TRANSPORTATION FUELS REPORTING SYSTEM

BCeID USER GUIDE v1.0.3

B.C. MINISTRY OF ENERGY,
MINES AND PETROLEUM RESOURCES

April 3, 2019

Transportation Fuels Reporting System (TFRS) Manual

I. Background

The Transportation Fuels Reporting System (TFRS) is an online application for Part 3 fuel suppliers to manage their compliance obligations under the *Greenhouse Gas Reduction (Renewable and Low Carbon Fuel Requirements) Act* and the Renewable and Low Carbon Fuel Requirements Regulation (known collectively as the BC-LCFS).

The Ministry of Energy, Mines and Petroleum Resources (Ministry) is taking an Agile approach to software development, which places an emphasis on engaging end-users during product development and delivering continuous value by building and releasing features iteratively. The TFRS development team is committed to following the latest best practices for Agile software development, as outlined in the Office of the Chief Information Officer's (OCIO) digital toolkit.

Leveraging Agile's iterative approach, the initial release of TFRS enables users to:

- View their credit balance
- View a history of their credit transactions (credit transfers, Part 3 awards, validations, and reductions)

As the development of TFRS continues, new features will be introduced so that, once completed, TFRS will enable users to:

- Transfer validated credits between Part 3 fuel suppliers
- Receive credits for the completion of designated milestones under Part 3 Agreements
- Have credits validated from the supply of low carbon fuels
- Manage their organization's users
- Receive notifications
- Securely submit files
- Complete compliance reports and exclusion reports

II. Accessibility

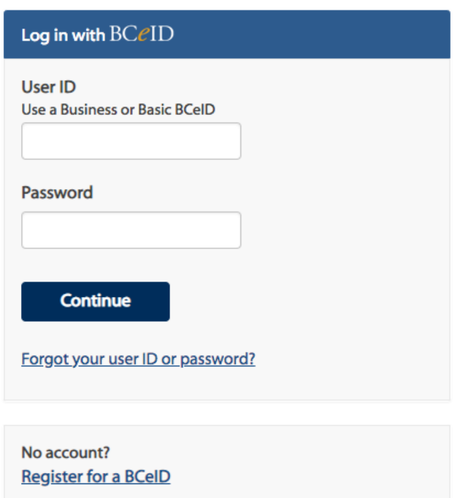
Getting Started: BCeID

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 a representative of your organization who will be responsible for user ID management. The BCeID account manager for your organization can create additional Business BCeID users, and **is responsible for managing the user accounts associated with their 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 web application can be accessed at https://lowcarbonfuels.gov.bc.ca, where you can log in with your BCeID.



Logging Out

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

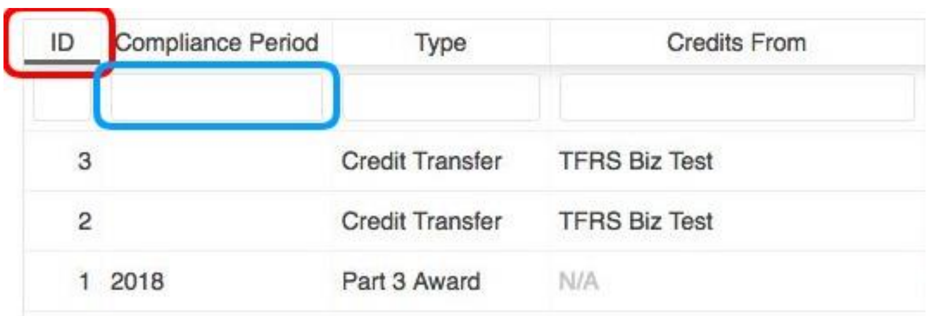
Interpreting Button Colours

The buttons on the interface are coloured to correspond to different actions, which are shown generally below.

