	<p><b>Ministry of Energy and Mines</b></p> <p><i>Issued: January 2011</i> <i>Revised: March 2017</i></p>	<p>Renewable and Low Carbon Fuel Requirements Regulation</p> <p><b>Compliance Reporting Requirements</b></p> <p><b>Information Bulletin RLCF-003</b></p>
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## Background

Compliance with the Renewable and Low Carbon Fuel Requirements Regulation (Regulation) is the responsibility of the person who sells Part 2 and/or Part 3 fuel for the first time after it is manufactured in or brought into British Columbia. The compliance responsibility for a fuel may be transferred from one fuel supplier to another under written agreements in accordance with sections 6 (for Part 2 fuels) and 6.1 (for Part 3 fuels) of the Regulation.

Effective December 6, 2016 the Regulation defines agreements under section 6.1 (for Part 3 fuels) as “Exclusion Agreements”, which have specific information and reporting requirements. For more information, see *Information Bulletin RLCF015 – Exclusion Agreements and Reports*.

## Compliance periods

All Part 2 and Part 3 fuel suppliers are required to report to the Ministry of Energy and Mines (Ministry). The Part 2 and Part 3 compliance periods align with the calendar year, and Compliance Reports (see below) are due on or before March 31 following the end of the compliance period. Companies wishing to claim the small supplier exemption may submit an “Exemption Report” (see *Information Bulletin RLCF005 – Exemption Reports*).

## Part 2 (renewable fuel) requirements

Part 2 fuel suppliers must ensure that they have the minimum renewable fuel content, on a provincial annual average basis, in the fuel they supply in British Columbia during a compliance period. Fuel suppliers have the flexibility to vary their blend percentages and can choose where in the province they supply renewable fuel blends, as long as they meet the provincial annual average requirement for renewable fuel content.

**Part 2 - automatic administrative penalties**

- 35¢/L for renewable content deficit in gasoline pool
- 45¢/L for renewable content deficit in diesel pool

The renewable fuel requirement is five (5) percent for gasoline and four (4) percent for diesel for each compliance period. Records of excess renewable fuel may be transferred from one supplier to another supplier who may need additional renewable fuel to meet its obligations. This transfer of records does not require a physical transfer of the fuel itself, and is referred to as a “notional transfer”.


## Part 3 (low carbon fuel) requirements

Part 3 fuel suppliers must ensure that the sum of the credits they generate or acquire is equal to or greater than the number of debits they are required to offset for that compliance period.

**Part 3 - automatic administrative penalty**

- \$200/net debit

Part 3 fuel suppliers may request the validation of credits accrued through the supply of low carbon fuels whose carbon intensity has been determined in accordance with the Regulation (see *Information Bulletin RLCF006 – Carbon Intensity Records*). Part 3 fuel suppliers may also acquire validated credits from other Part 3 fuel suppliers (see *Information Bulletin RLCF013 – Validation & Transfer of Credits*), or be awarded credits under a Part 3 Agreement.

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### Compliance reporting

The Director may specify the manner and form of compliance reporting under the Regulation. For the 2016 compliance period, a complete compliance report must include the following:

1. A completed Microsoft Excel workbook, based on the blank workbook (with instructions) posted on the Low Carbon Fuels Branch website at [gov.bc.ca/lowcarbonfuels](http://gov.bc.ca/lowcarbonfuels). The file should be saved as “2016 Compliance Report [YOUR COMPANY NAME].xlsx”.
2. A printed, signed, dated and scanned Portable Document Format (PDF) version of the completed workbook (above), including all worksheets. The file should be saved as “2016 Compliance Report Signed [YOUR COMPANY NAME].pdf”.

For example, if your fuel company name is “Everyfuel LLP”, your files would be:

2016 Compliance Report Everyfuel LLP.xlsx  
2016 Compliance Report Signed Everyfuel LLP.pdf

Both the above must be submitted by midnight on **March 31, 2017** through one of the following means:

- Attached to an email, sent to [lcfr@gov.bc.ca](mailto:lcfr@gov.bc.ca);
- OR
- On a USB drive, delivered to the Low Carbon Fuels Branch (see addresses below).

*In person or courier deliveries:*

*Mailing address:*

**Low Carbon Fuels Branch**  
Ministry of Energy and Mines  
1810 Blanshard St., 4<sup>th</sup> floor  
Victoria, BC V8T 4J1  
Contact: Darci Janes, 250-952-0606

**Low Carbon Fuels Branch**  
Ministry of Energy and Mines  
Electricity and Alternative Energy Division  
PO Box 9314 Stn Prov Govt  
Victoria, BC V8W 9N1

Regular mail is directed through the general B.C. government mail system, which can result in a delay in the package arriving at the Low Carbon Fuels Branch. If this occurs, the Ministry will refer to the date the package was posted when establishing whether the report was submitted on time.

The Ministry will not accept Compliance Reports with inconsistent data in the Excel and PDF versions. Paper copies of compliance materials will not be reviewed or accepted.

Fuel suppliers who wish to submit or update fuel supply information for compliance periods before 2016 should contact the Low Carbon Fuels Branch at [lcfr@gov.bc.ca](mailto:lcfr@gov.bc.ca) to obtain the appropriate reporting form.

All reports submitted to the Ministry are held in confidence. Reported information is compiled in a confidential database and all information is held in a secure records management system.



**Ministry of  
Energy and Mines**

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Renewable and Low Carbon Fuel Requirements Regulation

**Compliance Reporting Requirements**

**Information Bulletin RLCF-003**

**Need more information?**

Please see the Renewable and Low Carbon Fuel website at [www.gov.bc.ca/lowcarbonfuels](http://www.gov.bc.ca/lowcarbonfuels) or email us at [lcfr@gov.bc.ca](mailto:lcfr@gov.bc.ca)

This information is for your convenience and guidance only, and does not replace or constitute legal advice. Exceptions to the above may apply in certain circumstances. The *Greenhouse Gas Reduction (Renewable and Low Carbon Fuel Requirements) Act* and the Renewable and Low Carbon Fuel Requirements Regulation can be found on the internet at: <http://www.bclaws.ca>.