TFRS BCeID User Guide v1.4

I. Access & Overview

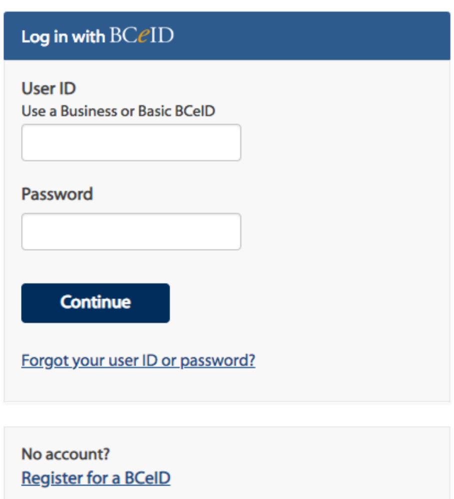
Getting Started: BCeID

To use TFRS, you will need a Business BCeID user account. Your organization will need to register with BCeID and have a Business BCeID account set up for each representative of your organization who needs access to TFRS. The BCeID account manager for your organization can create additional Business BCeID users and **is responsible for managing the user accounts associated with your organization.**

For more information on registering for a Business BCeID user account, please see the "Setting up a BCeID account" guide on the Ministry's website. For questions involving your BCeID account, please contact the BCeID helpdesk at https://www.bceid.ca/aboutbceid/contact_us.aspx.

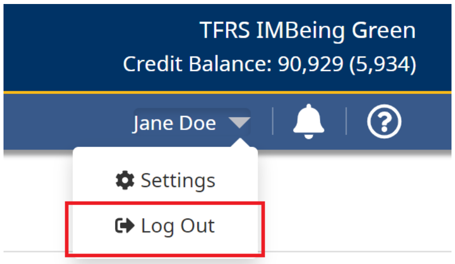
Logging In

The TFRS application can be accessed at https://lowcarbonfuels.gov.bc.ca with your BCeID login 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

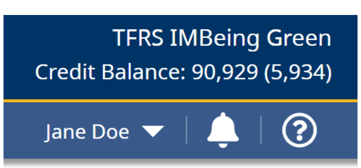
The Ministry's web development team has strived to minimize issues in functionality through the extensive testing of newly developed features. However, in new development, there are bound to be some minor bugs and defects discovered by our users.

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

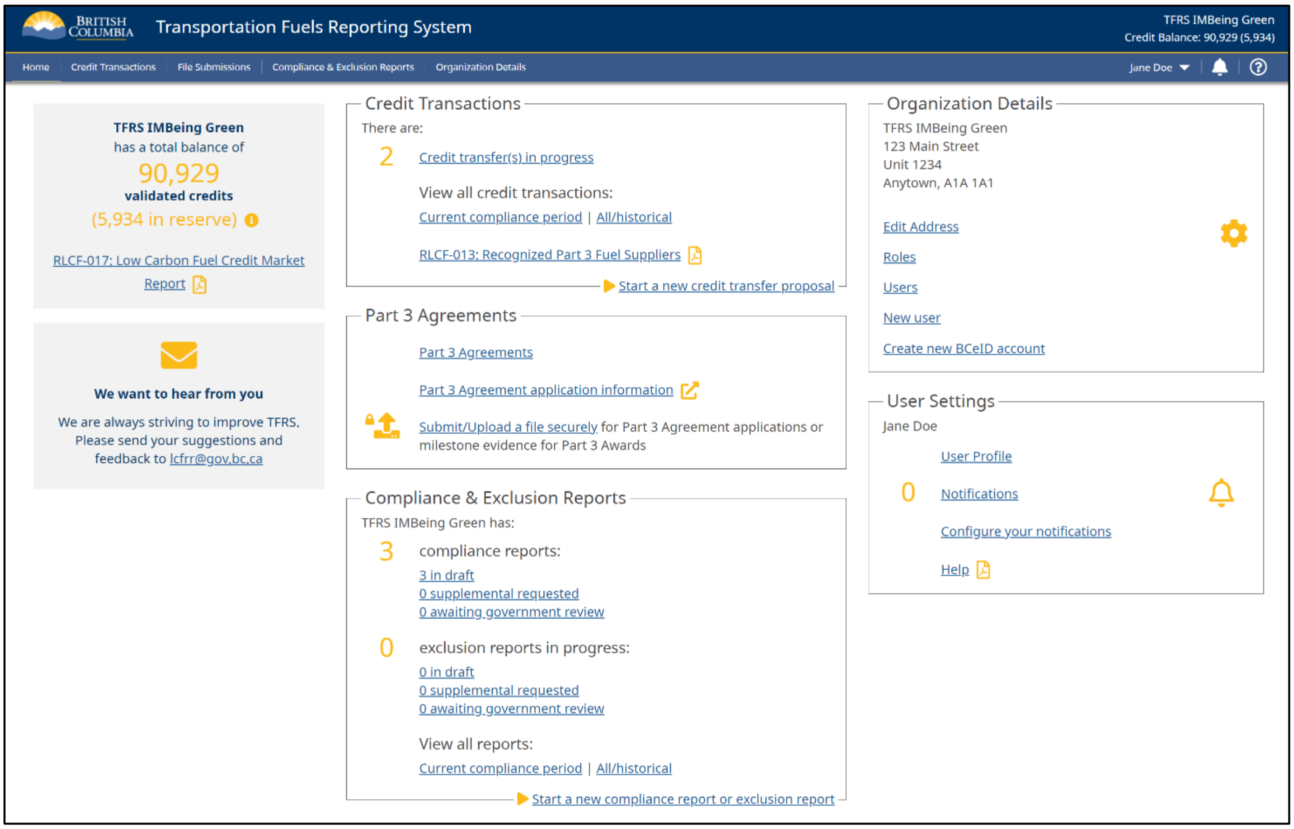
User name, organization, and credit balance

Your name, organization, and credit balance are displayed near the top right of the application.



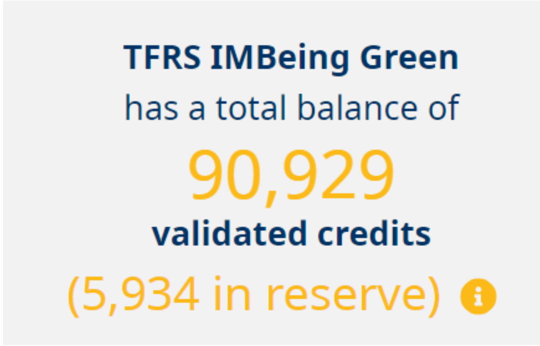
Home: Dashboard

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, organization details, user settings, and notifications. The dashboard also provides information on the number of credit transfers in progress, the status of compliance and exclusion reports, and shortcuts to frequently used information bulletins. Each user's dashboard is unique in that it is based on their assigned roles, ensuring that they only see information that is relevant to them.



In Reserve Credit Balance

The In Reserve balance is shown in parentheses near your credit balance and indicates the number of credits in reserve. Reserved credits are the portion of credits in your 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.



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 below). 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):

ID	Compliance Period	Type	Credits From
3		Credit Transfer	TFRS Biz Test
2		Credit Transfer	TFRS Biz Test
1	2018	Part 3 Award	N/A

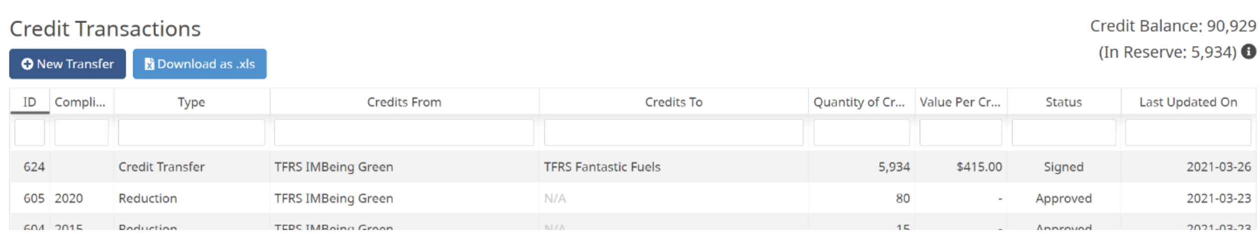
To view additional details about an entry in a table, simply place your mouse over the row and click anywhere within that row.

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

Credit Transactions

Home | Credit Transactions | Part 3 Agreements | Compliance & Exclusion Reports | Organization Details

The Credit Transactions page provides a history of the organization's credit transactions, including credit transfers, Part 3 awards, and validations or reductions from the supply of transportation fuel (e.g. compliance reporting). The credit transactions table will update as new credit transactions are initiated, approved or declined.



Columns and Descriptions

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.

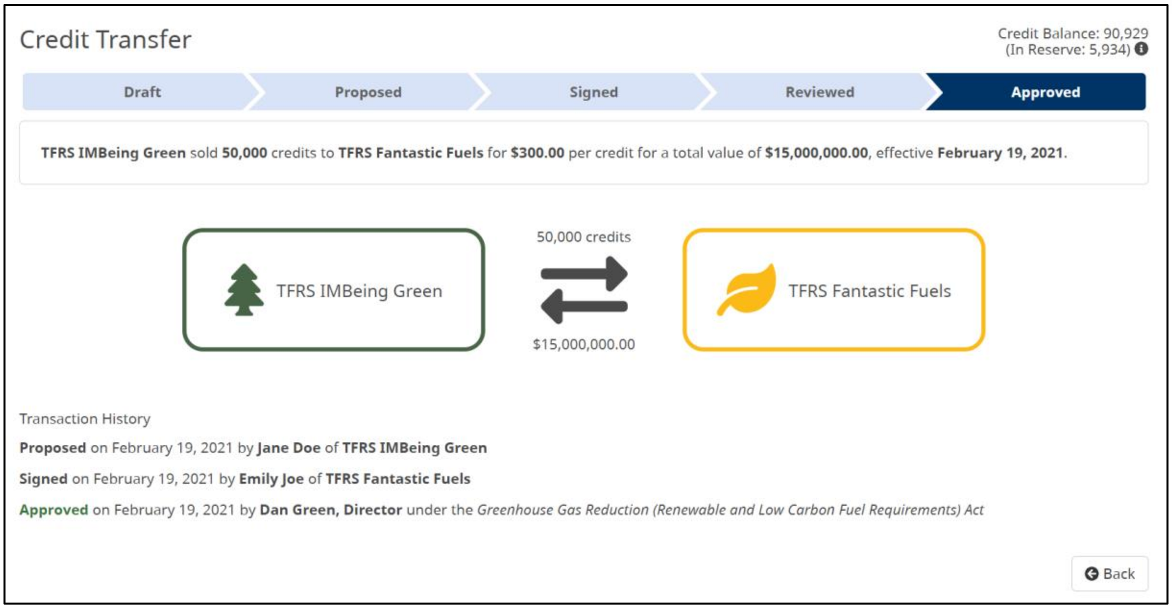
Column in TFRS	Credit Transfer	Part 3 Award	Validation	Reduction
ID	A unique ID given to each credit transaction entry			
Compliance Period	The compliance period in which the transfer occurred	The compliance period in which the Part 3 Award was issued	The compliance period in which the validation relates	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
    - *Credit Transfers only*
    - The credit transfer proposal is in a draft state and is only visible to users within your organization.
- Proposed
    - *Credit Transfers only*
    - The credit transfer proposal has been created by the initiating organization and sent to the counter-party fuel supplier for review. The entry is not visible to government.
- Signed
    - *Credit Transfers only*
    - The credit transfer proposal has been accepted by both fuel supplier organizations and is awaiting review by government. The entry is now visible to government.
- 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.
- Refused
    - *Credit Transfers only*
    - The credit transfer proposal was refused by the counter-party fuel supplier.
- Rescinded
    - *Credit Transfers only*
    - The credit transfer proposal was cancelled by one of the fuel supplier organizations involved in the transfer.

