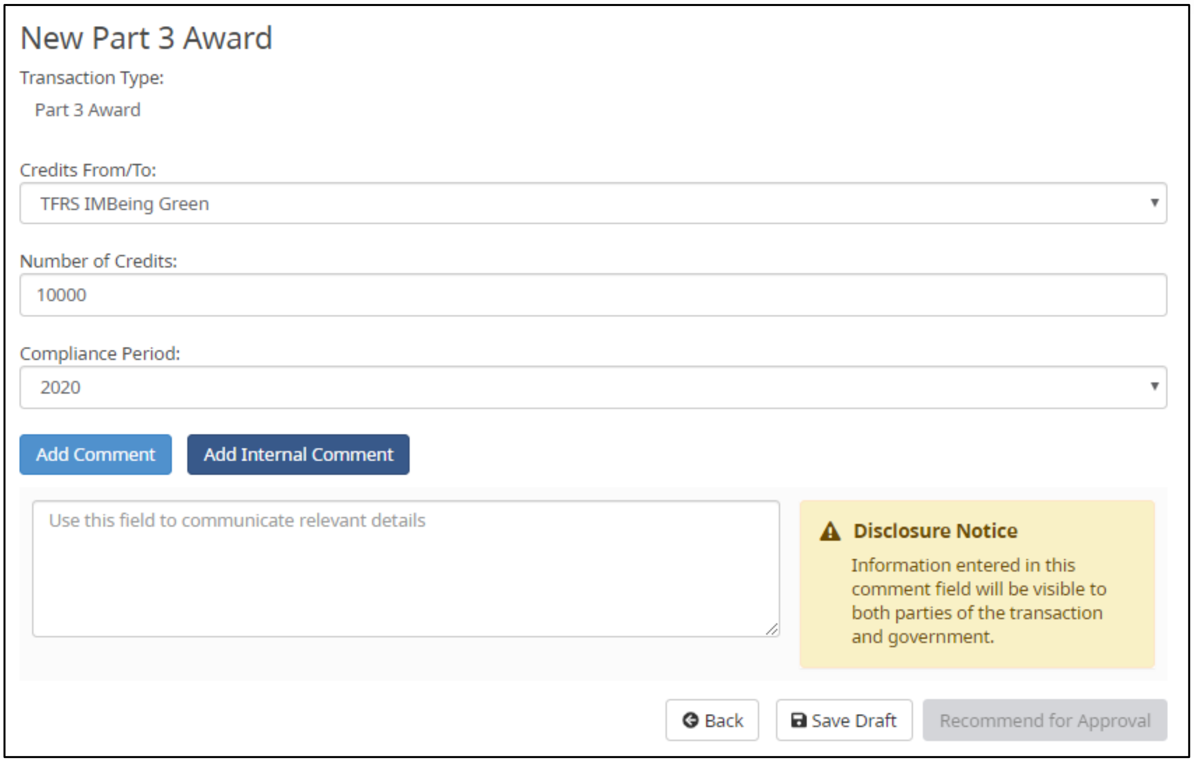


Part 3 Awards & Milestone Evidence Submissions

If the submission includes evidence of completion of designated actions under a Part 3 Agreement (i.e. Part 3 Agreement milestone evidence), the Government Analyst needs to review the evidence to determine if it satisfies the requirements of the Part 3 Agreement milestone(s). If satisfactory, the analyst needs to recommend that the director issue credits in accordance with section 8.01 of the Act and the terms of the Part 3 Agreement.

To create a new Part 3 Award, click on the **New Part 3 Award** button located at the top of the File Submissions page.

Once on the New Part 3 Award page, input the details of the transaction, including the name of the organization, the number of credits, and the compliance period.

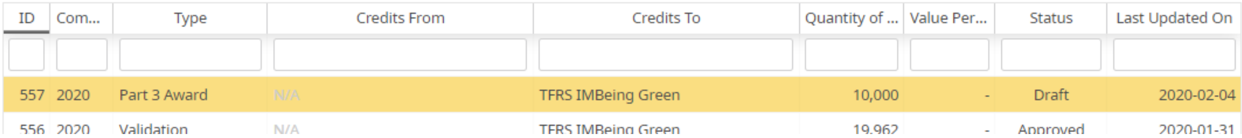


A **comment** is also required before proceeding with the recommendation. **Comments** can be either **external** or **internal**. An **external** or regular comment is visible to both fuel supplier organizations and government and is denoted by a light blue color with an open eye icon; an **internal** comment is only visible to government and is denoted by a dark blue color with a slashed eye icon. The screenshot below demonstrates the visual differences between a regular comment and an internal comment.

The **Add Comment** button enables the user to leave a comment that is **visible to both fuel supplier organizations and government**; the **Add Internal Comment** button enables the government user to leave a comment that is **only visible to government**.

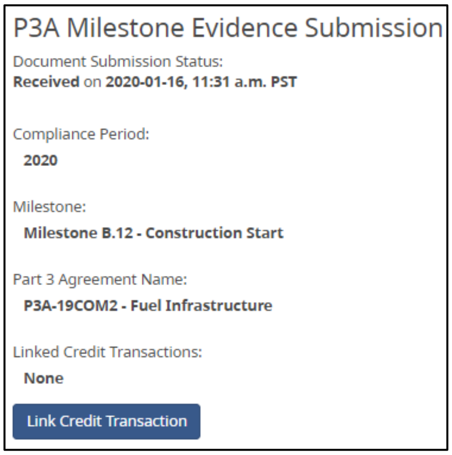
Government users should use the internal comment feature when making a recommendation to the director for the issuance of credits under a Part 3 Agreement. This allows the user to provide their rationale for the recommendation while ensuring that this information is not visible to the fuel supplier organization.

After adding an **internal comment** providing the rationale for the recommendation, click on **Save Draft** button. You will then be taken to the Credit Transactions page and a new Part 3 Award entry will appear at the top of the main Credit Transactions table, as shown below. Note that this entry is not visible to the fuel supplier organization at this time.

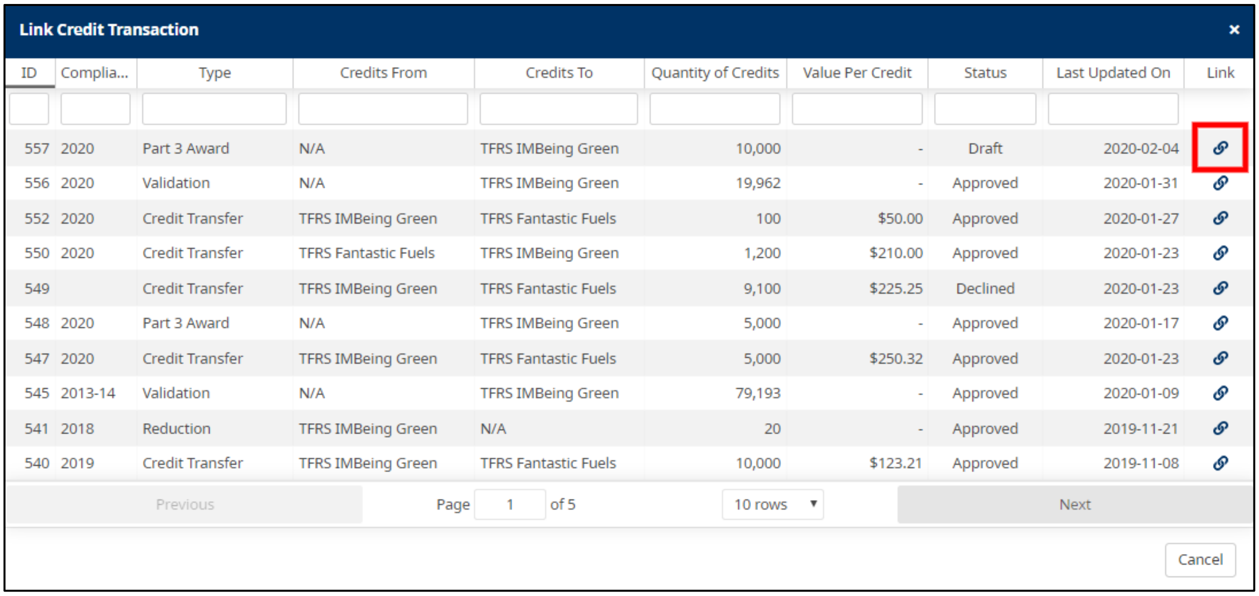


ID	Com...	Type	Credits From	Credits To	Quantity of ...	Value Per...	Status	Last Updated On
557	2020	Part 3 Award	N/A	TFRS IMBeing Green	10,000	-	Draft	2020-02-04
556	2020	Validation	N/A	TFRS IMBeing Green	19,962	-	Approved	2020-01-31

The next step is to link the Part 3 Agreement milestone evidence submission with the draft Part 3 Award. This will enable the director to easily access the relevant milestone evidence documents when reviewing your recommendation to issue a Part 3 Award. Navigate to the File Submissions page and click on the applicable file submission entry or entries that lead to the creation of the Part 3 Award transaction. From the file submission details page, click on the Link Credit Transaction button.



A modal window will appear providing a complete list of the available credit transactions for the fuel supplier organization that submitted the documents. To **link** the file submission to the Part 3 Award, click on the **link icon** on the right-hand side of the modal window within the draft Part 3 Award row entry, as shown in the screenshot below.