Tables

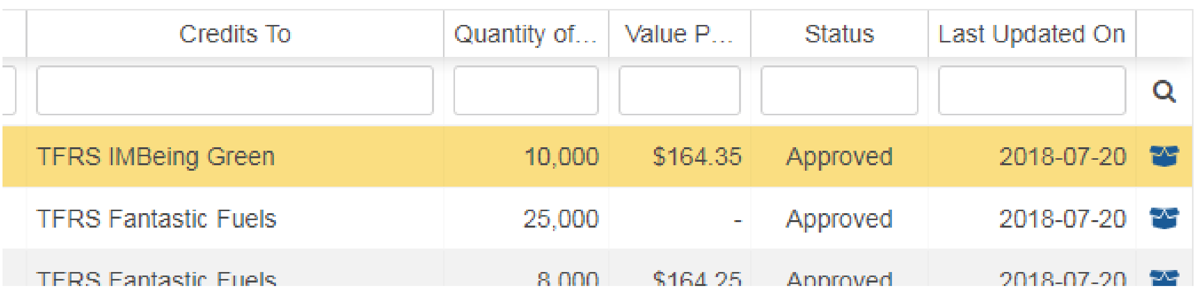
Referring to the diagram below, you can sort data in the different tables in TFRS by clicking on the column header (shown in red). A line across the top of the header indicates an ascending list (lowest to highest), while clicking again will show a line across the bottom of the header, indicating the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



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.

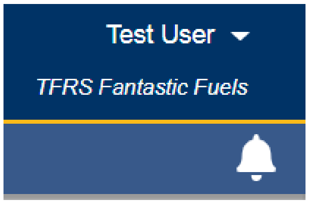


Credits To	Quantity of...	Value P...	Status	Last Updated On	
TFRS IMBeing Green	10,000	$164.35	Approved	2018-07-20	
TFRS Fantastic Fuels	25,000	-	Approved	2018-07-20	
TFRS Fantastic Fuels	8,000	$164.25	Approved	2018-07-20	

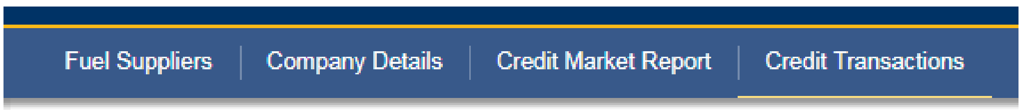
III. Navigating the TFRS Application

Display name and Organization

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



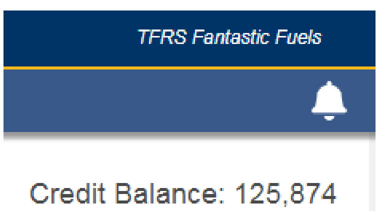
Credit Transactions page



The Credit Transactions page is the main landing page for the first release of TFRS. This page displays an organization's credit balance and provides a history of the organization's credit transactions (credit transfers, Part 3 awards, validations, reductions).

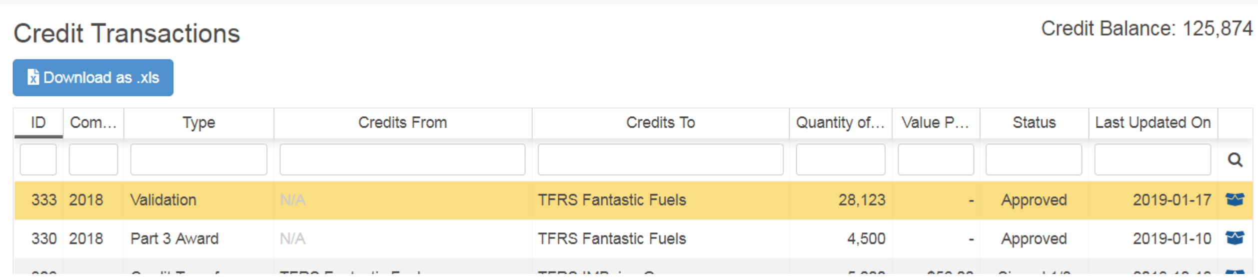
Credit Balance

The organization's credit balance is displayed in real time in the top right-hand corner of the webpage.