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 Transfer
Credit Balance: 90,929
(In Reserve: 5,934)
Draft
Proposed
Signed
Reviewed
Approved
TFRS IMBeing Green sold 50,000 credits to TFRS Fantastic Fuels for $300.00 per credit for a total value of $15,000,000.00, effective February 19, 2021.
TFRS IMBeing Green
50,000 credits
$15,000,000.00
TFRS Fantastic Fuels
Transaction History
Proposed on February 19, 2021 by Jane Doe of TFRS IMBeing Green
Signed on February 19, 2021 by Emily Joe of TFRS Fantastic Fuels
Approved on February 19, 2021 by Dan Green, Director under the Greenhouse Gas Reduction (Renewable and Low Carbon Fuel Requirements) Act
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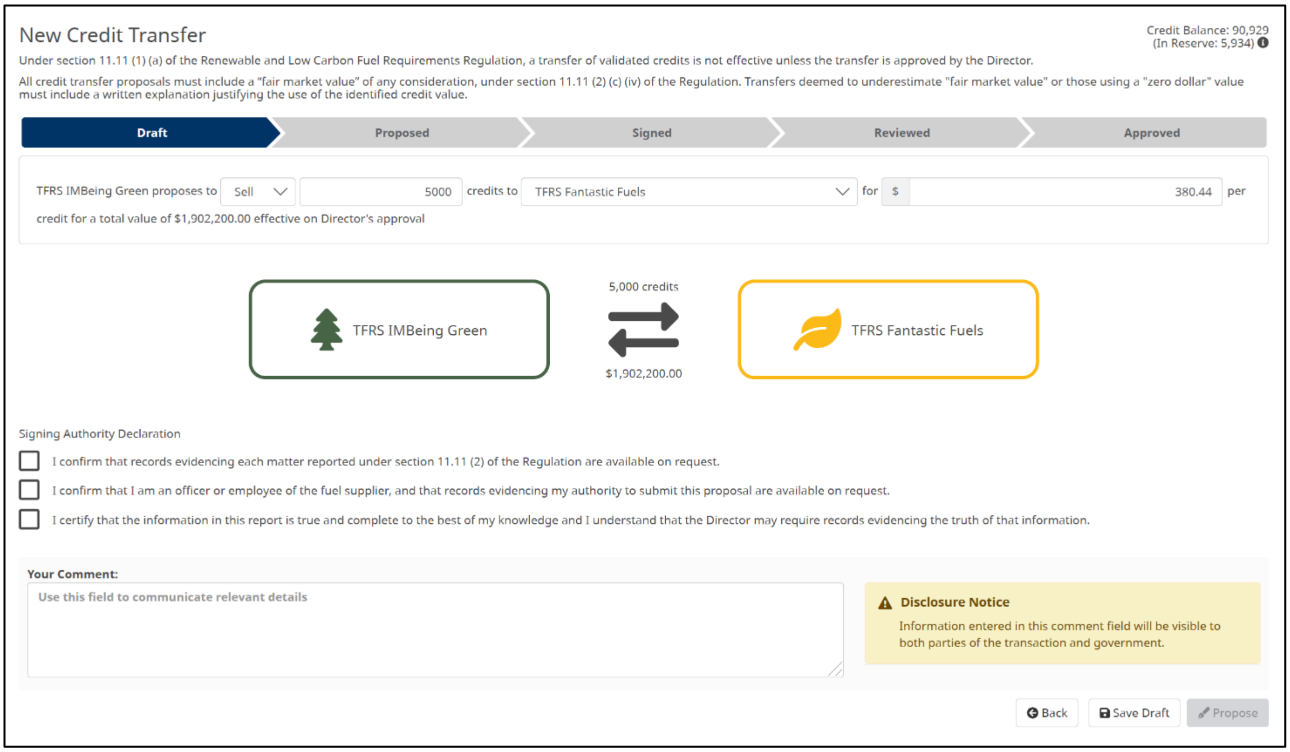
Credit Transfers

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.

New Credit Transfer Proposal

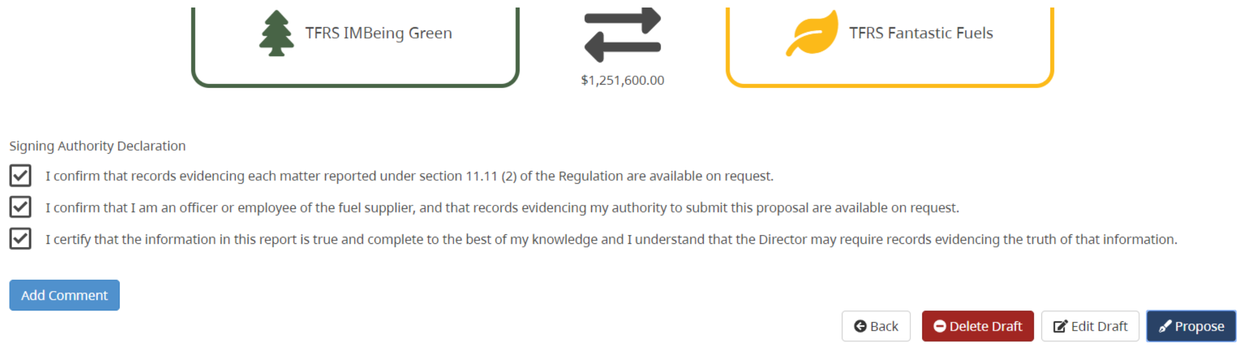
Users with the **Credit Transfers role** can initiate a new Credit Transfer Proposal by selecting the New Transfer button on the Credit Transactions page. Once on the New Credit Transfer page, input the relevant details of the transfer, including whether it is a buy or sell offer, the quantity of validated credits to be transferred, the counter-party fuel supplier, and the per credit fair market value of any consideration, in Canadian dollars.



A comment field is also provided if you wish to communicate any other relevant details with respect to the transfer. This field is **optional** for non-zero-dollar credit transfers. **Comments are visible to both fuel suppliers and government**.

The **Signing Authority** role is required to complete the process of proposing a credit transfer to another fuel supplier organization. If you do not have the Signing Authority role, the signing declaration section will not be visible; to proceed, save the transfer as a draft and have a user with the Signing Authority role login to review and sign the transfer proposal.

If you do have the **Signing Authority** role, then complete the Signing Authority declaration by checking the three boxes and click on the Propose button to execute the transfer proposal.



The credit transfer feature includes a number of built-in restrictions to strengthen suppler confidence when receiving a transfer proposal from another fuel supplier:

(1) A fuel supplier **cannot propose to sell more credits than their current credit balance, including any pending credit transfer proposals** that have not yet been approved (credits in reserve).

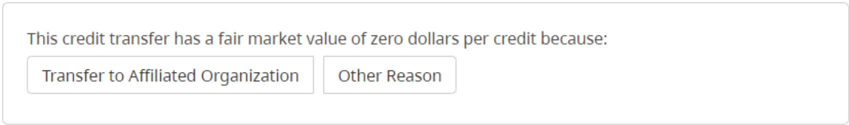
(2) A fuel supplier can propose to buy any quantity of credits from another fuel supplier. However, the recipient fuel supplier will **not be able to accept a transfer proposal for more than their current credit balance, including any pending credit transfer proposals** that have not yet been approved (credits in reserve).

- This feature ensures that a fuel supplier can not ascertain another fuel supplier's credit balance.

Zero Dollar Credit Transfer Proposals

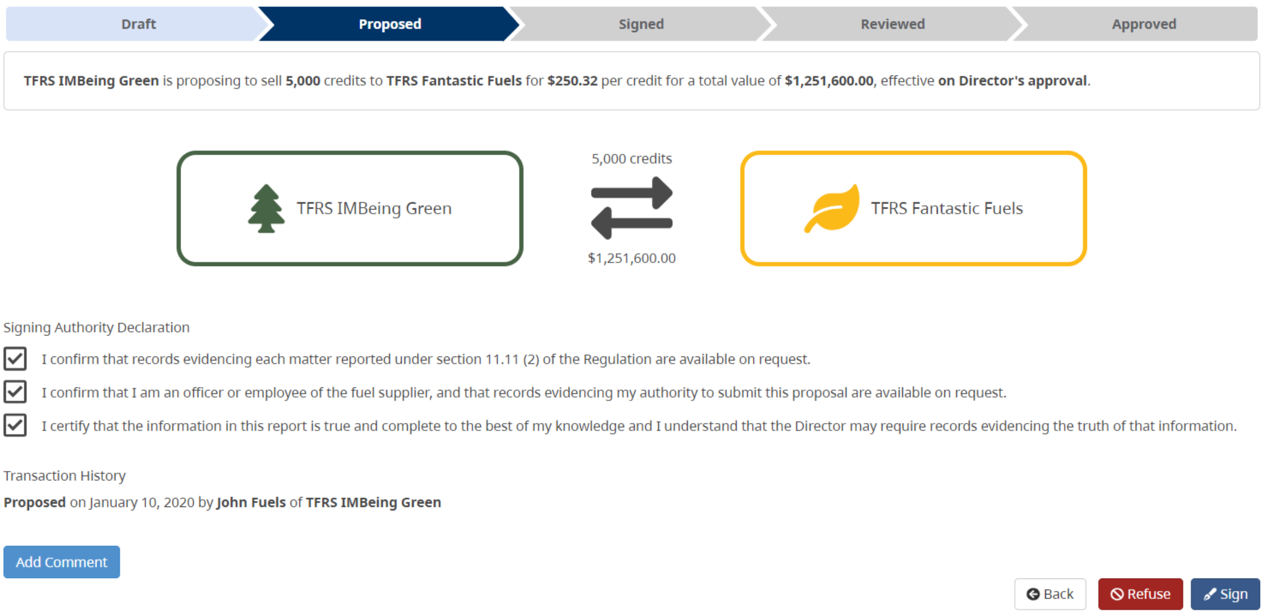
All credit transfer proposals must include a "fair market value" of any consideration, under section 11.11 (2) (c) (iv) of the Renewable and Low Carbon Fuel Requirements Regulation. Transfers deemed to underestimate "fair market value" or those using a "zero dollar" value must include a written explanation justifying the use of the identified credit value.

If the fair market value of any consideration is zero, an additional field will appear as shown below. **If "Other Reason" is selected, the user must provide an explanation via the comment field before proceeding with the transfer proposal**.