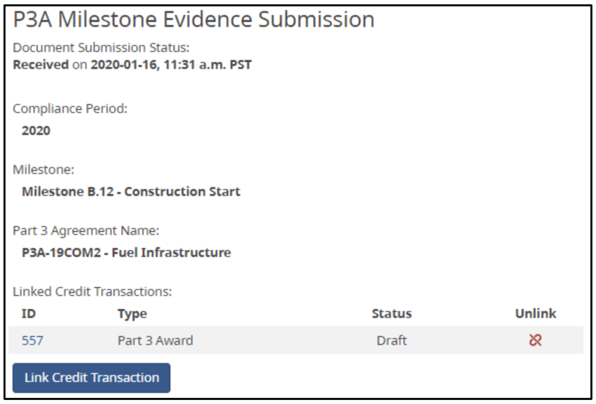
Link Credit Transaction ×

ID	Complia...	Type	Credits From	Credits To	Quantity of Credits	Value Per Credit	Status	Last Updated On	Link
557	2020	Part 3 Award	N/A	TFRS IMBeing Green	10,000	-	Draft	2020-02-04	
556	2020	Validation	N/A	TFRS IMBeing Green	19,962	-	Approved	2020-01-31	
552	2020	Credit Transfer	TFRS IMBeing Green	TFRS Fantastic Fuels	100	$50.00	Approved	2020-01-27	
550	2020	Credit Transfer	TFRS Fantastic Fuels	TFRS IMBeing Green	1,200	$210.00	Approved	2020-01-23	
549		Credit Transfer	TFRS IMBeing Green	TFRS Fantastic Fuels	9,100	$225.25	Declined	2020-01-23	
548	2020	Part 3 Award	N/A	TFRS IMBeing Green	5,000	-	Approved	2020-01-17	
547	2020	Credit Transfer	TFRS IMBeing Green	TFRS Fantastic Fuels	5,000	$250.32	Approved	2020-01-23	
545	2013-14	Validation	N/A	TFRS IMBeing Green	79,193	-	Approved	2020-01-09	
541	2018	Reduction	TFRS IMBeing Green	N/A	20	-	Approved	2019-11-21	
540	2019	Credit Transfer	TFRS IMBeing Green	TFRS Fantastic Fuels	10,000	$123.21	Approved	2019-11-08	

Previous Page 1 of 5 10 rows Next

Cancel

The linked credit transactions section within the file submission details page will now display the linked Part 3 Award, as shown in the screenshot below. The linked transaction can also be **unlinked** by clicking on the red unlink icon.



P3A Milestone Evidence Submission

Document Submission Status:
Received on **2020-01-16, 11:31 a.m. PST**

Compliance Period:
2020

Milestone:
Milestone B.12 - Construction Start

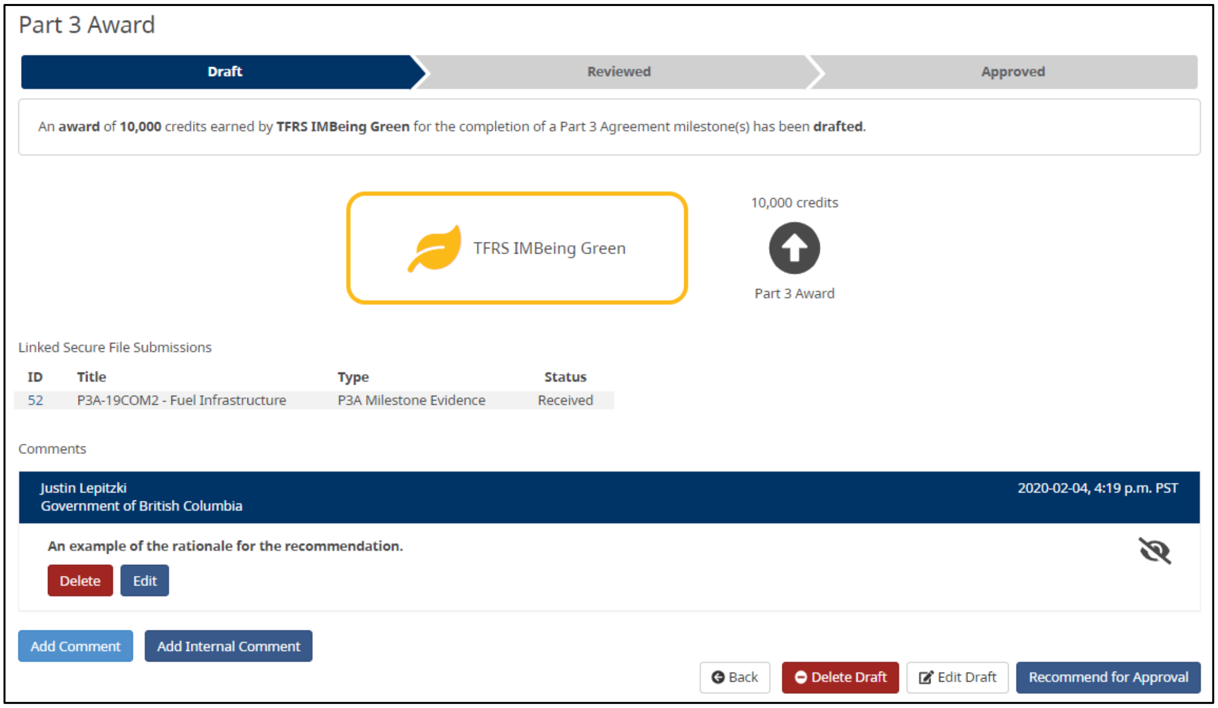
Part 3 Agreement Name:
P3A-19COM2 - Fuel Infrastructure

Linked Credit Transactions:

ID	Type	Status	Unlink
557	Part 3 Award	Draft	

Link Credit Transaction

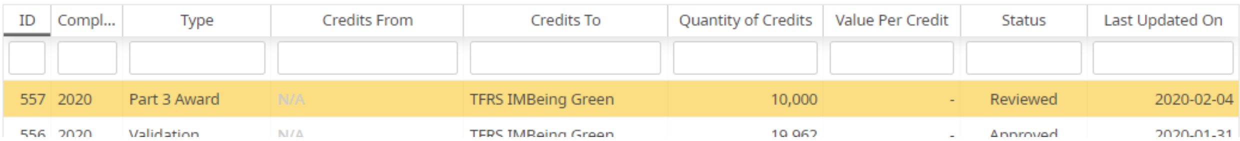
With the file submission now linked to the draft Part 3 Award, the user can complete the process by **recommending approval** of the Part 3 Award. Click on the **ID number** of the Part 3 Award transaction within the linked credit transactions section (see the above screenshot). This takes the user to the draft Part 3 Award entry; the linked file submission is now visible on this page.



To recommend approval of the Part 3 Award, click on the **Recommend for Approval** button. The status of the Part 3 Award will change to **Reviewed** and will appear on the director's dashboard ready for their review and decision. Your recommendation will also appear within the details page of the transaction within the Transaction History section. Note that the Part 3 Award transaction entry will remain hidden from the fuel supplier organization until the director makes a decision to either approve or decline the transaction.

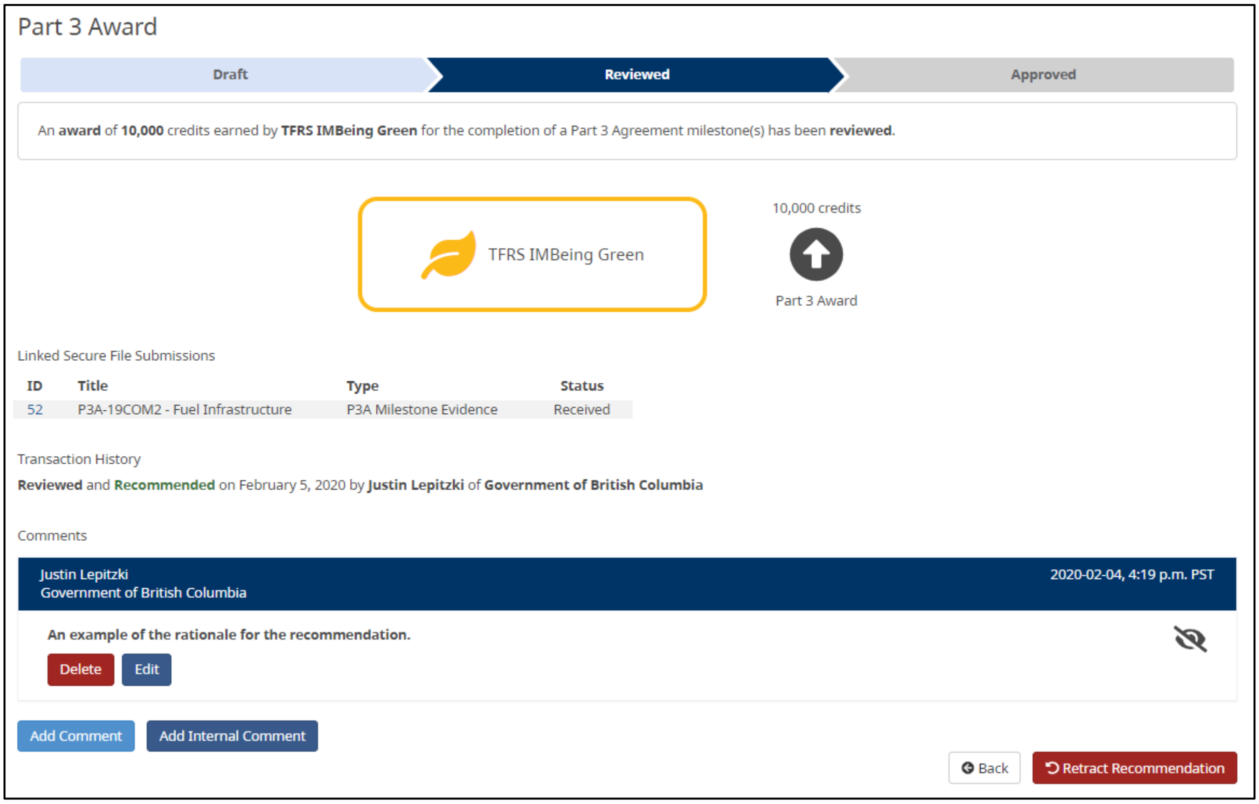
Retract or Cancel a Part 3 Award Recommendation

Users with the **Government Analyst role** or the **Compliance Manager role** have the ability to retract their recommendation to approve a Part 3 Award in the event that the user needs to make an adjustment to the recommendation or cancel it altogether. Navigate to the details page of the transaction by going to the Credit Transactions page and clicking on the transaction entry within the main credit transactions table.