Credit Transactions Table

The main credit transactions table displays all of the organization's historical credit transactions, including credit transfers, Part 3 awards, validations and reductions. This table will update in real time as new credit transactions are approved or declined.



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 a designated milestone under a Part 3 Agreement.
- Validation
  - Validation of credits accrued through the supply of low carbon fuels.
- Reduction
  - A reduction in credit balance from (1) applying previously validated credits to offset a net debit balance, or (2) revised compliance reporting.

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

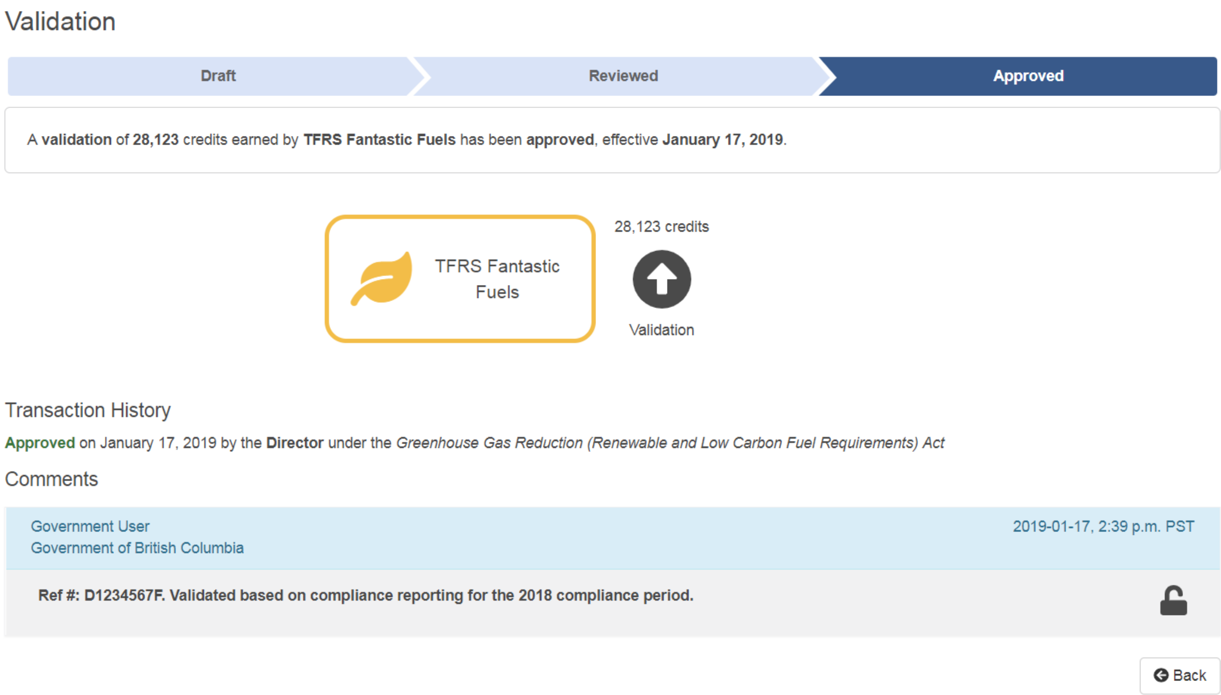
Column in TFRS	Credit Transfer	Part 3 Award	Validation	Reduction
ID	A unique ID given to each credit transaction entry			
Compliance Period	The compliance period in which the transfer occurred	The compliance period in which the Part 3 Award was issued	The compliance period in which the validation relates	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. In this initial release of TFRS, this will be the date the transaction was entered into the TFRS application.			