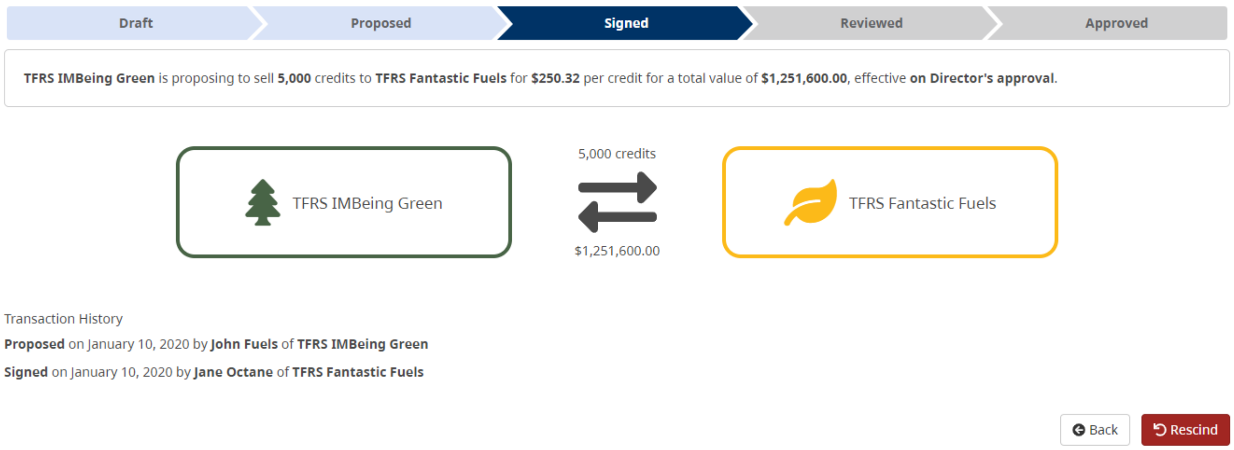
Accept a Credit Transfer Proposal

The **Signing Authority role** is required to accept and sign a credit transfer proposal sent to your organization by another fuel supplier. To accept the transfer proposal, complete the Signing Authority declaration by checking the three boxes and click on the Sign button. Alternatively, clicking on the **Refuse** button will reject the offer and cancel the credit transfer proposal.



Cancel a Credit Transfer Proposal

Once signed, a Credit Transfer Proposal can still be cancelled prior to director review and statutory decision. To cancel a credit transfer that has already been proposed or accepted by your organization, click on the Rescind button when viewing the details of the transfer proposal. Please note that this action cannot be undone.

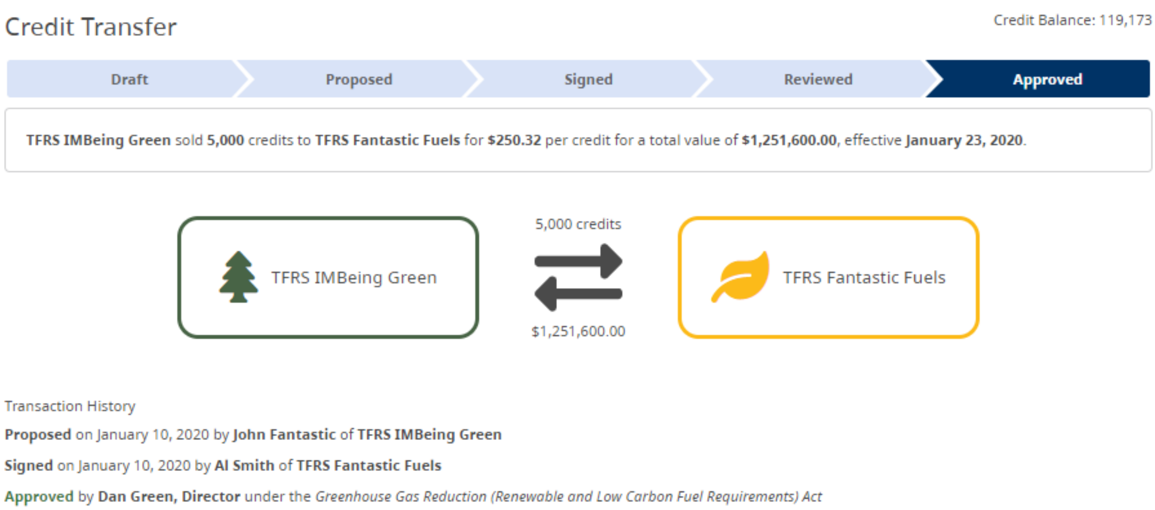


Director Review of a Credit Transfer Proposal

The credit transfer proposal becomes visible to the Government of British Columbia once the recipient fuel supplier has accepted the proposal. At this point, the status of the proposal is **Signed**.

Fuel suppliers can track the progress of a transfer proposal via the credit transactions page and the transfer progress bar within the details page of the transfer.

Upon review, the director will either approve or decline to approve the credit transfer proposal. Following this statutory decision, the credit transfer proposal's status will update in TFRS to either **Approved** or **Declined**. If **approved**, the fuel suppliers' credit balances will update accordingly.



If **declined**, the fuel suppliers' credit balance will not change and a written explanation for the decision to decline will be provided within the details page of the transfer.

Credit Transfer

Credit Balance: 196,017

Under section 11.11 (1) (a) of the Renewable and Low Carbon Fuel Requirements Regulation, a transfer of validated credits is not effective unless the transfer is approved by the Director.

Draft | Proposed | Signed | Reviewed | **Declined**

TFRS IMBeing Green is proposing to sell **9,100** credits to **TFRS Fantastic Fuels** for **$225.25** per credit for a total value of **$2,049,775.00**. The proposal was declined.

TFRS IMBeing Green

9,100 credits

$2,049,775.00

TFRS Fantastic Fuels

Transaction History

Proposed on January 23, 2020 by **John Green** of **TFRS IMBeing Green**

Signed on January 23, 2020 by **Al Smith** of **TFRS Fantastic Fuels**

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

Comments

Dan Green
Government of British Columbia

2020-01-23, 8:46 a.m. PST

An example reason of why the director declined to approve the transfer proposal.

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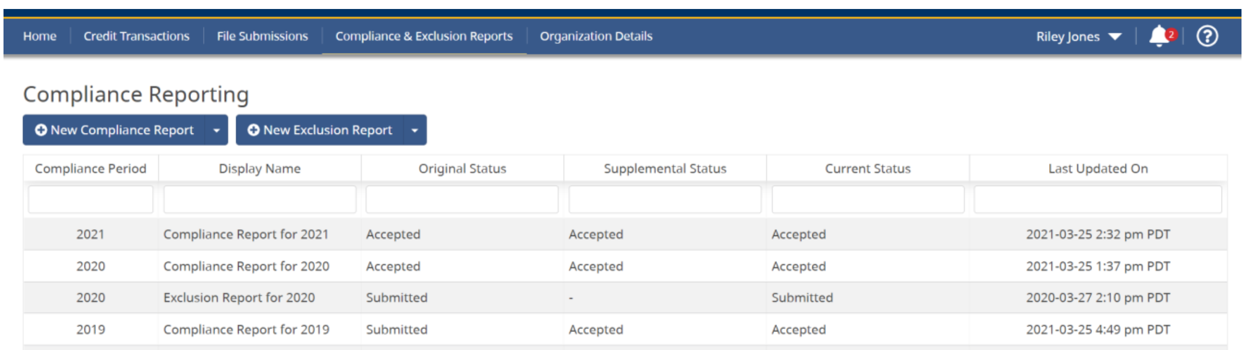
Compliance & Exclusion Reporting

Anyone who manufactures fuel in British Columbia or imports it into the province is considered to be a fuel supplier and must comply with the Renewable & Low Carbon Fuel Requirements Regulation. For more information on the compliance reporting requirements, refer to *Information Bulletin RLCF-003 – Compliance Reporting Requirements* on our website at gov.bc.ca/lowcarbonfuels.

A person who sells or purchases Part 3 fuel under an exclusion agreement in a compliance period must submit to the director an exclusion report in accordance with section 11.032 of the Renewable & Low Carbon Fuel Requirements Regulation. For more information on exclusion agreements and exclusion reporting, refer to *Information Bulletin RLCF-015 – Exclusion Agreements and Reports* on our website at gov.bc.ca/lowcarbonfuels.

The Compliance & Exclusion Reporting features replace the excel-based compliance and exclusion reporting forms by enabling fuel suppliers to manage their compliance obligations online. The main reporting page, shown below, allows the user to create new compliance and exclusion reports as well as track the status of existing reports. The **Compliance Reporting** role is required to create new compliance and exclusion reports; the **Signing Authority** role is required to submit the reports.



Report Statuses

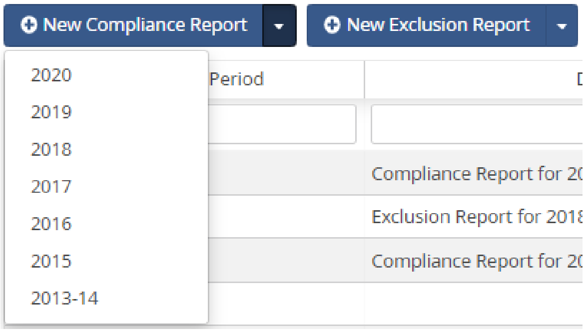
The 'Status' columns display the status of the compliance and exclusion reports: (1) 'Original Status' shows the status of the initial submission of a report, (2) the 'Supplemental Status' column displays the status of the latest supplemental report submission (if applicable), and (3) the 'Current Status' column displays the current status of the report. If a supplemental report is submitted, the 'Original Status' for that report will not update as the report is processed. **Users should always refer to the 'Current Status' column to determine the current status of their report.**

The following compliance & exclusion reporting statuses are available in TFRS:

- Draft
  - The compliance or exclusion report is in an editable draft state and is only visible to users within your organization.
- Submitted
  - The compliance or exclusion report has been submitted to the Government of British Columbia and is awaiting review. The report submission cannot be altered or changed.
- Accepted
  - The compliance or exclusion report has been accepted by the Government of British Columbia. Credits are validated or retired (if applicable).
- Rejected
  - The compliance or exclusion report has been rejected by the Government of British Columbia. No change to the organization's credit balance (if applicable).
- Supplemental Requested
  - The director requires the fuel supplier to provide additional information in support of a compliance or exclusion report submission.

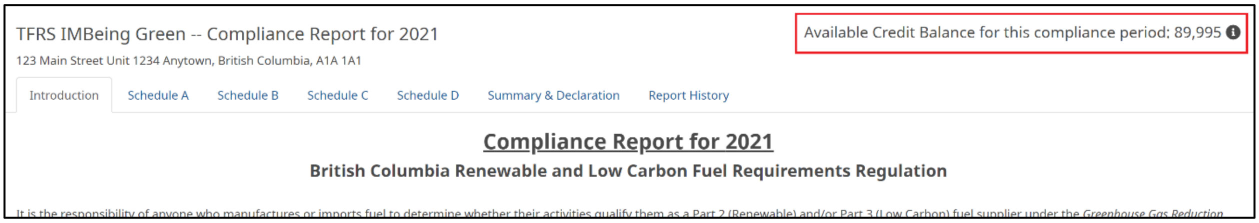
New Compliance or Exclusion Report

To create a new Compliance or Exclusion Report, navigate to the Compliance & Exclusion Reports page and click on either the "New Compliance Report" or "New Exclusion Report" button. A drop-down menu will appear, select the appropriate compliance period.