ID	Compl...	Type	Credits From	Credits To	Quantity of Credits	Value Per Credit	Status	Last Updated On
557	2020	Part 3 Award	N/A	TFRS IMBeing Green	10,000	-	Reviewed	2020-02-04
556	2020	Validation	N/A	TFRS IMBeing Green	19,962	-	Approved	2020-01-31

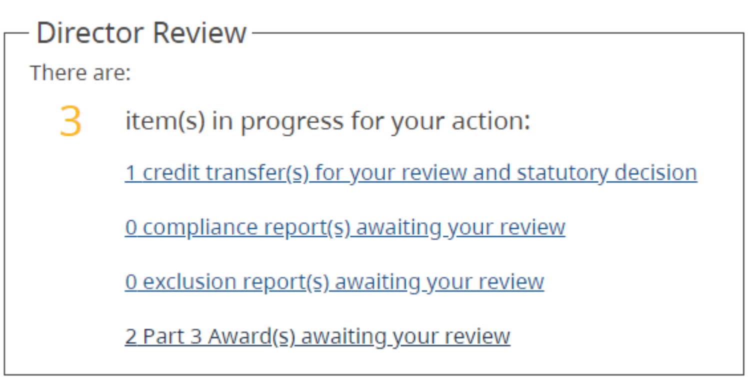
Next click on the **Retract Recommendation button**; this will return the transaction to a **draft** state where it will no longer be visible to the Director.



To cancel or **delete** the Part 3 Award transaction, click on the **delete draft** button within the details page of the transaction. The delete draft button is only visible after retracting your recommendation to approve the transaction.

Approving a Part 3 Award – (Deputy) Director Role

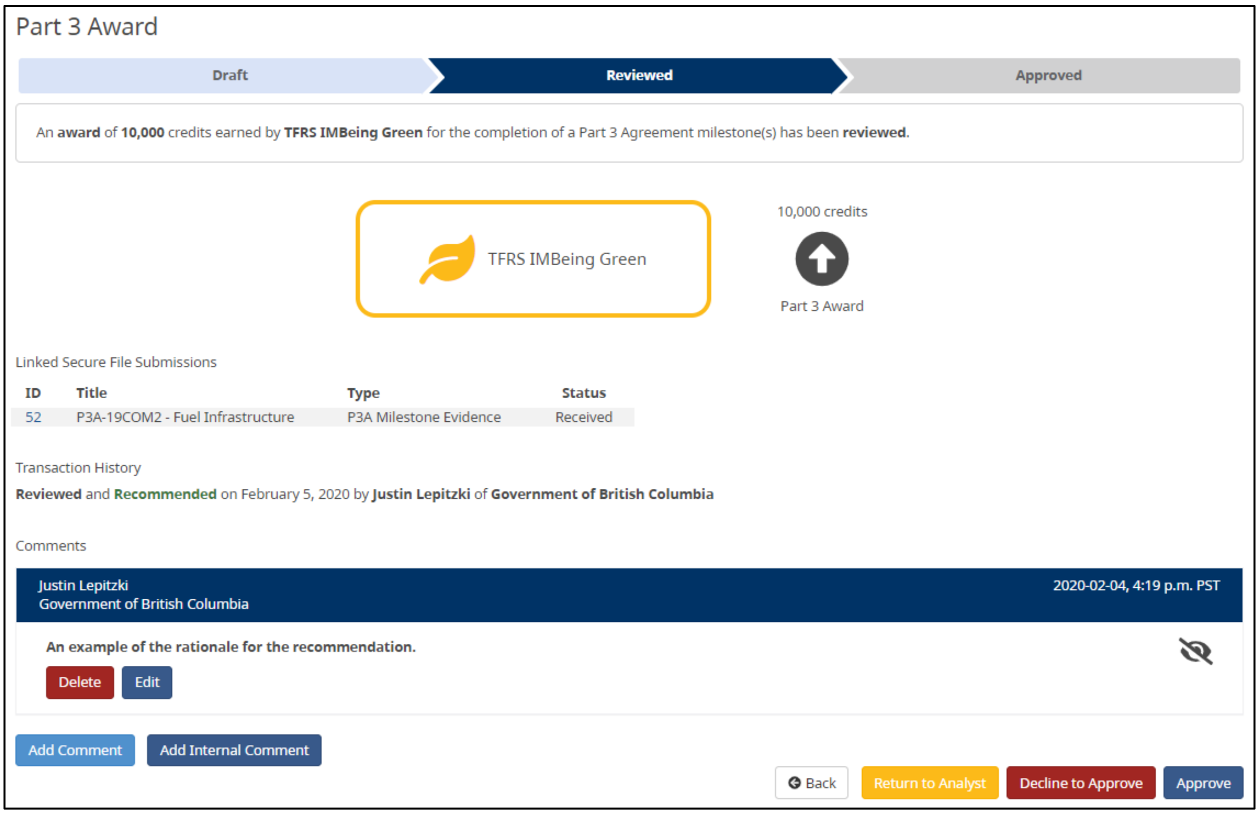
Users with the **Director or Deputy Director roles** can approve or decline to approve a Part 3 Award transaction. The director dashboard displays the number of Part 3 Awards awaiting review and decision. Clicking on the link will display a filtered view of the pending awards that have been reviewed and recommended by a government analyst.



To view the details of a Part 3 Award transaction, select the transaction entry from within the Credit Transactions table, as shown in the screenshot below.

ID	Compliance Period	Type	Credits From	Credits To	Quantity of Credits	Value Per Credit	Status	Last Updated On
		Part 3 Award					Reviewed	
557	2020	Part 3 Award	N/A	TFRS IMBeing Green	10,000	-	Reviewed	2020-02-05
528	2019	Part 3 Award	N/A	TFRS IMBeing Green	5,000	-	Reviewed	2019-10-25

The Part 3 Award details page displays information about the transaction, including the fuel supplier organization, the quantity of credits to be awarded, and a link to the applicable milestone evidence documents.



The **Linked Secure File Submissions** section provides a link to the relevant milestone evidence documents that support the Part 3 Award issuance. Clicking on the linked transaction **ID** number will take you to the file submission entry that contains the submitted documents. The documents can be downloaded and viewed by clicking on each file listed under the **Attachments** section.

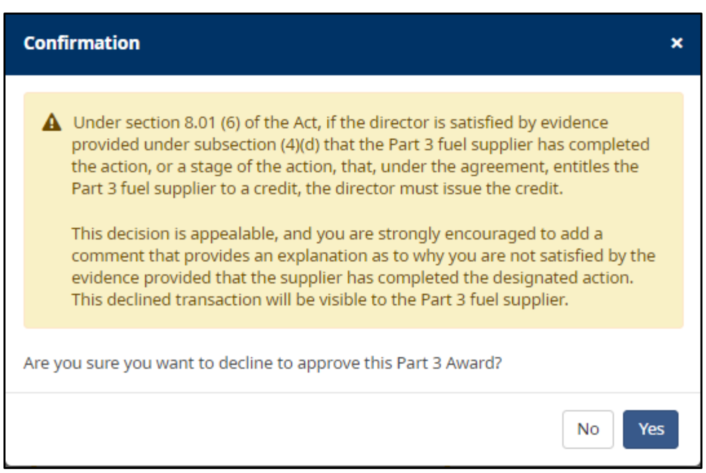
The **Transaction History** section identifies the government user that is recommending the approval of the Part 3 Award. The **Comments** section will display any comments added by government users that are relevant to the recommendation to approve the Part 3 Award. **Comments** can be either **external** or **internal**. An **external** or regular comment is visible to both fuel supplier organizations and government and is denoted by a light blue color with an open eye icon; an **internal** comment is only visible to government and is denoted by a dark blue color with a slashed eye icon. The screenshot below demonstrates the visual differences between a regular comment and an internal comment.

The **Add Comment** button enables the user to leave a comment that is **visible to both fuel supplier organizations and government**; the **Add Internal Comment** button enables the government user to leave a comment that is **only visible to government**.

The director also has the ability to **return the Part 3 Award transaction to the government analyst** by clicking on the **Return to Analyst** button located within the Part 3 Award transaction details page.

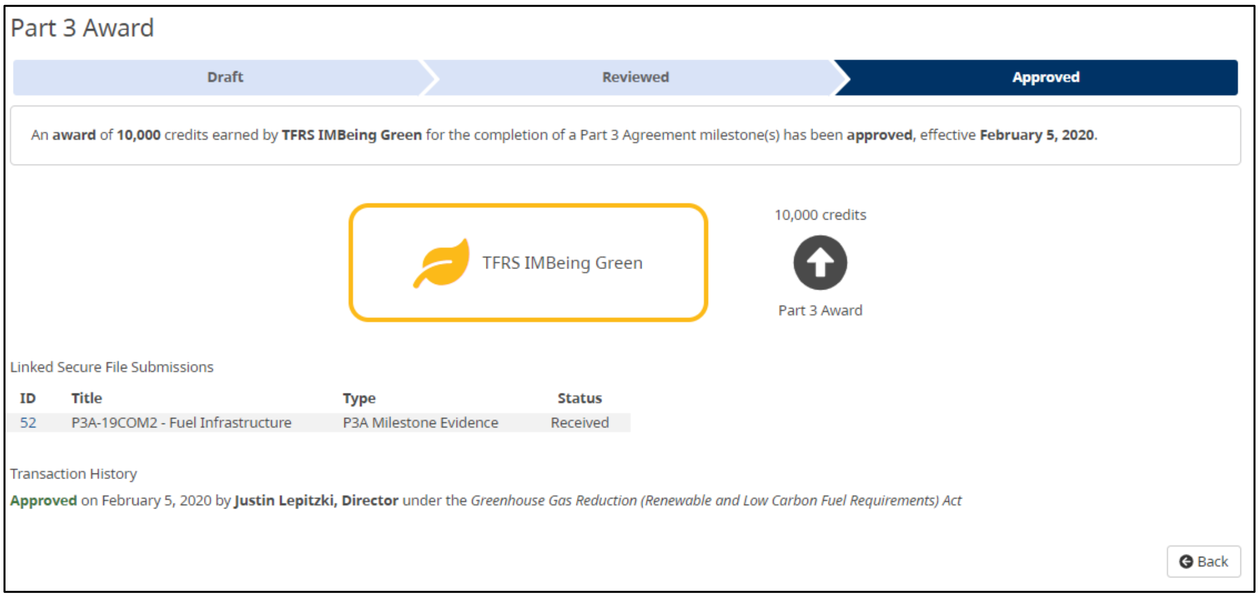
This feature will return the transaction back to a **draft** state where the analyst can either make **requested changes to the recommendation** or **cancel** it altogether.