Credit Transactions Statuses

- Approved
    - The credit transaction was approved by the Director under the Act.
- Declined
    - The Director under the Act declined to approve the credit transaction.

View Transaction Details

Clicking anywhere 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.



Company Details

Fuel Suppliers | Company Details | Credit Market Report | Credit Transactions

The Company Details page provides information about your organization and its users, including company address, status, and users. Company status (active/inactive) indicates whether your organization is currently supplying fuel to British Columbia (i.e. active) or that your organization supplied fuel to British Columbia in a previous compliance period, but is no longer actively supplying fuel (i.e. inactive).

An organization's status determines the **actions** that the organization is permitted to take. An active organization is permitted to buy and sell low carbon fuel credits; an inactive organization is either (1) permitted to only sell low carbon fuel credits if they have a non-zero credit balance (credits generated when they were active), or (2) not permitted to buy and sell low carbon fuel credits if they have a credit balance of zero.

TFRS Fantastic Fuels

Credit Balance: 125,874

Address: 123 Fuel Supplier Drive
Unit 4567
Anytown, A1A 1A1, Canada

Status: Active

Users | Roles

Users

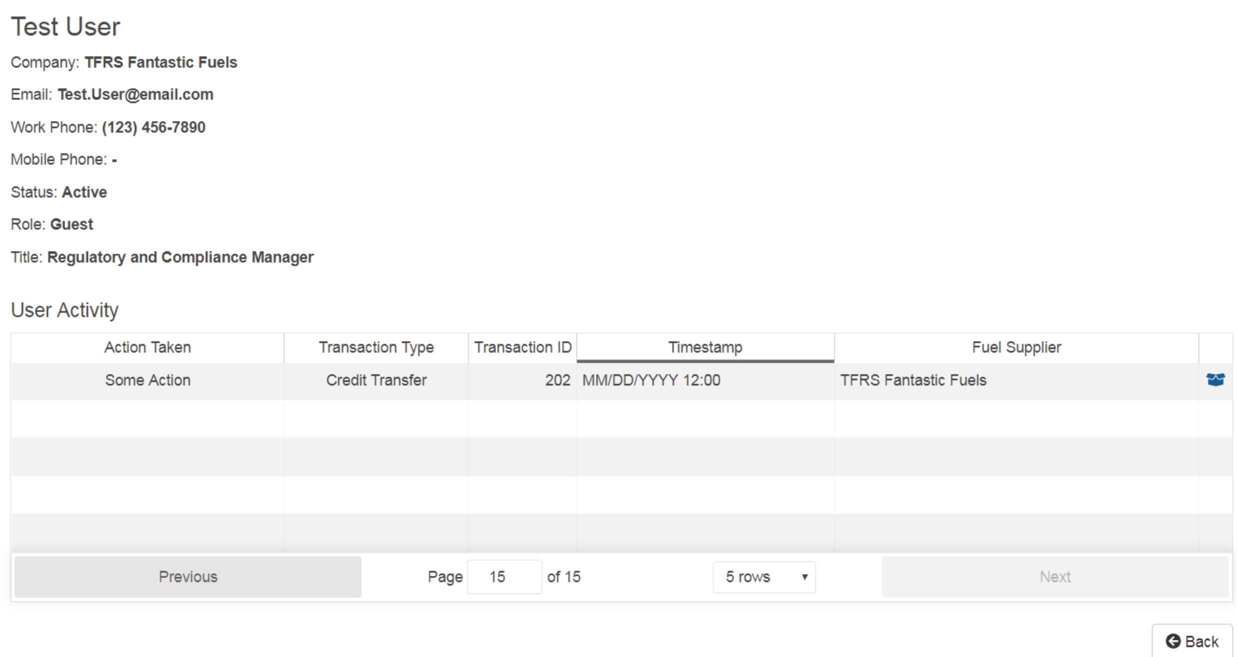
Name	Role(s)	Email	Phone	Status
Anton Fuels	Guest	a.fuels@email.com		Active
Justin Lepitzki	Guest	Test.User@email.com	(123) 456-7890	Active
Kailee Fuels	Guest	k.fuels@email.com		Active
Richard Octane	Guest	octane.boost@email.com		Active

Previous Page 1 of 1 5 rows Next

Users

The Users table lists all of the users within your organization that are in 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 in the event that a particular user leaves the organization or otherwise no longer needs access to TFRS. In a future release, fuel supplier users with the appropriate role (e.g. Managing Users) will be able to manage all of their organization's users, including user status.