Leveraging the capabilities of this new online platform, **compliance and exclusion reports will now be available at the start of the compliance period**. For example, the Compliance Report for 2020 is available in TFRS beginning January 1, 2020. This feature enables suppliers to use the report to forecast and/or track their compliance standing throughout the compliance period.

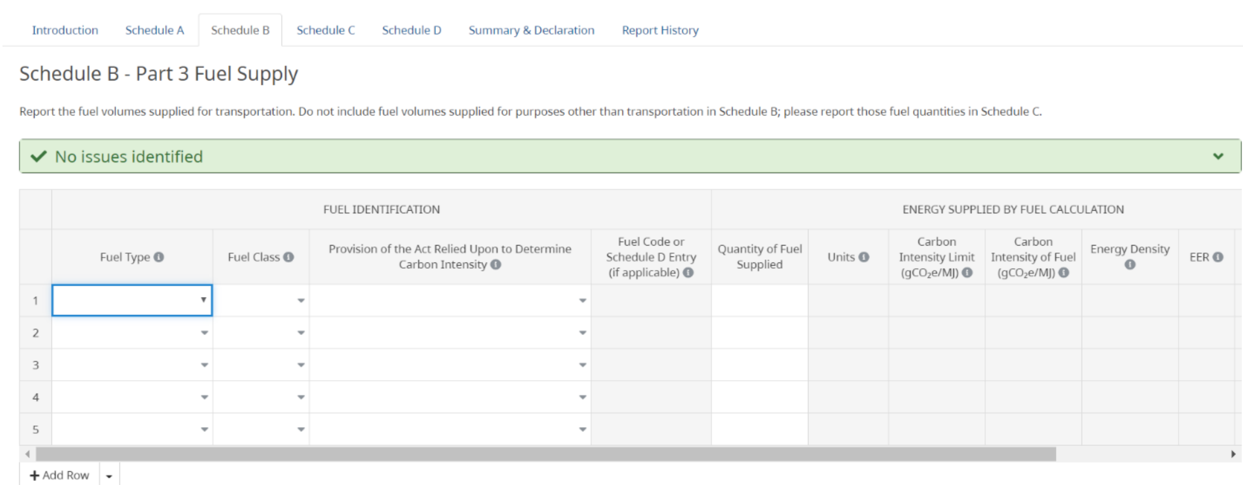
Available Credit Balance



The Available Credit Balance is displayed in the top right-hand corner of a compliance report. The Available Credit Balance is the amount of credits in your 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 Features and Functionality

The compliance and exclusion reporting components use a spreadsheet-like plug-in that mirrors some of the functionality of the previous excel-based reporting forms. White coloured cells are input cells whereas grey coloured cells are non-input cells. The spreadsheet plug-in contains several features that improve the usability and rigor of the reporting process.

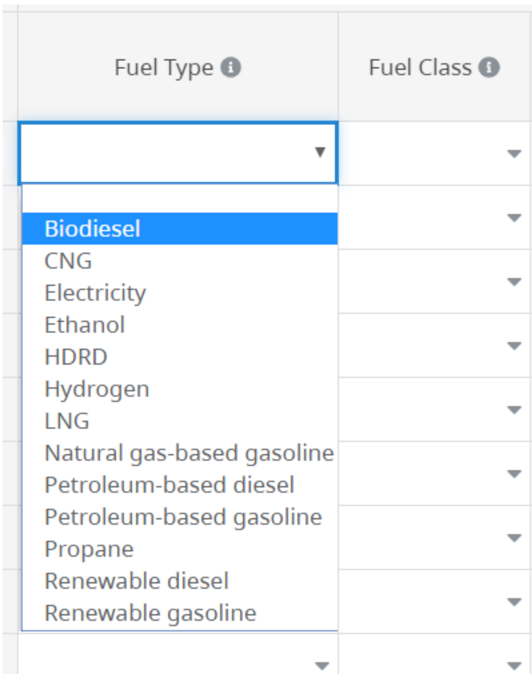


Copy and paste

The spreadsheet plug-in supports copy and paste functionality, including pasting multiple rows and columns from excel. This functionality only works in the white input cells and not the grey non-input cells.

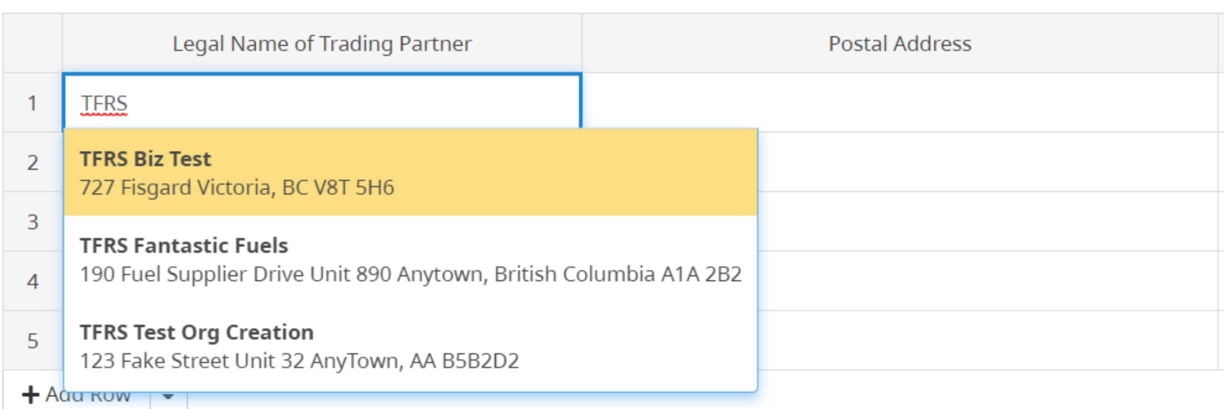
Drop-down menus

Certain input fields contain drop-down menus, denoted by the downward facing wedge on the right-hand side of the cell. **To activate the drop-down menu, double click on the cell and then click again to display the menu.** Alternatively, the user can begin typing the name of a selection and the cell will automatically suggest items from the drop-down menu. Double clicking on the cell to activate the drop-down menu is required in order to maintain copy and paste functionality within the spreadsheet plug-in.



Auto-suggest and auto-complete

The compliance and exclusion reporting features contain auto-suggest and auto-complete functionality. The **auto-suggest feature** will suggest possible matches based on the user's input. For example, TFRS will suggest possible matches when the user begins typing the legal name of a trading partner in Schedule A – Notional Transfers, as shown in the screenshot below.



The **auto-complete feature** will populate certain input fields based on selections in other input fields. For example, when the user selects petroleum-based diesel in the fuel type column in Schedule B, the fuel class and provision of the Act column will automatically be completed. This functionality generally occurs when there is only one possible input for a selected input field (e.g. the fuel class for petroleum-based diesel must be diesel) or if the system already has the relevant data (e.g. trading partner postal address).

Fuel Type	Fuel Class	Provision of the Act Relied Upon to Determine Carbon Intensity
Petroleum-based diesel	Diesel	Section 6 (5) (b) - Prescribed carbon intensity

Issue identification: Data validation

The compliance and exclusion reporting features include a built-in issue identification component that identifies common issues and discrepancies in reporting. Issues include duplicate entries, incomplete entry rows, and negative or decimal quantity values.

When a reporting issue is identified, the issues identification bar above the input fields will turn red and state “Issues identified”. Clicking on the identification bar will provide a description of the issue, as shown in the screenshot below.

✖ Issues identified

- The quantity of fuel cannot be zero, negative, or contain a decimal value.
- There is missing information, please ensure all fields are completed.

In addition, the relevant cells will also be highlighted in red and the entry row will change to a warning icon on the left-hand side.

	Fuel Type	Fuel Class	Provision of the Act Relied Upon to Determine Carbon Intensity	Fuel Code or Schedule D Entry (if applicable)	Quantity of Fuel Supplied
⚠	Biodiesel	Diesel			0
✔	Petroleum-based diesel	Diesel	Section 6 (5) (b) - Prescribed carbon intensity		1,000,000

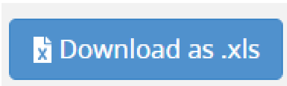
Upon resolution, the identification bar will turn green and state “No issues identified”, as shown below. **All issues must be resolved before saving or submitting a compliance or exclusion report.** This ensures data quality is maintained in accordance with the requirements for reporting.

✔ No issues identified

No errors found

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. **Prior to downloading the data, the compliance or exclusion report must be saved**.



Compliance Report – Schedules A, B, C, D

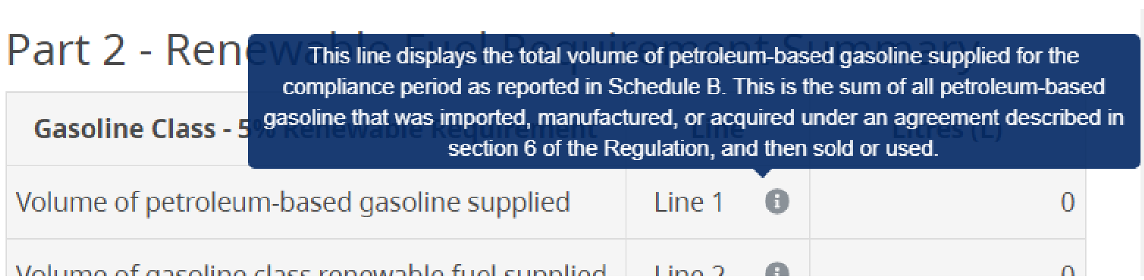
Schedule A is used to report notional transfers of renewable fuel. **Schedule B** is used to report the fuel volumes supplied for transportation. **Schedule C** is used to report fuel volumes supplied for purposes other than transportation. **Schedule D** is used to report a fuel's carbon intensity determined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

Compliance Report – Summary & Declaration page

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.

Part 2 – Renewable Fuel Requirement Summary

This section provides a summary of the Part 2 renewable fuel requirement. Hovering the mouse over the information icons in the line column provides a description of each line item.



Line 6, 8, 17 and 19 allow the user to enter in the volume of renewable fuel retained or deferred in the compliance period (if applicable). Line 7, 9, 18 and 20 allows the user to enter in the volume of renewable fuel retained or deferred in the previous compliance period. In future versions of TFRS, Line 6, 8, 17 and 19 will be automated based on the previous year's report; in this version, these values must be entered manually.