To approve a Part 3 Award transaction, click on the **Approve** button; to decline to approve the transaction, click on the **Decline to Approve** button. When declining to approve, the director will receive a warning message asking for confirmation.



> ⚠ The **director** or deputy director is **strongly encouraged to provide an explanation as to why the transaction was declined** via a regular comment (visible to fuel suppliers and government). A declined transaction will be visible to the fuel supplier.

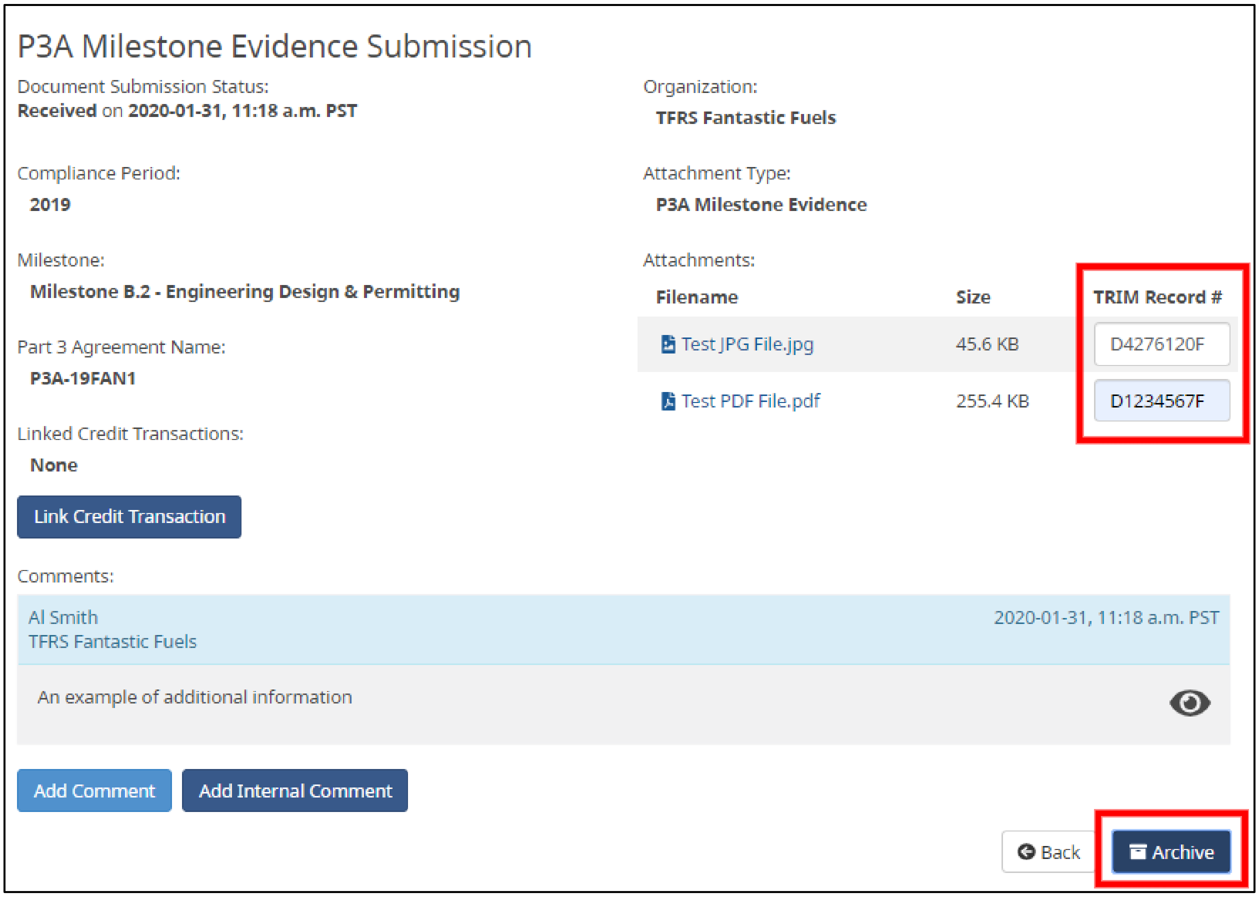
Once the director has made a decision, the Part 3 Award's status will change to either **Approved** or **Declined**; the transaction and the decision will be visible to the fuel supplier organization. A new entry will appear in the transaction history section of the transaction; the effective date of the award will also become visible within the details page of the transaction. An example of the fuel supplier's view of an approved Part 3 Award is shown in the screenshot below.



Archived Submissions: Document Storage and Security

Following the completion of a secure file submission **and** corresponding credit transaction (if applicable), the government user must close out the file submission by:

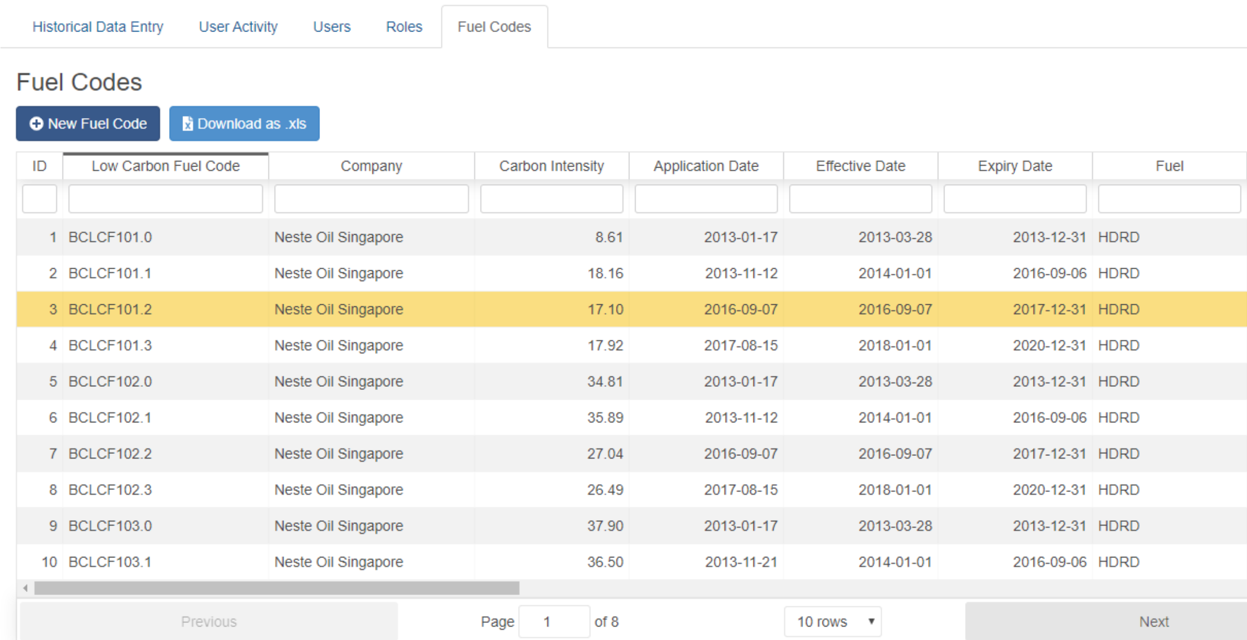
1. Downloading and storing the submitted files in the appropriate long-term storage location (i.e. EDRMS/TRIM),
2. Recording the corresponding EDRMS/TRIM Record Numbers within the details page of the file submission entry in TFRS, and
3. Archiving the file submission entry by clicking on the **Archive** button located within the details page of the file submission entry in TFRS.



The file submission's status will then change to **Archived**. Within 3-4 weeks, any attached documents will be removed from the online storage and inaccessible within TFRS. The file submission feature was developed as a means for fuel suppliers to securely submit files to the government; it is **not intended to be used as a long-term storage** of documents. Therefore, when a submission is archived the attached documents will be removed from the online storage within one month.

Fuel Codes

The Fuel Codes feature enables the management of B.C. low carbon fuel codes, including adding and updating fuel codes. Fuel code management has been developed to enable the compliance reporting feature and fuel supplier access to compliance reports year-round.



ID	Low Carbon Fuel Code	Company	Carbon Intensity	Application Date	Effective Date	Expiry Date	Fuel
1	BCLCF101.0	Neste Oil Singapore	8.61	2013-01-17	2013-03-28	2013-12-31	HDRD
2	BCLCF101.1	Neste Oil Singapore	18.16	2013-11-12	2014-01-01	2016-09-06	HDRD
3	BCLCF101.2	Neste Oil Singapore	17.10	2016-09-07	2016-09-07	2017-12-31	HDRD
4	BCLCF101.3	Neste Oil Singapore	17.92	2017-08-15	2018-01-01	2020-12-31	HDRD
5	BCLCF102.0	Neste Oil Singapore	34.81	2013-01-17	2013-03-28	2013-12-31	HDRD
6	BCLCF102.1	Neste Oil Singapore	35.89	2013-11-12	2014-01-01	2016-09-06	HDRD
7	BCLCF102.2	Neste Oil Singapore	27.04	2016-09-07	2016-09-07	2017-12-31	HDRD
8	BCLCF102.3	Neste Oil Singapore	26.49	2017-08-15	2018-01-01	2020-12-31	HDRD
9	BCLCF103.0	Neste Oil Singapore	37.90	2013-01-17	2013-03-28	2013-12-31	HDRD
10	BCLCF103.1	Neste Oil Singapore	36.50	2013-11-21	2014-01-01	2016-09-06	HDRD

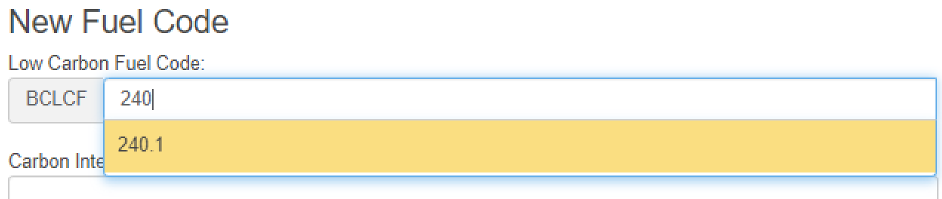
Add and Update Fuel Codes

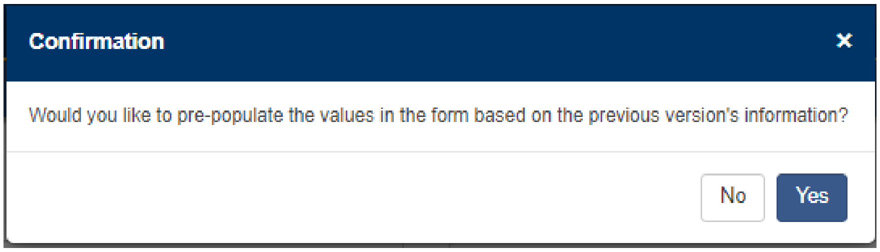
To **add** a new fuel code or fuel code version, click on the “New Fuel Code” button and enter the fuel pathway’s information into the form. The user can either save a draft version or add the new code. **Saving a draft fuel code** is used when the fuel pathway has not yet received approval from the director; draft fuel codes will not be available for selection within a compliance report. The **Add** button is used once the director has approved the fuel pathway; approved fuel codes will be selectable within a compliance report (if applicable).