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 all of the actions that a particular user has taken in TFRS. This feature may be useful to your organization for accountability and auditing purposes.



Test User

Company: **TFRS Fantastic Fuels**

Email: **Test.User@email.com**

Work Phone: **(123) 456-7890**

Mobile Phone: **-**

Status: **Active**

Role: **Guest**

Title: **Regulatory and Compliance Manager**

User Activity

Action Taken	Transaction Type	Transaction ID	Timestamp	Fuel Supplier	
Some Action	Credit Transfer	202	MM/DD/YYYY 12:00	TFRS Fantastic Fuels	

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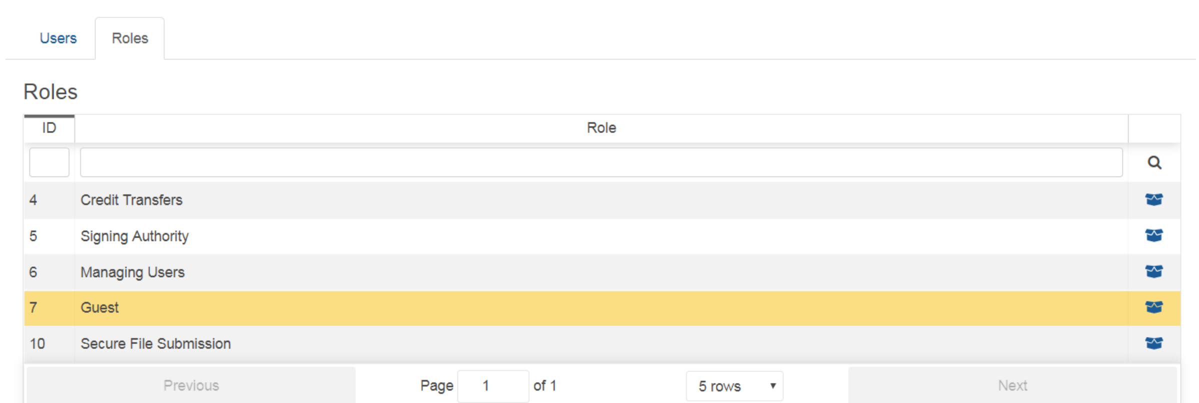
Back

Roles

In the first release of TFRS, all users will be given the "Guest" role, which restricts the use of certain features that are still in development. In future releases, roles will be used to grant specific permissions to a user in order to manage and control tasks and accessibility within TFRS.

The Roles tab provides a list of the fuel supplier roles in TFRS. 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.



Users Roles

Roles

ID	Role	
4	Credit Transfers	
5	Signing Authority	
6	Managing Users	
7	Guest	
10	Secure File Submission	

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Fuel Suppliers

Fuel Suppliers | Company Details | Credit Market Report | Credit Transactions

Clicking on the Fuel Suppliers link will open a new tab or window (depending on browser settings) and display the downloadable PDF *Information Bulletin RLCF-013 – Validation & Transfer of Credits*. This publically available document lists all of the Part 3 fuel suppliers currently recognized by the Ministry of Energy, Mines and Petroleum Resources. It also provides credit trading contact information, with the permission of the fuel supplier.

In a future release, the information contained in this information bulletin will be integrated into TFRS.