Part 2 - Renewable Fuel Requirement Summary

Gasoline Class - 5% Renewable Requirement	Line	Litres (L)
Volume of petroleum-based gasoline supplied	Line 1	10,000,000
Volume of gasoline class renewable fuel supplied	Line 2	4,500,000
Total volume of gasoline class fuel supplied (Line 1 + Line 2)	Line 3	14,500,000
Volume of Part 2 gasoline class renewable fuel required (5% of Line 3)	Line 4	725,000
Net volume of renewable fuel notionally transferred to and received from other suppliers as reported in Schedule A	Line 5	0
Volume of renewable fuel retained (up to 5% of Line 4 is 36,250 L)	Line 6	36,250
Volume of renewable fuel previously retained (from Line 6 of previous compliance period)	Line 7	31,452
Volume of renewable obligation deferred (up to 5% of Line 4 is 36,250 L)	Line 8	
Volume of renewable obligation added (from Line 8 of previous compliance period)	Line 9	0
Net volume of renewable Part 2 gasoline class fuel supplied (Total of Line 2 + Line 5 - Line 6 + Line 7 + Line 8 - Line 9)	Line 10	4,495,202
Gasoline class non-compliance payable (Line 4 - Line 10) x $0.30/L	**Line 11**	

Part 3 – Low Carbon Fuel Requirement Summary

This section provides a summary of the Part 3 low carbon fuel requirement. Hovering the mouse over the information icons in the line column provides a description of each line item.

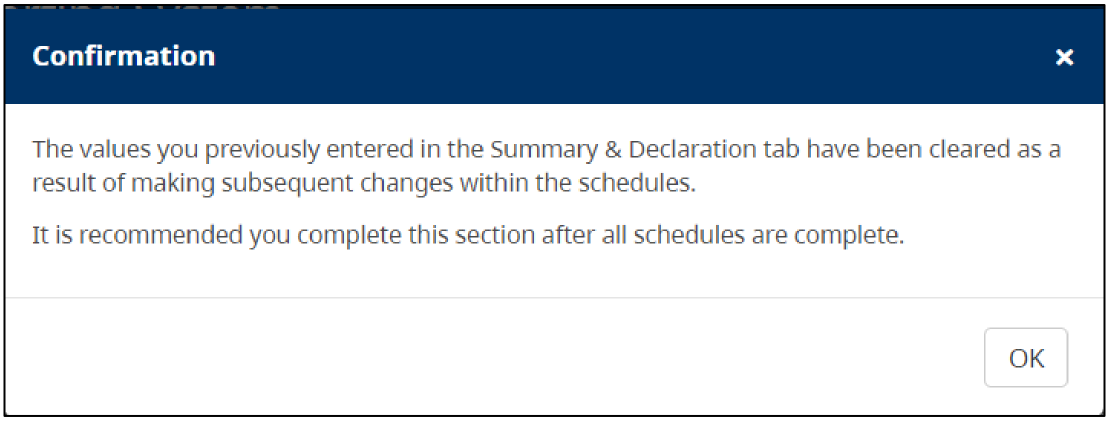
Line 26 enables the user to specify the quantity of banked (available) credits used to offset a net debit position in a given compliance period. This line is only available if there is a net debit position in the compliance period, as indicated in Line 25 and informed from the data inputted in the various schedules within the report.

Part 3 - Low Carbon Fuel Requirement Summary

Part 3 - Low Carbon Fuel Requirement Summary	Line		Units
Total credits from fuel supplied (from Schedule B)	Line 23	4,904	Credits
Total debits from fuel supplied (from Schedule B)	Line 24	(11,156)	(Debits)
Net credit or debit balance for compliance period	Line 25	(6,252)	Credits (Debits)
Banked credits used to offset outstanding debits (if applicable)	Line 26	6,252	Credits
Outstanding debit balance	**Line 27**	0	**(Debits)**
Part 3 non-compliance penalty payable	**Line 28**	**0.00**	**$CAD**

Cleared input values in the summary section

The input values entered into the summary section, such as Line 26, may be cleared after making changes to existing data in the various schedules. When this occurs, an alert will appear informing the user that the values have been cleared, as shown below. **It is recommended that you complete the schedules before completing the summary section.**



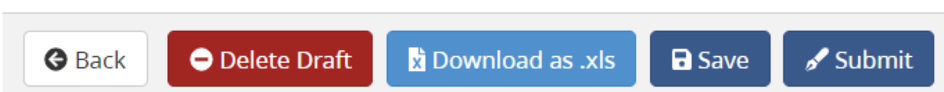
Exclusion Reports

A person who sells or purchases Part 3 fuel under an exclusion agreement in a compliance period must submit to the director an exclusion report in accordance with section 11.032 of the Renewable & Low Carbon Fuel Requirements Regulation. For more information on exclusion agreements and exclusion reporting, refer to *Information Bulletin RLCF-015 – Exclusion Agreements and Reports* on our website at gov.bc.ca/lowcarbonfuels.

An exclusion report must include all Part 3 fuels either purchased or sold under an exclusion agreement within the compliance period. **Exclusion reports do not apply to petroleum-based gasoline or petroleum-based diesel.**

Save and Submit Compliance & Exclusion Reports

To save or submit a compliance and exclusion report, click on the Save or Submit buttons located at the bottom of the reports.



The **Signing Authority** role is required to **submit** a compliance or exclusion report to the Government of British Columbia. **Submission of a compliance report must be done from the Summary & Declaration page.** Prior to submission, the Signing Authority must complete the declaration section, as shown below.

Signing Authority Declaration ×

I, Al Smith, Manager, Fuels Division:

- ☑ expect, on reasonable grounds, that any fuels reported in Schedule C were used for a purpose other than transport in accordance with section 6 (3) of the *Greenhouse Gas Reduction (Renewable and Low Carbon Fuel Requirements) Act.*
- ☑ certify that records evidencing each matter reported under sections 9 and 11.08 of the Renewable and Low Carbon Fuel Requirements Regulation are available on request.
- ☑ certify that I am an officer or employee of the fuel supplier, and that records evidencing my authority to submit this report are available on request.
- ☑ certify that the information in this report is true and complete to the best of my knowledge and I understand that I may be required to provide to the Director records evidencing the truth of that information.

Are you sure you want to submit this Compliance Report to the Government of British Columbia?

No Yes

Delete a Draft Compliance & Exclusion Report

To **delete** a draft compliance or exclusion report, click on the Delete Draft button located at the bottom of the report. This action cannot be undone.

Report History

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. This section also provides a concise summary of the report values at the time of submission.

Report History

Compliance Report for 2018

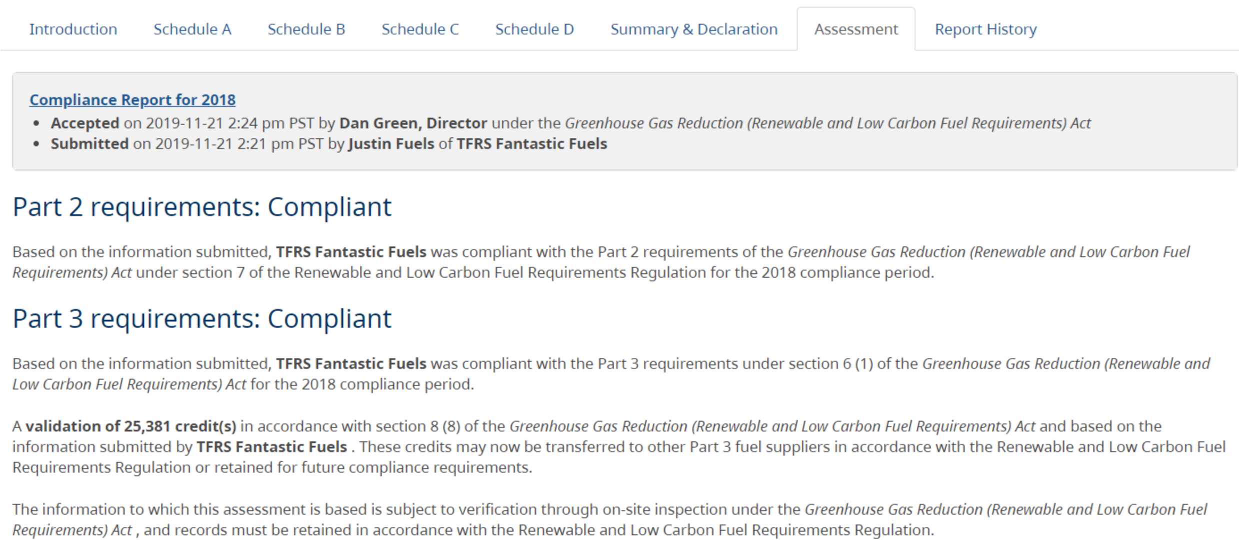
- **Submitted** on 2020-01-15 2:34 pm PST by **Al Smith** of **TFRS Biz Test**

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

Compliance Assessment

Upon director acceptance of a compliance or exclusion report, a new 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). **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.**

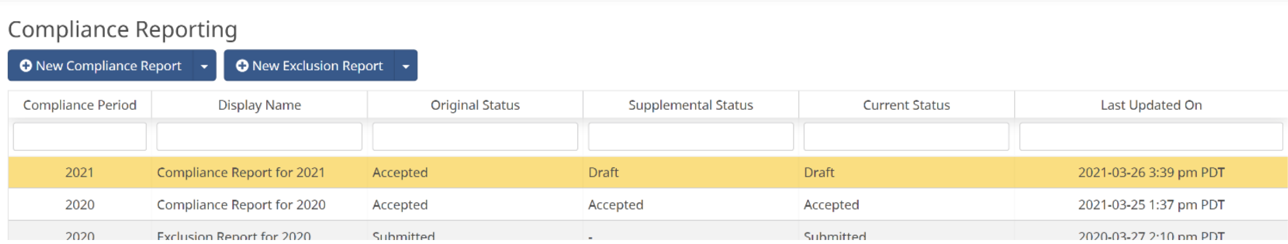


Supplemental Compliance & Exclusion Reporting

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.

Creating a Supplemental Report

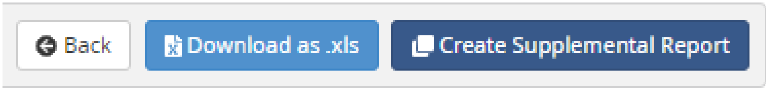
A supplemental report can only be created following the submission of a compliance or exclusion report to the Government of British Columbia. This includes reports that have been submitted but not yet accepted by the director. To create a supplemental report, first navigate to the original report submission from within the Compliance & Exclusion Reports page.


Compliance Reporting

New Compliance Report | New Exclusion Report

Compliance Period	Display Name	Original Status	Supplemental Status	Current Status	Last Updated On
2021	Compliance Report for 2021	Accepted	Draft	Draft	2021-03-26 3:39 pm PDT
2020	Compliance Report for 2020	Accepted	Accepted	Accepted	2021-03-25 1:37 pm PDT
2020	Exclusion Report for 2020	Submitted	-	Submitted	2020-03-27 2:10 pm PDT

Once you are viewing the original report, click on the **Create Supplemental Report button** located at the bottom of the report. You must have the **Compliance Reporting role** to create supplemental reports.



The newly created supplemental report will contain all of the data from the previously submitted report. The supplemental report is in an editable state where all input values can be adjusted as necessary. New entries can also be added to the schedules within the report.