To **edit** an existing fuel code, select the fuel code entry from within the main fuel code table and then click on the edit button from within the fuel code details page.

Fuel Code Versions

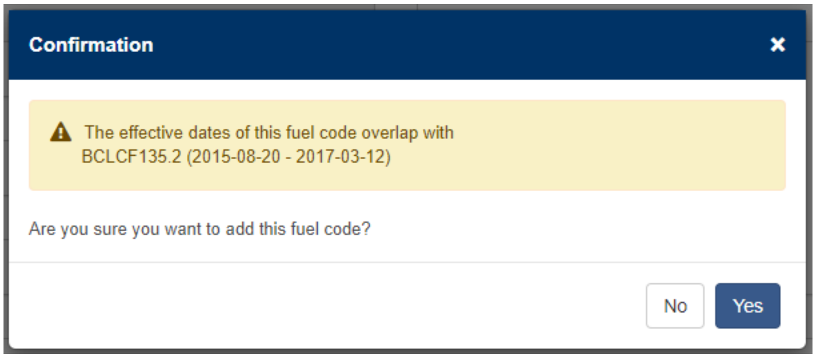
When creating a new fuel code, the analyst must assign the code a fuel code number. For new pathways, this will be the next fuel code number available, determined by looking at the main fuel code table and last code used. For an update to an existing fuel pathway, TFRS will suggest the next fuel code version once the user has entered in the fuel code number (see the screenshot below). TFRS also prevents the user from deviating from the next version of the code in order to avoid gaps in data; the user is also given the option of prepopulating a portion of the fuel code data from the previous fuel code version.

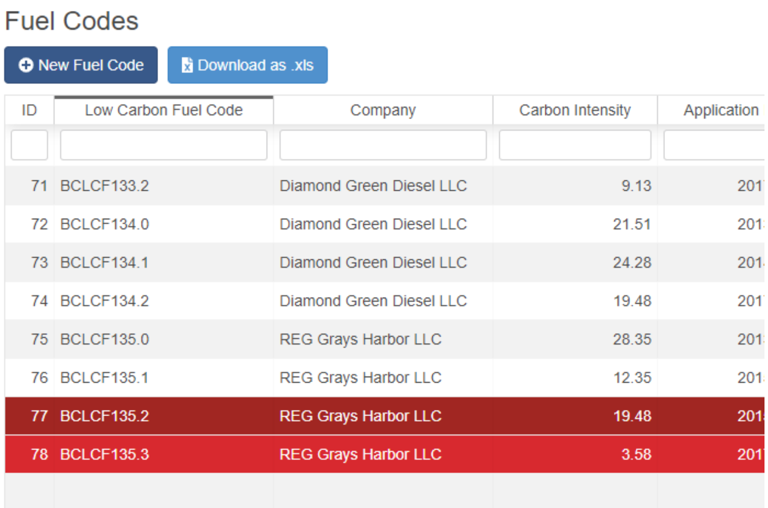




Fuel Code Effective Dates

In the event that the effective date of a new fuel code version overlaps with the previous version, TFRS will alert the user by providing a warning message when the fuel code is saved as a draft or added. The two overlapping fuel codes will also be highlighted in red within the main fuel code table, as shown below.



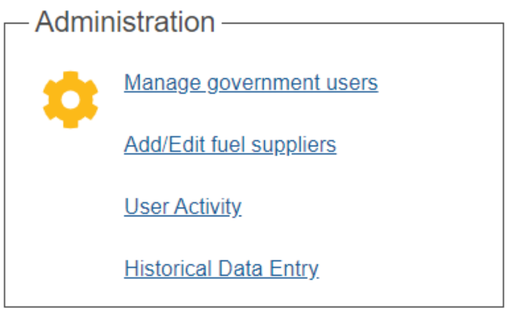

Fuel Codes

New Fuel Code | Download as .xls

ID	Low Carbon Fuel Code	Company	Carbon Intensity	Application
71	BCLCF133.2	Diamond Green Diesel LLC	9.13	201
72	BCLCF134.0	Diamond Green Diesel LLC	21.51	201
73	BCLCF134.1	Diamond Green Diesel LLC	24.28	201
74	BCLCF134.2	Diamond Green Diesel LLC	19.48	201
75	BCLCF135.0	REG Grays Harbor LLC	28.35	201
76	BCLCF135.1	REG Grays Harbor LLC	12.35	201
77	BCLCF135.2	REG Grays Harbor LLC	19.48	201
78	BCLCF135.3	REG Grays Harbor LLC	3.58	201

Administration

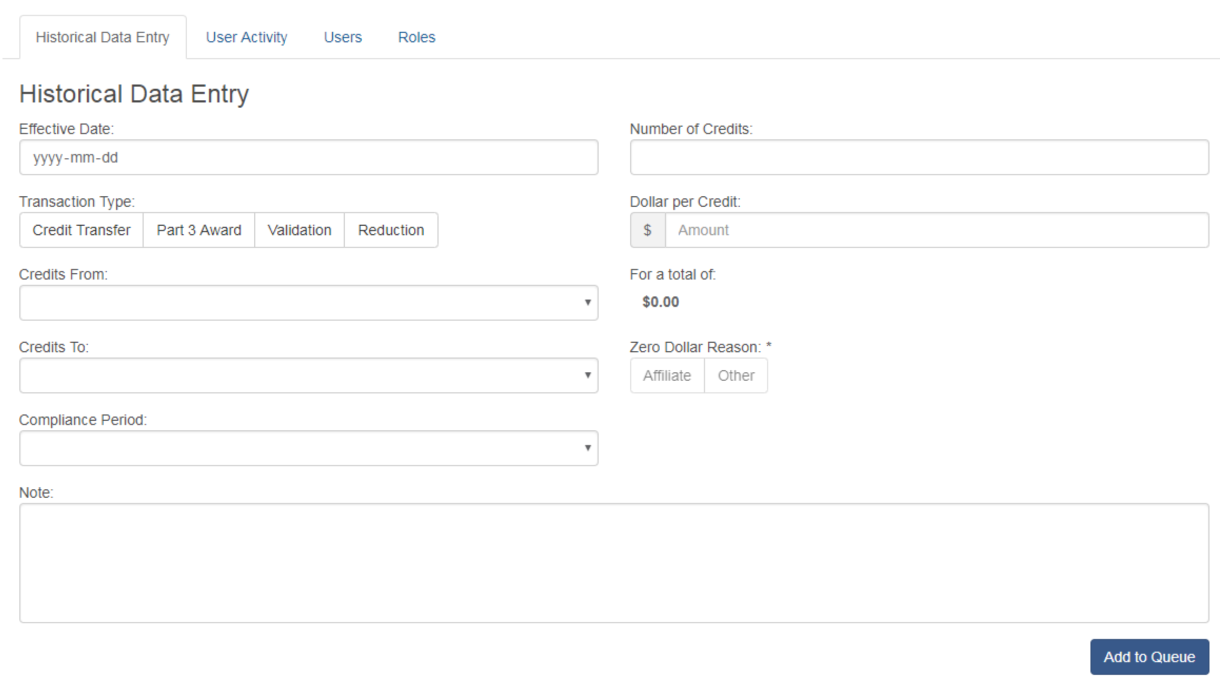
The Administration panel enables IDIR users to view/manage government users, add/edit fuel supplier organizations, view IDIR user activity, and record historical credit transactions using the Historical Data Entry feature.



Historical Data Entry

The Historical Data Entry feature enables users to “manually” enter credit transactions (credit transfers, Part 3 awards, validations, and reductions) that have been approved outside of TFRS.

Caution should be given when using the Historical Data Entry (HDE) tool, especially when inputting a Reduction transaction. HDE does not contain many restrictions. For example, effective dates can be future dates while the credits will be recognized in a credit balance immediately. Credits In Reserve from a pending transaction can also be removed from the credit balance causing the pending transaction to get stuck in limbo.



> ⚠ The Historical Data Entry (HDE) tool should not be used to correct a user error from entering an incorrect credit transaction (e.g. incorrect number of credits). Since the edition of the Available Credit Balance, using the HDE tool to fix such an error could impact the calculation of a supplier's Available Credit Balance. If an error is discovered, consult the TFRS lead within the Low Carbon Fuels Branch for next steps.

To record a credit transaction that has been approved by the director outside of TFRS, enter the details of the transaction within the Historical Data Entry page. The table below provides additional information with respect to the different input fields.