BRITISH COLUMBIA	**Ministry of Energy Mines and Petroleum Resources** *Issued: August 2015* *Revised: January 2019*	Renewable and Low Carbon Fuel Requirements Regulation **Part 3 (Low Carbon Fuel) Credit and Debit Transfers** **Information Bulletin RLCF-013**

Background information

Under the *Greenhouse Gas Reduction (Renewable and Low Carbon Fuel Requirements) Act* (Act), a Part 3 fuel supplier's compliance with the low carbon fuel requirements of the Renewable and Low Carbon Fuel Requirements Regulation (Regulation) is calculated in terms of credits for low carbon fuels and debits for high carbon fuels as specified by section 6 of the Act. Fuel suppliers may transfer debits and validated credits in order to achieve compliance with the low carbon fuel requirements.

Credit validation

Before credits can be transferred they must be validated by the Director. Credits are most commonly validated through the submission of an annual Compliance Report that includes a net credit balance. For more information, refer to *Information Bulletin RLCF-003 – Compliance Reporting Requirements*.

Credits that are awarded to fuel suppliers for the completion of milestones under Part 3 Agreements are valid when they are awarded.

Approval of transfers

All credit and debit transfers must be approved by the Director. Part 3 fuel suppliers may apply for the approval of transfers by submitting a Credit Transfer Proposal form signed by both parties. The transfer of credits or debits will take effect on either the date on which the transfer is approved by the Director, or a date specified in the Credit Transfer Proposal, whichever is later.

Reporting transfers in a Compliance Report

The Low Carbon Fuels Branch will be proposing amendments to the Act and Regulation that would eliminate the requirement to report credit and debit transfers in compliance reports. Until these amendments are in place, compliance reports must include the approved credit and debit transfers that took place in the compliance period for which the report applies.

However, Credit Transfer Proposals that are approved between January 1 and March 31 can be included in a fuel supplier's compliance report for the previous compliance period, and therefore can be used to offset debits accrued in the compliance period to which the compliance report relates. For more information on compliance reporting, refer to *Information Bulletin RLCF-003 – Compliance Reporting Requirements*.

Recognized Part 3 Fuel Suppliers

The following table lists the Part 3 fuel suppliers currently recognized by the Ministry. Contact information is provided with the permission of the fuel supplier.

Company Name	Contact for Credit Transactions		
	Name	Email	Phone

Low Carbon Fuel Credit Market Report

Fuel Suppliers | Company Details | Credit Market Report | Credit Transactions

Clicking on the Credit Market Report link will open a new tab or window (depending on browser settings) and display the downloadable PDF *Information Bulletin RLCF-017 – Low Carbon Fuel Credit Market Report*. This publically available document provides the latest low carbon fuel credit market information (updated on a quarterly basis).

In a future release, the information contained in this information bulletin will be integrated into TFRS.

BRITISH COLUMBIA	**Ministry of Energy, Mines and Petroleum Resources** *Issued: August 2017* *Revised: January 2019*	Renewable and Low Carbon Fuel Requirements Regulation **Low Carbon Fuel Credit Market Report** **Information Bulletin RLCF-017**

Credit Transfer Activity [1]

Under the *Greenhouse Gas Reduction (Renewable and Low Carbon Fuel Requirements) Act* (Act), Part 3 fuel suppliers may purchase validated credits in order to achieve compliance with the low carbon fuel requirements. For more information regarding credit transfers please consult *Information Bulletin RLCF-013 – Validation and Transfer of Credits* at gov.bc.ca/lowcarbonfuels. The table below provides a summary of the low carbon fuel credit market.