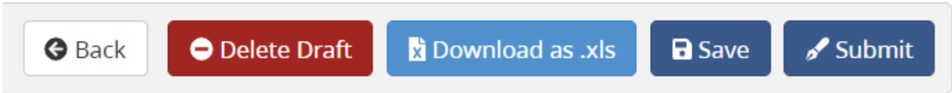
Delete a Draft Compliance & Exclusion Report

To **delete** a draft supplemental compliance or exclusion report, click on the Delete Draft button located at the bottom of the draft report. Please note that this action cannot be undone.

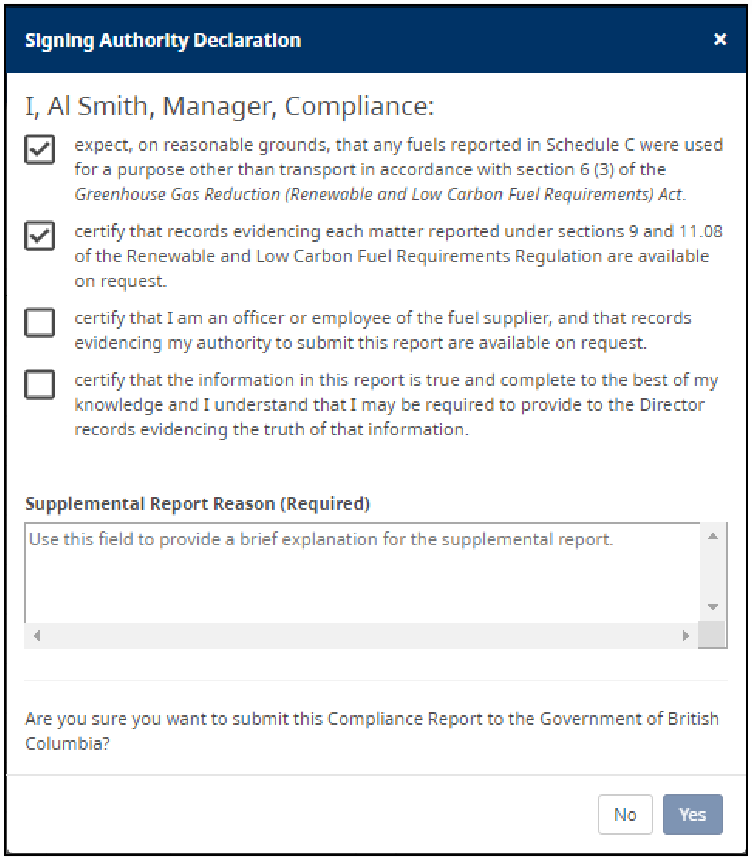
Save and Submit Supplemental Compliance & Exclusion Reports

Once the necessary changes have been completed, your organization can submit the supplemental report via the same process as the submission of the original report.

To save or submit a supplemental compliance and exclusion report, click on the Save or Submit buttons located at the bottom of the reports.



The **Signing Authority** role is required to **submit** a supplemental compliance or exclusion report to the Government of British Columbia. Submission of a compliance report must be done from the Summary & Declaration page. Prior to submission, **the Signing Authority must complete the declaration section and provide a written explanation as to why the organization is submitting a supplemental report**, as shown below.



Supplemental Changelog and Report History

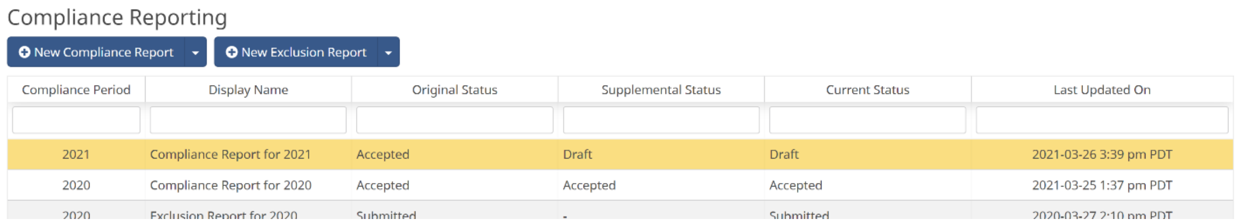
Upon submission of a supplemental compliance or exclusion report, **the system will automatically generate a changelog that provides the incremental changes between the supplemental report and the previous submission**.

To view the changelog, navigate to the Report History tab within the supplemental compliance or exclusion report submission and click on the Changelog section under the Report History heading, as shown in the screenshot below.

The Report History section also allows you to view each distinct compliance or exclusion report submission (e.g. original, supplemental #1, supplemental #2, etc.) by clicking on the submissions under the Report History heading, as shown in the screenshot above.

Tracking the Progress of a Supplemental Report Submission

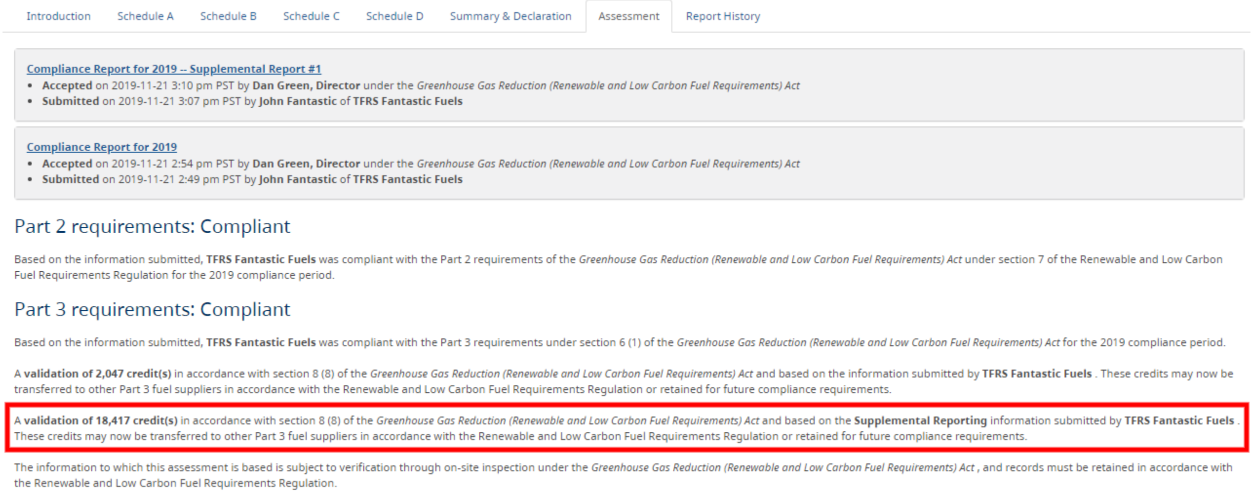
Upon creation of a new supplemental report, the **Supplemental Status** column within the main Compliance & Exclusion Reporting table will show the report's status as **Draft**, as shown in the screenshot below.



Please see the Report Statuses section for more information on the different statuses for compliance and exclusion report submissions.

Acceptance of a Supplemental Report Submission: Compliance Assessment

Upon acceptance of a **supplemental compliance or exclusion report**, the compliance assessment tab will update with the new compliance assessment information for either the Part 2 and Part 3 requirements (compliance report) or the exclusion reporting requirements (exclusion report). For supplemental compliance report submissions, a new entry will appear in the compliance assessment section providing information on the validation of credits or the reduction of an organization's credit balance as a result of the information contained within the supplemental report.



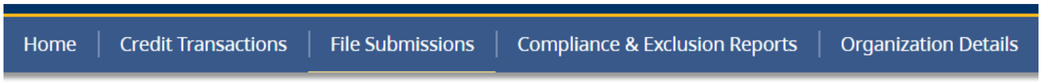
Recall that the assessment section in TFRS replaces the physical compliance assessment letters that were previously mailed to fuel suppliers following acceptance of their compliance and/or exclusion report submissions.

Multiple Supplemental Report Submissions

Fuel suppliers can submit more than one supplemental report as required under section 3 (2), 7 (2), and 7 (4) (b) of the *Greenhouse Gas Reduction (Renewable and Low Carbon Fuel Requirements) Act*.

To submit additional supplemental reports, simply follow the same process as for the submission of the first supplemental report, as outlined in the Supplemental Compliance & Exclusion Reporting section of this guide.

Secure File Submission



The Secure File Submission 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 **File Submission role** is required to access this feature.

Secure File Submissions

Use this feature to securely submit Part 3 Agreement applications and milestone evidence to the Government of British Columbia.

New Submission

ID	Attachment Type	Status	Title	Credit Transaction ID	Submitted On
52	P3A Milestone Evidence	Submitted	P3A-19COM2 - Fuel Infrastructure: Milestone B.12 - Construction Start		2020-01-16
47	P3A Milestone Evidence	Submitted	P3A-19IMB1 - RNG production: Milestone B.1 - Market Assessment		2019-10-25
45	P3A Milestone Evidence	Archived	P3A-19COM2 - Fuel Infrastructure: Milestone B.11 - Permitting		2019-09-19
44	P3A Milestone Evidence	Archived	P3A-19IMB1 - RNG production: Milestone B.1 - Business Case		2019-09-19
43	P3A Milestone Evidence	Archived	P3A-COM2 - Fuel Infrastructure: Milestone B.10 - Engineering Design		2019-09-12

Previous Page 1 of 2 5 rows Next

Columns and Descriptions

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

ID

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

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, such as evidence in support of a Compliance Report or supplemental report.

Status

This column indicates the status of a secure file submission:

- Draft
    - The submission is in a draft state and is only visible to users within your organization.

- 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 have been removed from online storage within TFRS.

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

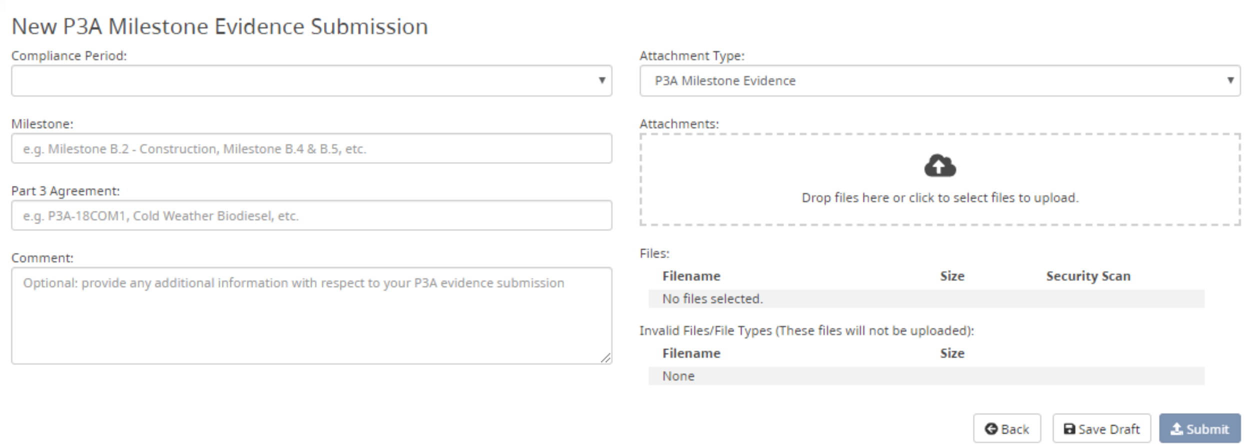
Credit Transaction ID
The associated credit transaction ID that resulted from the submission. This column is only applicable to “P3A Milestone Evidence” submissions. If credits are awarded as a result of submitting evidence, this column will provide a link to the corresponding credit transaction (i.e.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