	Credit Transfer	**Part 3 Award**	**Validation**	**Reduction**
Effective Date	Director's approval *or* Requested approval date	Director's approval	Director's approval	Director's approval
Transfer Type	Credit Transfer	Part 3 Award	Validation	Reduction
Credits From	The Part 3 fuel supplier who is selling or otherwise transferring credits	N/A	N/A	The Part 3 fuel supplier in which the Reduction pertains
Credits To	The Part 3 fuel supplier who is buying or otherwise acquiring credits	The Part 3 fuel supplier in which the Part 3 Award pertains	The Part 3 fuel supplier in which the Validation pertains	N/A
Compliance Period	The compliance period in which the transfer occurred (was approved)	The compliance period in which the Part 3 Award was issued	The compliance period in which the Validation relates †	The compliance period in which the Reduction relates
Number of Credits	Number of credits transferred	Number of credits awarded	Number of credits validated	Number of credits reduced
Dollar per Credit	Fair market value per credit ($CAD)	N/A	N/A	N/A
Zero Dollar Reason	If a zero dollar transfer, select reason: affiliate *or* other	N/A	N/A	N/A
Note	Ref #: XXXXXXX.	Ref #: XXXXXXX. Awarded for the completion of Schedule B1 milestone under YYYY P3A-18COM1.	Ref #: XXXXXXX. Validated based on compliance reporting for the YYYY compliance period.	Ref #: XXXXXXX. A reduction from applying previously validated credits to offset a net debit balance in the YYYY compliance period. *or* Ref #: XXXXXXX. A reduction from the correction of an

				error in the ...

† If a credit validation letter refers to more than one compliance period (i.e. a multi-year validation letter) then enter one transaction for each compliance period

Once the details of a transaction have been entered into the relevant input fields, click on the Add to Queue button. The transaction will then be added into the queue table at the bottom of the page. Queued transactions are **not visible to fuel suppliers** and can be edited or deleted by clicking on the corresponding icons on the right-hand side of the transaction entry within the queue table.

Once you have added the transaction(s) to the queue, click on the Commit button at the bottom of the page to complete the transaction. **Once committed, the transaction will be visible to fuel suppliers. Exercise caution when committing transactions as this action cannot be undone by a government user; only a developer can remove a transaction once it has been committed using this feature.**

It is strongly recommended not to leave transactions in the queue for an extended period of time. The queue is designed to allow transactions to be reviewed to ensure that there are no errors, and not to store "upcoming" transactions.

Once a transaction has been successfully committed, the new transaction will appear in the Credit Transactions table on the Credit Transactions page.

User Activity

The User Activity page tracks major actions taken by government users in TFRS. This feature ensures a level of accountability and assists in auditing.

Historical Data Entry | User Activity | Users | Roles

User Activity

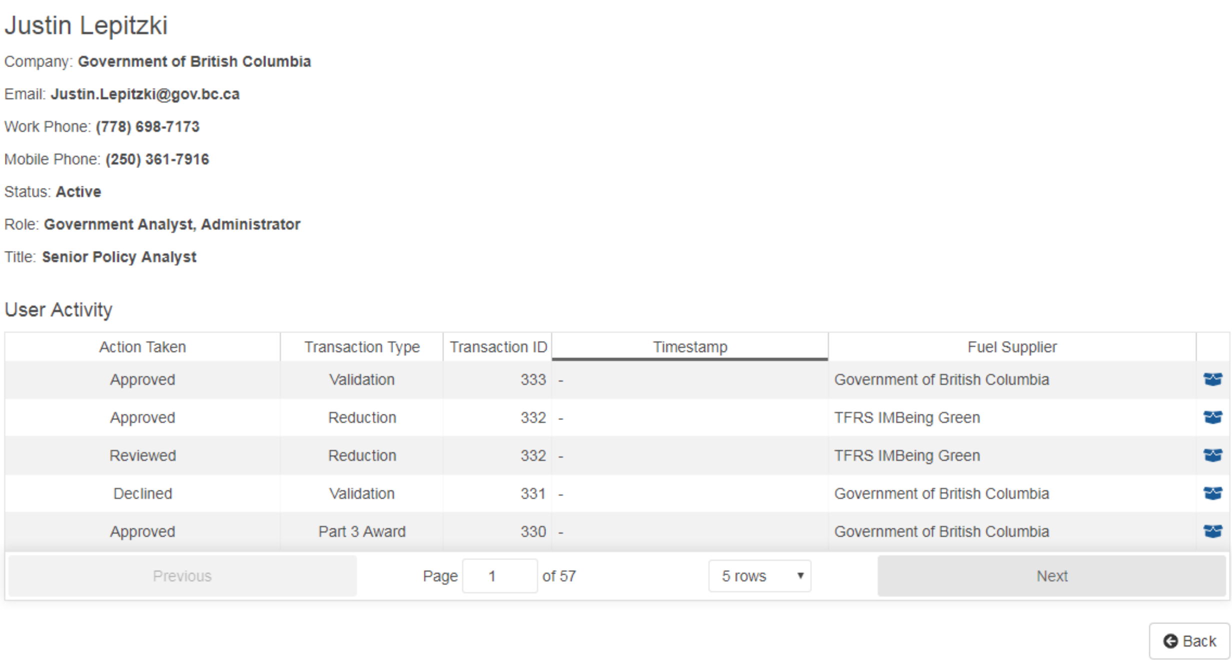
User	Action Taken	Transaction ID	Initiator	Respondent	Timestamp	
Justin Lepitzki	Approved	333	Government of British Columbia	TFRS Fantastic Fuels	-	
Justin Lepitzki	Recorded	333	Government of British Columbia	TFRS Fantastic Fuels	-	
Justin Lepitzki	Approved	332	Government of British Columbia	TFRS IMBeing Green	-	
Justin Lepitzki	Reviewed	332	Government of British Columbia	TFRS IMBeing Green	-	
Justin Lepitzki	Declined	331	Government of British Columbia	TFRS IMBeing Green	-	

Previous | Page 1 of 155 | 5 rows | Next

Users

The Users table lists all the government users that have, or had, access to TFRS. A user with an **active status** is able to login to TFRS whereas a user with an **inactive status** will not be able to login to TFRS. The inactive status is used to restrict access to TFRS if a user leaves the organization or otherwise no longer requires access to TFRS. Only a government user with the Administrator role can change user status (see the Administrator section of this guide).

Clicking on a user within the table will take you to the user's details page, which provides additional information about the user; the User Activity table tracks major actions taken by the user, such as recommending approval of a credit transfer proposal.



Justin Lepitzki

Company: **Government of British Columbia**

Email: **Justin.Lepitzki@gov.bc.ca**

Work Phone: **(778) 698-7173**

Mobile Phone: **(250) 361-7916**

Status: **Active**

Role: **Government Analyst, Administrator**

Title: **Senior Policy Analyst**

User Activity

Action Taken	Transaction Type	Transaction ID	Timestamp	Fuel Supplier	
Approved	Validation	333	-	Government of British Columbia	
Approved	Reduction	332	-	TFRS IMBeing Green	
Reviewed	Reduction	332	-	TFRS IMBeing Green	
Declined	Validation	331	-	Government of British Columbia	
Approved	Part 3 Award	330	-	Government of British Columbia	

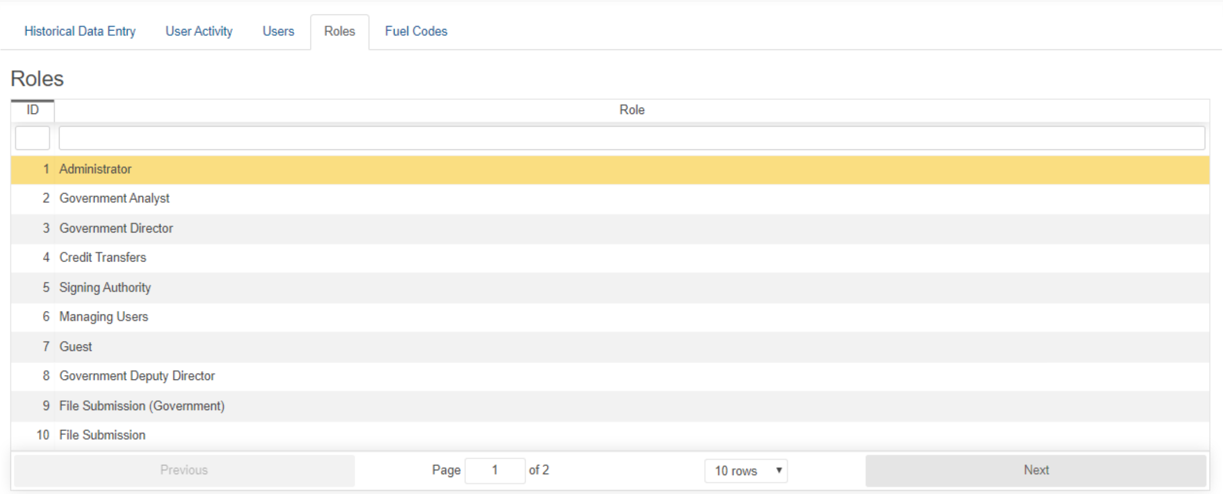
Previous Page 1 of 57 5 rows Next

Back

Roles

Roles are used to grant specific permissions to users in order to manage and control tasks and accessibility within TFRS. Only a government user with the Administrator role can assign roles to government users (see the Administrator section of this guide).