Time Period [2]	Transfers (number)	Total Volume (credits)	Average Price ($ per credit)	Minimum Price ($ per credit)	Maximum Price ($ per credit)
Q4 2018	30	211,817	$200.61	$164.30	$210.50
Q3 2018	9	149,571	$199.96	$55.00	$207.00
Q2 2018	2	2,741	$170.30	$165.00	$172.00
Q1 2018	7	71,092	$159.23	$55.00	$176.00
CY 2017	31	240,164	$164.30	$60.00	$185.00
CY 2016	15	198,705	$170.93	$100.00	$190.00
CY 2015	2	14,354	$169.95	$20.00	$170.00

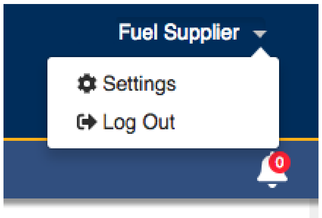
[1] Excludes credit transfers reported with a zero or near-zero price.
[2] Q: quarter; CY: compliance year

Credit Market Scope

Under section 6 of the Act, Part 3 fuel suppliers generate credits by supplying a fuel with a carbon intensity below the prescribed carbon intensity limit, and incur debits when supplying a fuel with a carbon intensity above the limit (e.g. petroleum-based gasoline and diesel). In addition, Part 3 fuel suppliers may also enter into Part 3 Agreements with the Director under the Act to take actions that would have a reasonable possibility of reducing GHG emissions through the use of Part 3 fuels sooner than would occur without the agreed-upon action. The table below shows the quantity of debits incurred and credits generated each year

Settings

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

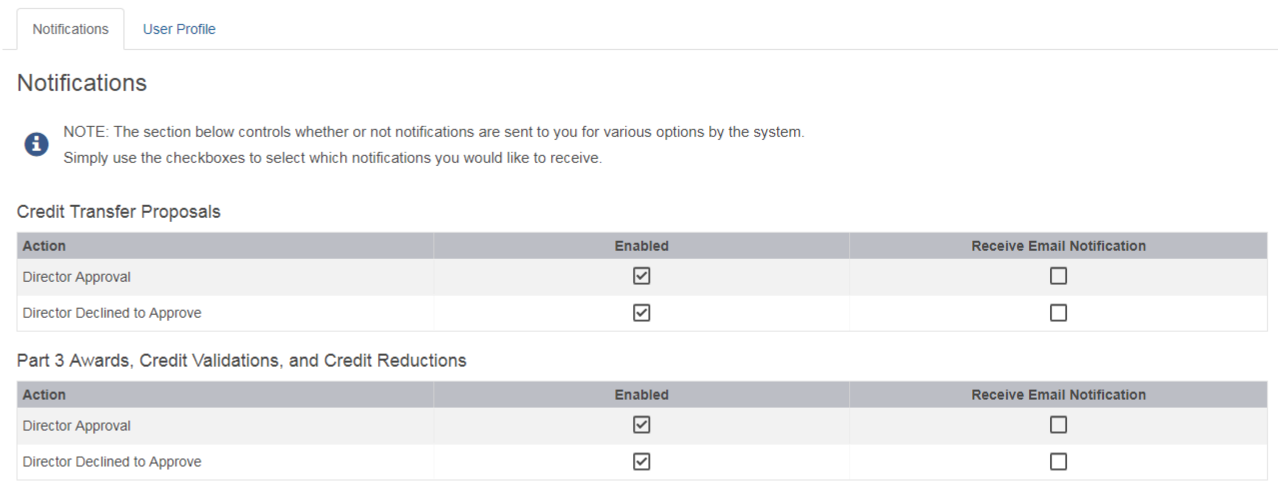


Notifications

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 your 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.