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

New Secure File Submission

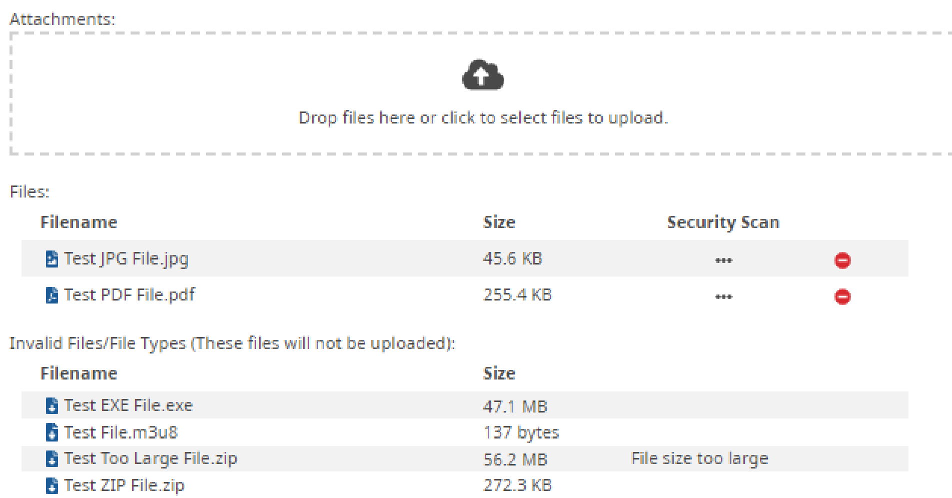
Users with the **File Submission role** can create new submissions by selecting the New Submission button on the Part 3 Agreements page. Alternatively, a new submission can also be initiated from the Dashboard via the “Submit/Upload a file securely” link within the Part 3 Agreements box.

Once on the New Submission page, input the relevant details of the submission, including compliance period, title, milestone, Part 3 Agreement, and any other details in the comment field.



Attaching files
Files can be attached to the submission by either dropping them in the attachment field or clicking on the attachment field and selecting the files to upload.

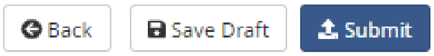
The file submission feature will prevent the submission of certain file types, such as zip and exe, due to security concerns. When uploading a file, an **invalid** file type will appear in the invalid file type list, as shown below, and will not be uploaded with the submission. **Valid** files will appear 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.

Saving and Submitting a Secure File Submission

To **save** a newly created secure file submission, click on the Save Draft button at the bottom of the New Submission page. To submit a newly created submission, click on the **submit** button that is also located near the bottom of the New Submission page.



Retract or Change a Submission

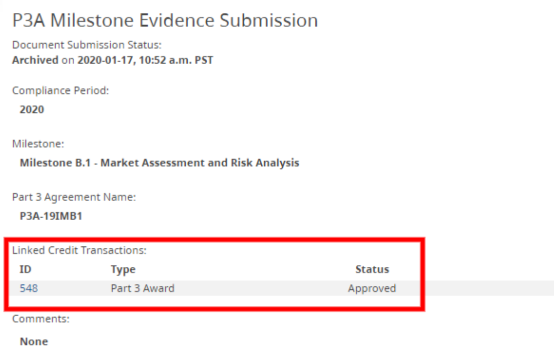
A submission that has a status of **Submitted** can be retracted or adjusted by clicking on the submission from the main Secure File Submission (Part 3 Agreements) page and then clicking on the **Rescind as Draft** button. This will change the **status of the submission back to draft and it will no longer 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

Once submitted, a submission will be marked as **Received** by the Government of British Columbia as an additional confirmation that the documents have been successfully submitted.

If the submission includes evidence of completion of designated actions under a Part 3 Agreement (i.e. Part 3 Agreement milestone evidence), the Government of British Columbia will review the evidence to determine if it satisfies the requirements of the Part 3 Agreement milestone(s); if satisfactory, a Part 3 Award will be issued that awards credits for the completion of the designated milestone(s). Upon issuance of the credits, the corresponding Part 3 Award credit transaction will become visible within the Credit Transactions table; the secure file submission will be **archived** and a link to the corresponding Part 3 Award will be added to the submission, as shown in the screenshot below.


P3A Milestone Evidence Submission

Document Submission Status:
Archived on **2020-01-17, 10:52 a.m. PST**

Compliance Period:
2020

Milestone:
Milestone B.1 - Market Assessment and Risk Analysis

Part 3 Agreement Name:
P3A-19IMB1

Linked Credit Transactions:

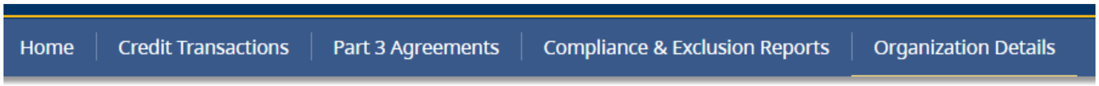
ID	Type	Status
548	Part 3 Award	Approved

Comments:
None

Archived Submissions: Document Storage and Security

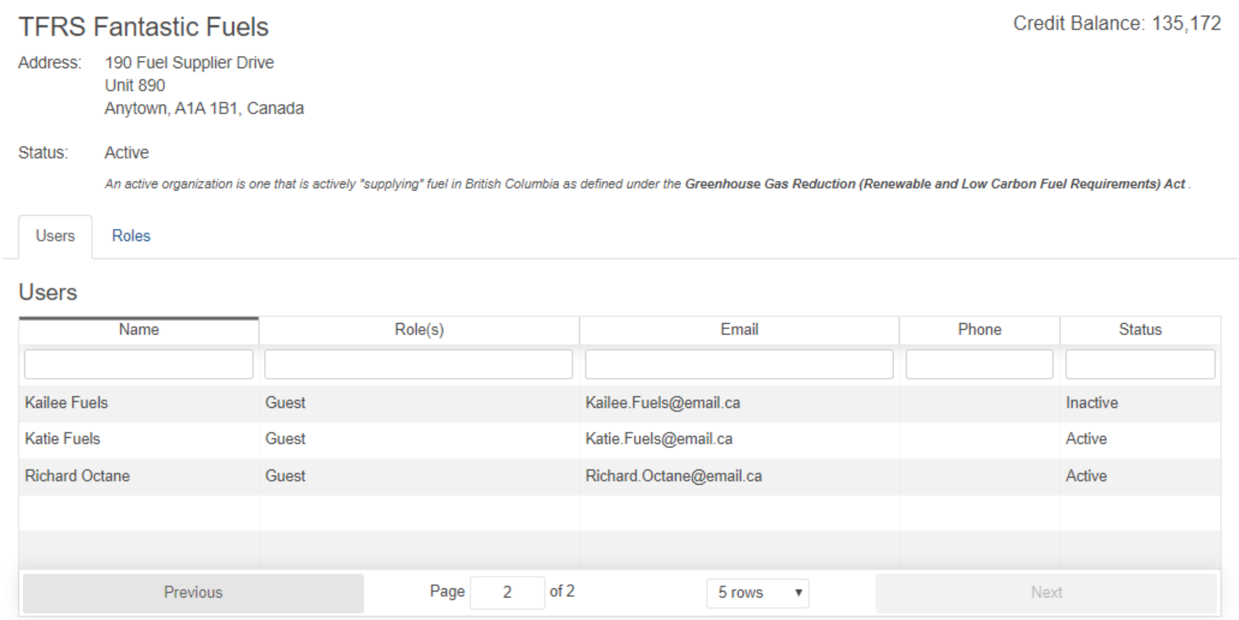
Following completion of a secure file submission, the submission's status will change to **Archived**. As part of this process, any attached documents will be removed from the online storage within 3-4 weeks. The file submission feature was developed as a means to securely submit files to the Government of British Columbia; 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 and stored on local government servers.

Organization Details



The Organization Details page provides information about your organization and its users, including organization postal address and fuel supplier status.

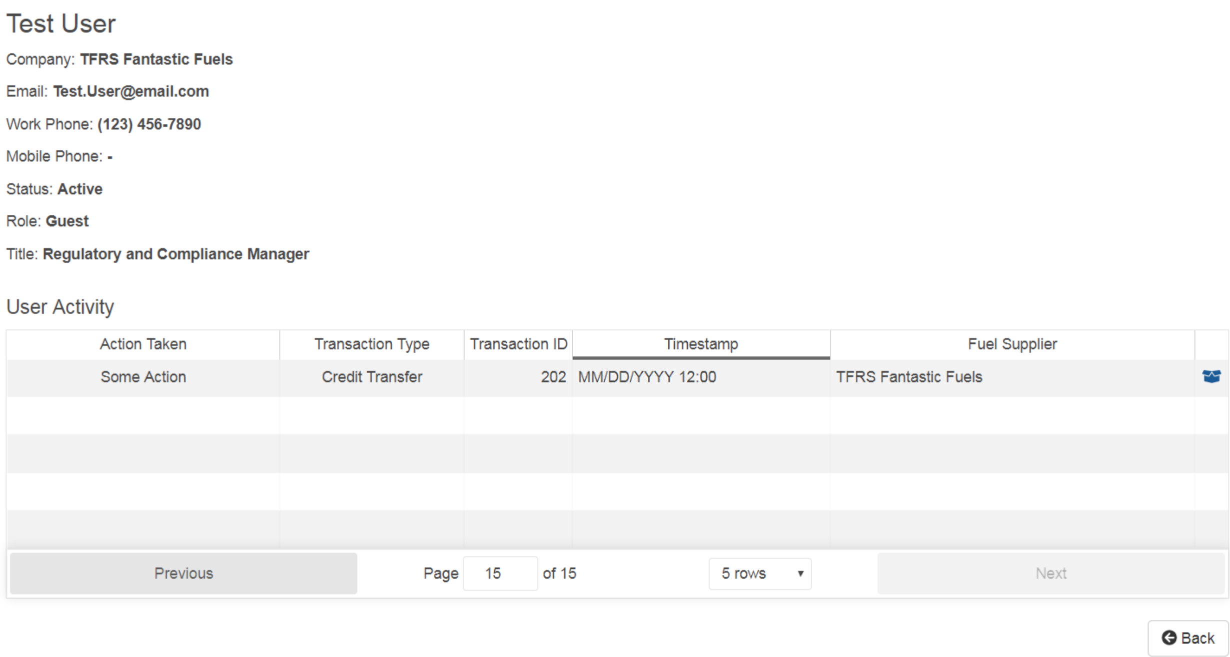
An organization’s status indicates whether your organization is actively supplying fuel to British Columbia (i.e. **active** or **inactive**). An organization’s status determines the **actions** that an organization can take within TFRS. An active organization is permitted to buy and sell low carbon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



Users

The Users table lists all the users within your organization that have access to TFRS. A user with an active status can login to TFRS whereas **a user with an inactive status will not be permitted 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 fuel supplier user with the Managing Users role can change user status (see the User Management section).