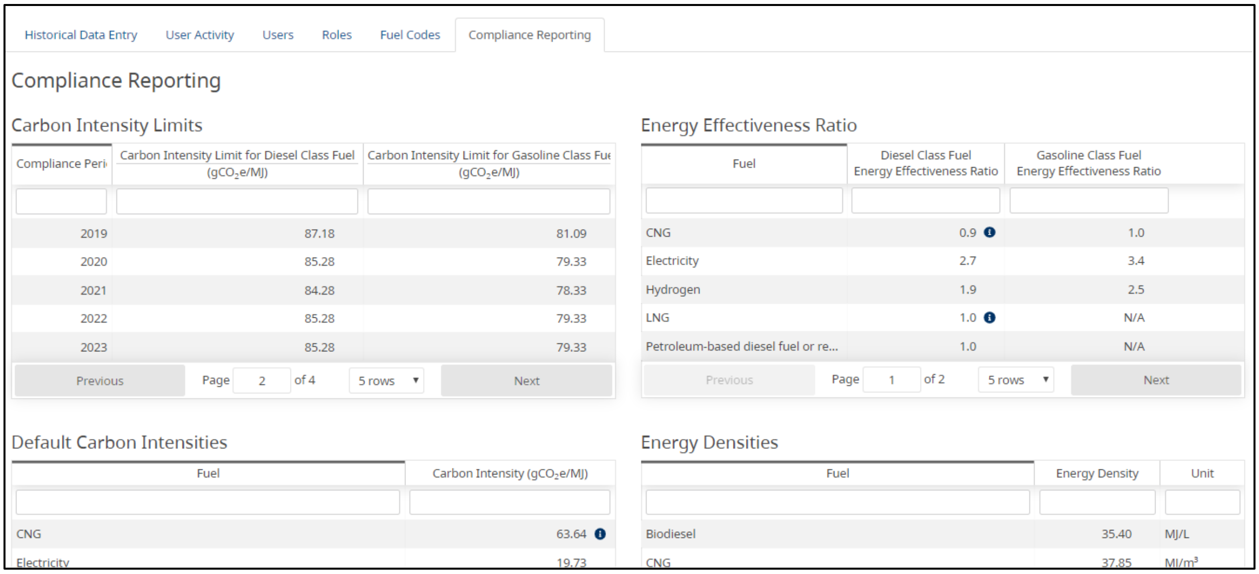
The Roles tab provides a complete list of roles in TFRS, including government and fuel supplier roles. Clicking on a particular role will show you the specific permissions that are associated with that role. A user can be granted one or more roles.



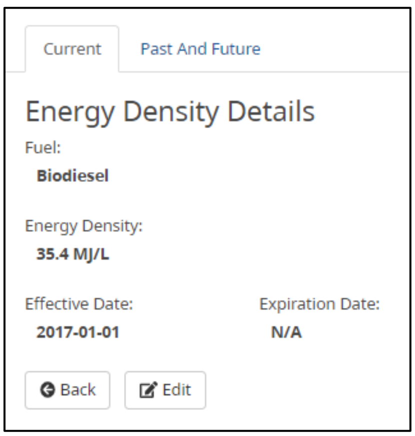
Compliance Reporting – Section 6 Credit Formula Input Values

As part of the compliance reporting feature, the system uses the formula in section 6 (4) (2) of the *Greenhouse Gas Reduction (Renewable and Low Carbon Fuel Requirement) Act* to calculate credits generated and debits incurred for each Part 3 fuel supplied in the compliance period. The inputs to this formula are determined by user input (e.g. fuel volumes, fuel type, etc.) and the prescribed values in the legislation. These values can change periodically as a result of legislative amendments, improved understanding and science, and a change in the version of the life cycle assessment model GHGenius.

To view these values, navigate to the administration section from the Dashboard and click on the Compliance Reporting sub-tab. This page displays the carbon intensity limits, energy effectiveness ratios, default carbon intensities, energy densities, petroleum-based carbon intensities, fuel types, and fuel classes.

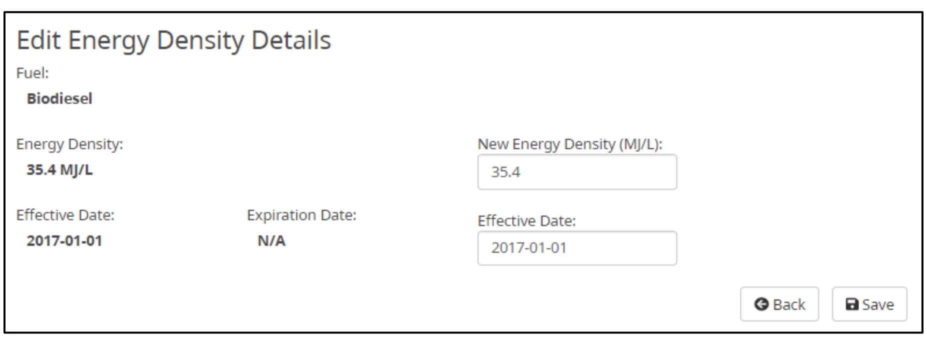


Carbon Intensity Limits, EERs, Default Carbon Intensities, and Energy Densities
Government users can view and edit these input values by clicking on the corresponding entry row within a specific table.



For example, selecting the biodiesel entry row within the Energy Densities table displays the details of the value. **By default, the effective period of the current value does not expire**. The Past And Future section displays the history of the value over time, including differing values for future compliance periods (if applicable).

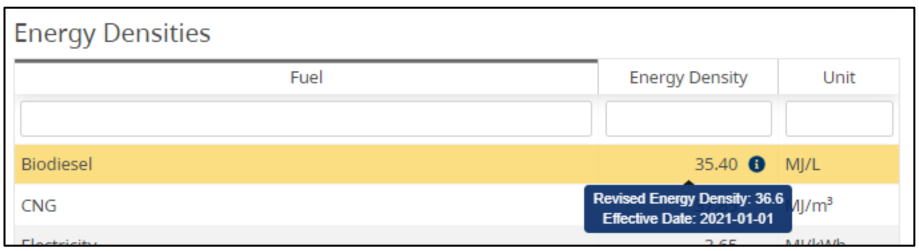
Government users can change these values immediately or set a future date for the value to change. To change a value, either today or in the future, click on the **Edit** button within the details page of one of the inputs; the Edit details page is then displayed.



The user can then change the value and the effective date for the change. If the new effective date is in the past or the today's date, then the credit calculation within the compliance reporting feature will update immediately to reflect the new value. If the effective date is in the future, the system will simply save the value; on the future date, the credit/debit formula within the compliance reporting feature will update to reflect the new value.

> It is recommended that users set effective dates that align with the compliance periods as the system is not able to recognize more than one value within the same compliance period. When a compliance report is created, the system will use the values that are effective at the time of creation. Input values changed after the creation of a compliance report will update until the report is submitted; after submission, the report will not update input values that change. However, new reports, including supplemental reports, will reflect the new values.

The system displays the current values within the tables on the Compliance Reporting sub-tab within the Administration section. If an input has been assigned a new value for a future effective date, there will be an ℹ icon next to value. Hovering over the tooltip will display the new value and its future effective date, as shown below.

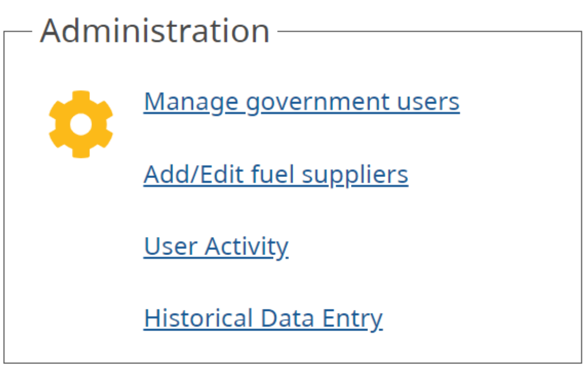


User Management – Administrator role

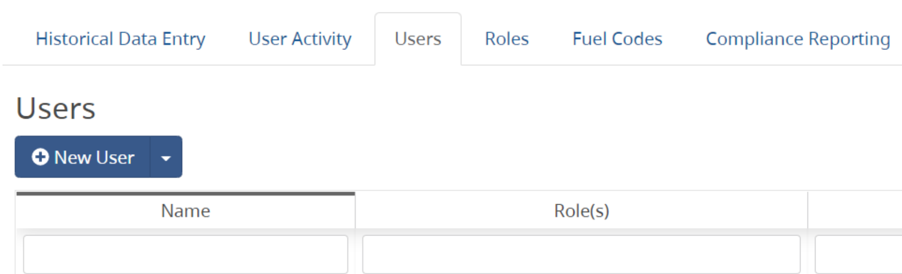
The Administrator role enables the management of both government and fuel supplier users, including creating new users, editing existing user information, assigning roles, and revoking access to TFRS. **It is recommended that this role be granted to at least two users within government.**

Create New Government User

To create a new government user, click on the Manage government users link within the Administration section of the dashboard.



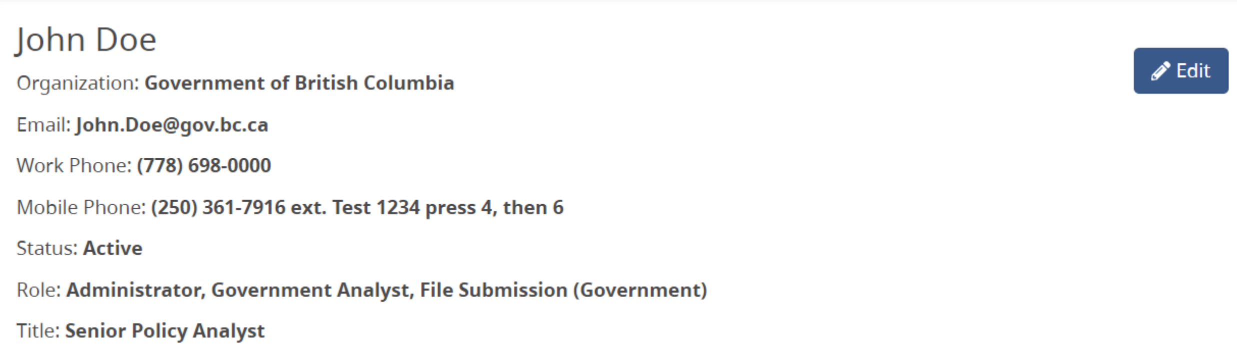
Then click on the New User button directly above the Users table.



Fill out the New User form, including assigning one or more roles, and select Save User.