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

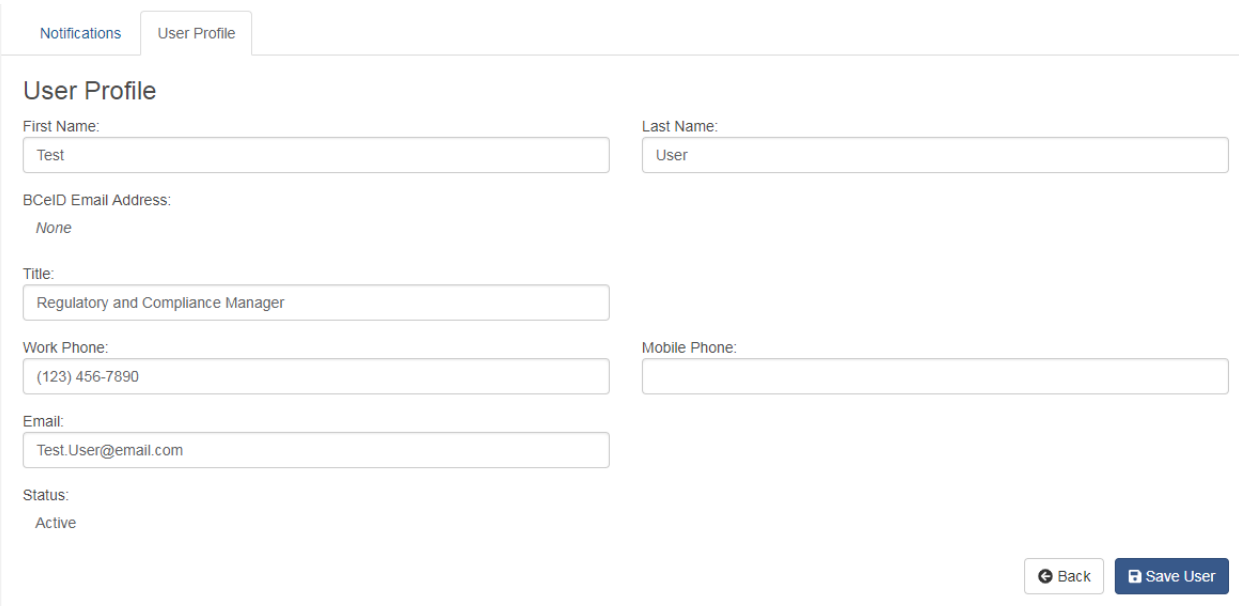
Action	Enabled	Receive Email Notification
Director Approval	☑	☐
Director Declined to Approve	☑	☐

Part 3 Awards, Credit Validations, and Credit Reductions

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

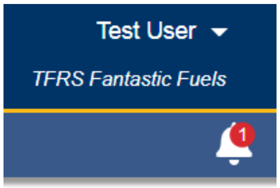
User Profile

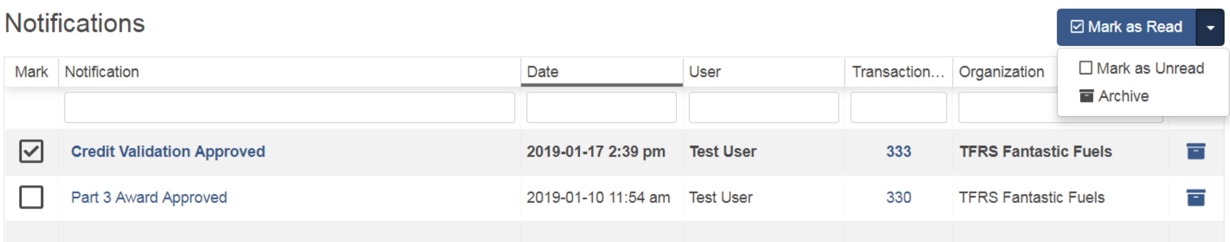
The User Profile tab within the Settings section allows the user to add and update relevant contact information, such as phone numbers, email, and job title. To update your information, simply type it in to the relevant field and click Save User.



Notifications:

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 and archiving. **Archiving a notification entry removes it from the table; this action cannot be undone.** 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 and Comments?

Questions and comments with respect to TFRS?

- Contact the Low Carbon Fuels Branch at lcfrr@gov.bc.ca

Questions and comments with respect to BCeID?

- Contact the BCeID help desk