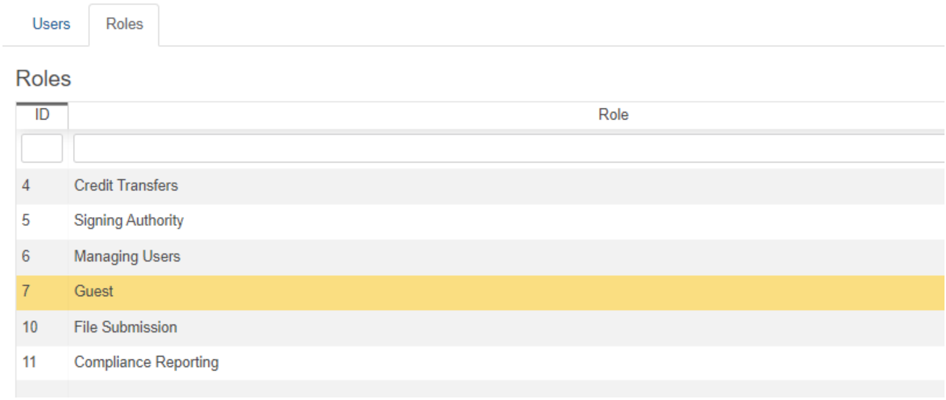
Clicking on a user within the table will take you to the user’s details page, which provides additional information about the user. In addition, the User Activity table tracks the actions that that user has taken in TFRS.



Roles

Roles are used to grant specific permissions to a user in order to manage and control tasks and accessibility within TFRS. Only a fuel supplier user with the Managing Users role can assign roles to its organization's users (see the User Management section).

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



The following provides a general description of each role available to fuel suppliers:

- **Compliance Reporting:** provides the ability to create, edit, and delete compliance & exclusion reports.
- **Credit Transfers**: provides the ability to create new credit transfer proposals.

- **File Submission**: provides the ability to create and submit new secure file submissions, including Part 3 Agreement applications and milestone evidence.
- **Signing Authority**: enables the submission of credit transfer proposals, compliance reports, and exclusion reports.
- **Managing Users**: can create and edit users, including assigning roles and revoking login access to TFRS.
- **Guest**: A read-only role that allows the user to see the organization's information, but does not allow the user to create new items or modify existing ones.

Edit Organization Address – Managing Users and Signing Authority Roles only

A fuel supplier's organization address is used to fulfill the requirements for submitting credit transfer proposals and compliance & exclusion reports, as per section 11.11 (2) (c) and section 11.08 (3) (d) of the Renewable and Low Carbon Fuel Requirements Regulation. **It is the responsibility of the fuel supplier to ensure that the organization's address is correct when submitting Credit Transfer Proposals, compliance reports, and exclusion reports in TFRS.**

Only the Managing Users and Signing Authority roles can change one's organization address. To change your organization's address, navigate to the Organization Details page and click on the Edit button directly below your organization name.

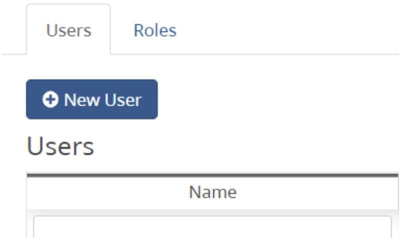
On the Edit Organization page, input the correct address and click Save.

User Management – Managing Users role

The Managing Users role manages an organization's 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 your organization**.

Create New User

To create a new user in TFRS, navigate to the Organization Details page and 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 creating them in TFRS.** For more information on creating a new Business BCeID user account, please see the Getting Started: BCeID section of this guide.

Edit Existing Users

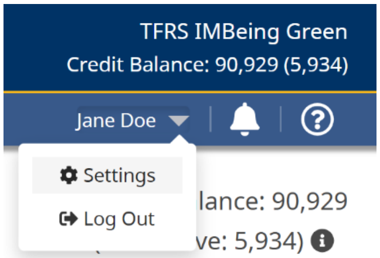
A user with the Managing Users role can edit existing users, including adding or removing roles and revoking access to TFRS. To edit an existing user, navigate to the Organization Details page, click on the user within the Users table, and then click the Edit button at the top-right of the User Details 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**.

It is the responsibility of the fuel supplier to ensure that user access is revoked (i.e. set to inactive) if the user leaves the organization or no longer requires access to TFRS.

Settings

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

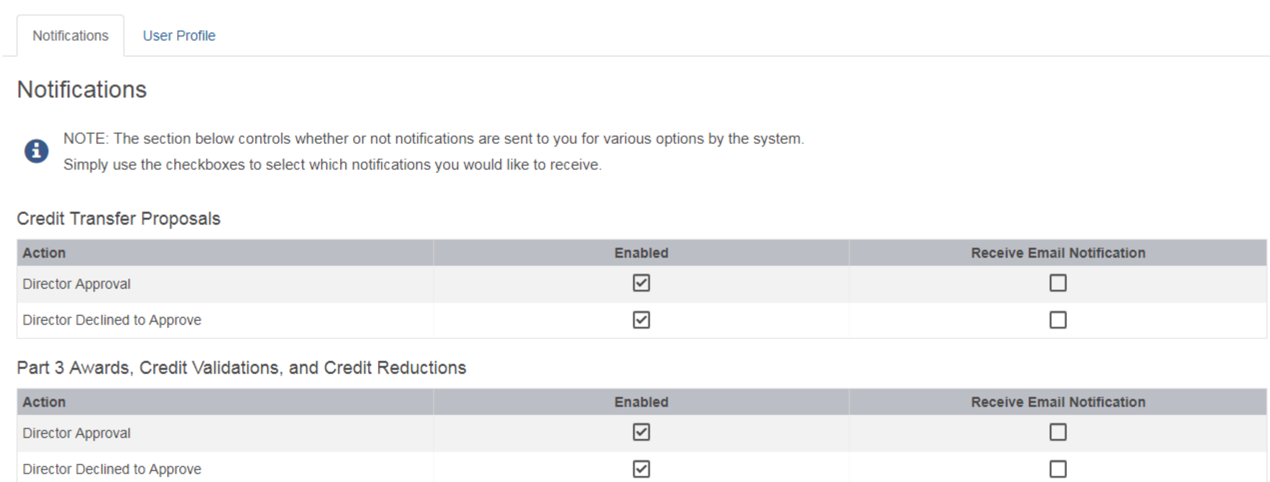


Notification Preferences

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 your organization’s 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 next section for more information). Once you have selected the relevant checkboxes, then click the Save button at the bottom of the page.



Notifications | User Profile

Notifications

NOTE: The section below controls whether or not notifications are sent to you for various options by the system.
Simply use the checkboxes to select which notifications you would like to receive.

Credit Transfer Proposals

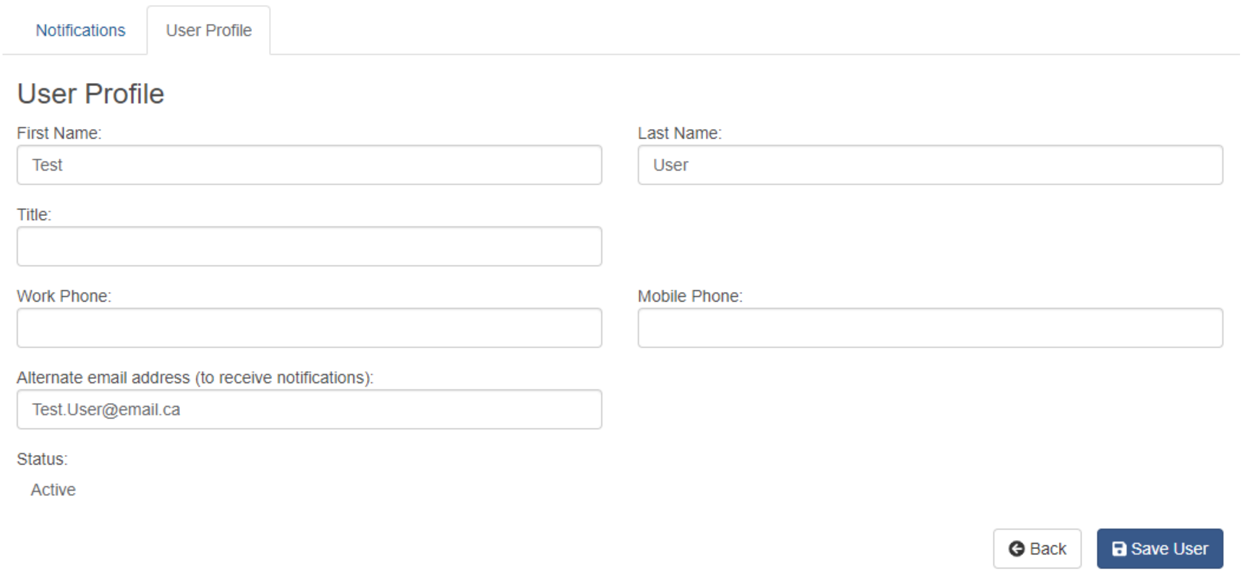
Action	Enabled	Receive Email Notification
Director Approval	☑	☐
Director Declined to Approve	☑	☐

Part 3 Awards, Credit Validations, and Credit Reductions

Action	Enabled	Receive Email Notification
Director Approval	☑	☐
Director Declined to Approve	☑	☐

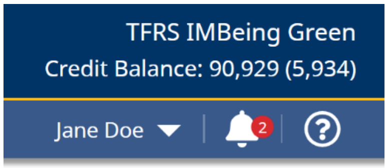
User Profile

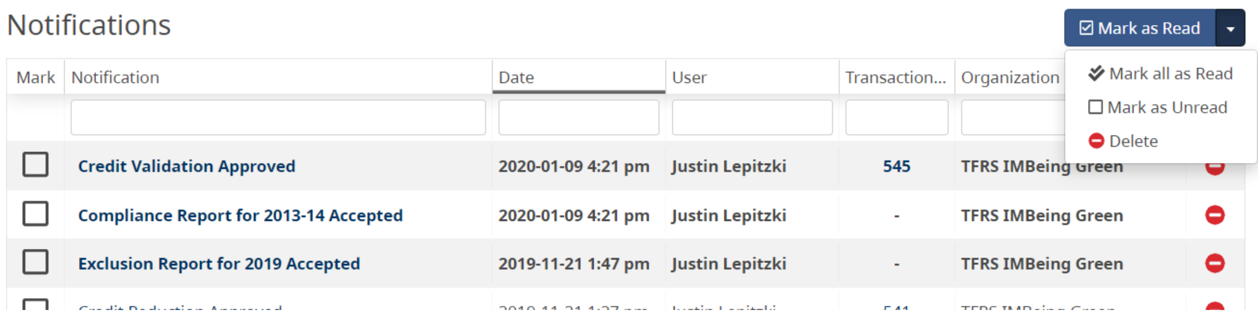
The User Profile tab allows the user to add and update relevant contact information, such as phone numbers, email, and job title. To update your information, simply type it in to the relevant field and click Save User.



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 TFRS. Please send your questions, suggestions, and feedback to the Low Carbon Fuels Branch at lcfrr@gov.bc.ca.

Questions about Business BCeID?

- Contact the BCeID help desk