Edit Existing Government Users

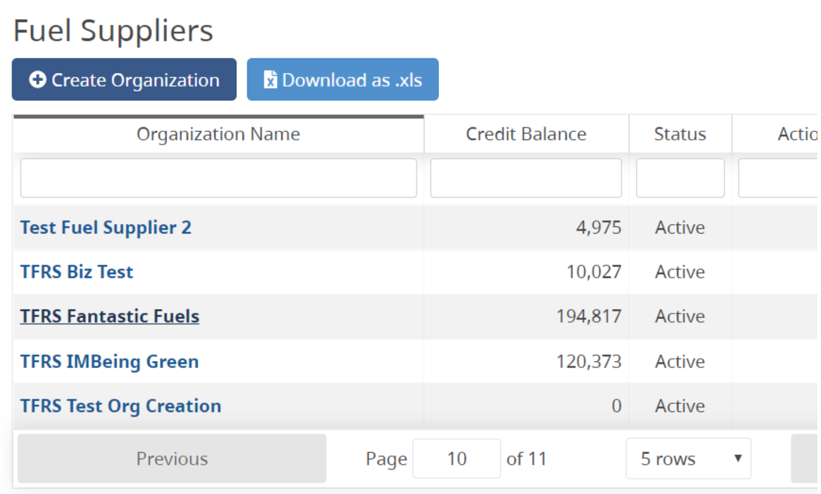
A user with the Administrators role can also edit existing users, including adding or removing roles and revoking access to TFRS. To edit an existing user, click on the Manage government users link within the Administration section of the dashboard. Select the government user from within the Users table and then click the Edit button at the top-right of the User Details page.



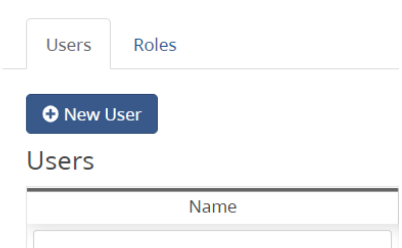
On the Edit User page, a user's status controls their access to TFRS. An **active** status means that they can login to TFRS and an **inactive** status means they **cannot login to TFRS**.

Create New Fuel Supplier User

To create a new user for a fuel supplier organization, navigate to the Fuel Suppliers page and select the appropriate organization name from the Fuel Suppliers table.



Then click on the New User button directly above the Users table.



Fill out the New User form, including assigning one or more roles, and select Save User. A new user **must have their own Business BCeID user account prior to adding them in TFRS.** For more information on creating a new Business BCeID user account, please see the Getting Started: BCeID guide on our website.

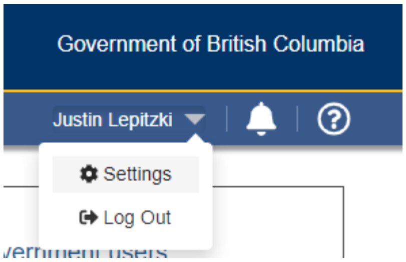
Edit Existing Fuel Supplier Users

A government user with the Administrator role can also edit existing users, including adding or removing roles and revoking access to TFRS. To edit an existing user, navigate to the Fuel Suppliers page and click on the appropriate fuel supplier organization name; from the organizations details page, select the user from within the Users table and then click the Edit button at the top-right of the User Details page.

On the Edit User page, a user's status controls their access to TFRS. An **active** status means that they can login to TFRS and an **inactive** status means they **cannot login to TFRS**.

Settings

The settings page contains user-specific settings to customize additional features in TFRS.

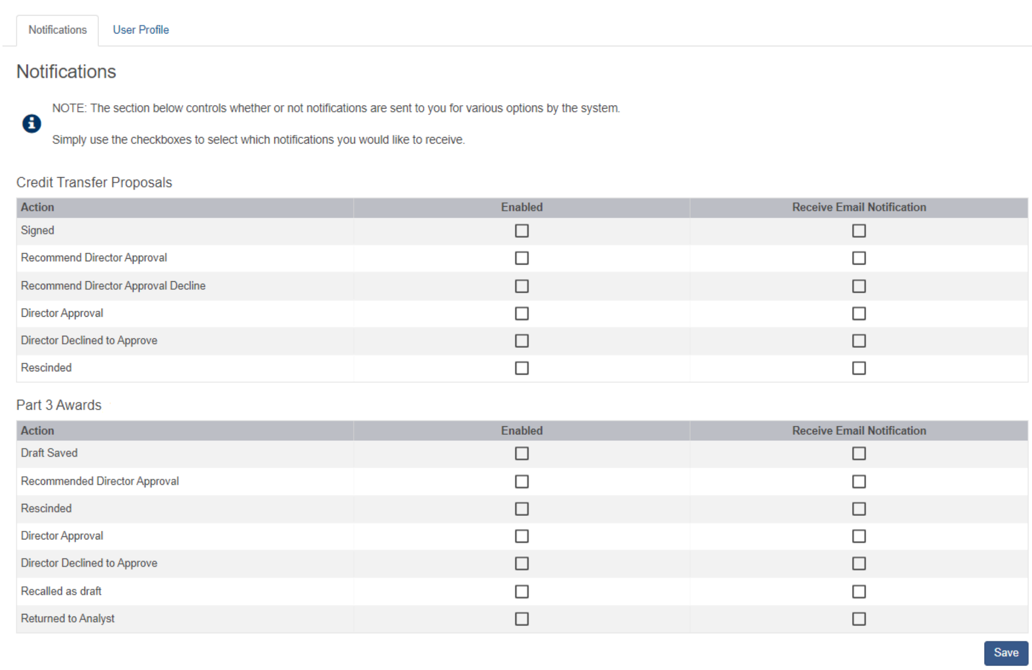


Notifications

The notifications tab allows you to customize the types of notifications you receive. This feature is user specific; meaning each user from your organization can set their own unique notification preferences.

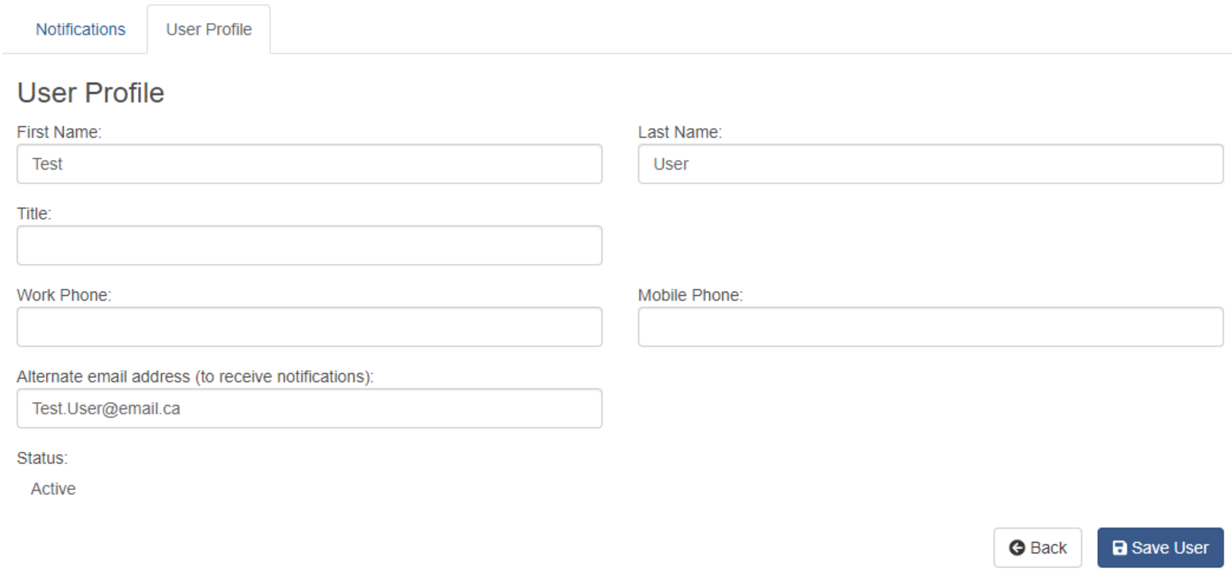
To customize notification preferences, simply use the checkboxes to select the different actions that you want to trigger a notification. For example, selecting ‘Director Approval’ under the Credit Transfer Proposals section will trigger a notification when the director approves a credit transfer proposal.

An additional feature allows notifications to be sent via email. To enable this feature, select the checkboxes under the ‘Receive Email Notification’ column. When triggered, a generic notification will be sent to the email address associated with your account. This email can be changed within the User Profile section of the Settings page (see the User Profile section). Once you have selected the relevant checkboxes, then click the Save button.



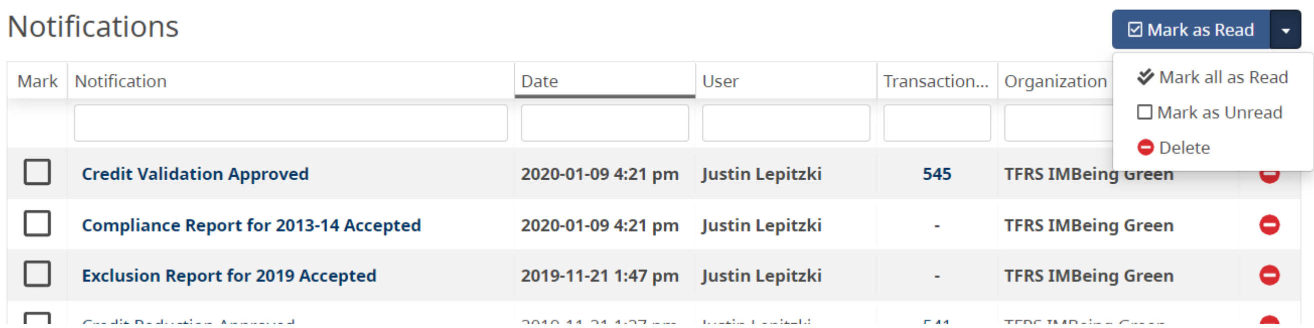
User Profile

The User Profile tab allows the user to add and update relevant contact information, such as phone numbers, email, and job title. To update your information, simply type it in to the relevant field and click Save User.



Notification Centre

To view your notifications, click on the bell icon in the top right-hand corner of the webpage. The number within the red circle on the bell icon indicates the number of unread notifications.



The notifications page provides a number of options to the user, including marking notifications as read/unread, marking all as read, and deleting. Clicking on a notification, such as "Credit Validation Approved", will take the user to the details page for that particular transaction and mark the notification as read.

Questions & Feedback?

We are always striving to improve the Transportation Fuels Reporting System. Please send your questions, bugs, and feedback to Justin Lepitzki, Product Owner of TFRS, at Justin.Lepitzki@gov.bc.ca.

Questions about IDIR?

- Contact the 7-7000 Service Desk at 250.387.7000 or 77000@gov.bc.ca.