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# **Environment Canada's *Renewable Fuels Regulations* Electronic Reporting System (RFREERS)**

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**Energy and Transportation Division - Gatineau**

# Overview of Training Session

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- What is the RFRERS?
- Who Needs to Report?
- User Designations in RFRERS
- Navigating the RFRERS
- RFRERS Regulatee Profile and History of Reports
- RFRERS Schedules and Reports – General Information and Submitting a Report
- RFRERS Functionality
- RFRERS Registration Schedules
- RFRERS Annual Reports
- Questions or Need More Information?



# What is the RFRERS?

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- RFRERS stands for “*Renewable Fuels Regulations Electronic Reporting System.*”
- It is an online tool for reporting the information required by the *Renewable Fuels Regulations* to Environment Canada.
- The system is secure and easy to use; it will help to reduce the reporting burden and make it easier to collect, analyze, store and archive data.



# Who Needs to Report?

	Reporting Deadlines	Primary Supplier	Renewable Fuel Producers and Importers	Elective Participants	Sellers for Export
<b>REGISTRATION REPORTS</b>					
Schedule 1 – Primary Supplier	At least one day before 400 m3 (400 000 L) is produced or imported or produced and imported combined	X			
Schedule 2 - Participant	At least one day before the creation of the first compliance unit	X		X	
Schedule 6 – Renewable Fuels Producer or Importer	At least one day before 400 m3 (400 000 L) is produced or imported or produced and imported combined		X		
Schedule 8 – Measurement Methods	On or before the registration report is submitted	X	X	X	
<b>ANNUAL REPORTS</b>					
Schedule 7 – Producers and Importers of Renewable Fuels	February 15 annually		X		
Sellers for Export (Information under ss..36(2))	February 15 annually				X
Schedule 4 – Primary Supplier	April 30 annually	X			
Schedule 5 - Participants	April 30 annually	X		X	
Schedule 3 - Auditor	June 30 annually	X	X	X	

# User Designation in the RFRERS

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- The RFRERS has three user designations which may be assigned to individuals within the organisation:
  - The Authorized Official (AO) :
    - The AO has full access and has no restrictions in the RFRERS
    - The only user who may sign and submit reports
  - The designated Data Entry (DE) individual :
    - View the profile and enter data, and edit reports
  - The Read Only access (RO) :
    - View the reports and data in SWIM and RFRERS



# RFRERS – Navigation

## General navigation

- Top and left-hand navigation bars

## Login information

- Top of the left-hand navigation bar

## General information

- Displayed in the main view area

## Schedules and ss. 36(2) report

- Left-hand navigation bar

## Support

- Bottom of the left-hand navigation bar

<a href="#">Français</a>	<a href="#">Home</a>	<a href="#">Contact Us</a>	<a href="#">Help</a>	<a href="#">Search</a>	<a href="#">canada.qc.ca</a>
<a href="#">Home</a> > Bulletin Board					
<b>Login Information</b>					
John Smith Authorized Official RF Organization					
<a href="#">Switch company</a>					
<a href="#">Return to SWIM</a>					
<b>General Information</b>					
<b>Bulletin Board</b>					
<a href="#">Regulatee Profile</a>					
<a href="#">History of Reports</a>					
<b>Registration Reports</b>					
<a href="#">Primary Supplier (Sch.1)</a>					
<a href="#">Participant (Sch.2)</a>					
<a href="#">Producer or Importer of RF (Sch.6)</a>					
<b>Measurement Report</b>					
<a href="#">Measurement Methods (Sch.8)</a>					
<b>Annual Reports</b>					
<a href="#">Auditor (Sch.3)</a>					
<a href="#">Primary Supplier (Sch.4)</a>					
<a href="#">Participant (Sch.5)</a>					
<a href="#">Producer or Importer of RF (Sch.7)</a>					
<a href="#">Seller of Fuel for Export (ss 36(2))</a>					
<b>Support</b>					
<a href="#">Contact Us</a>					
<a href="#">Help Files</a>					

When you first access the RFRERS, the **Bulletin Board** will typically be the first page you see.

Note: If you are an AO, the first page you will see is the **Regulatee Profile** page; this will continue to be the first page the AO sees until the regulatee profile is completed.



# Regulatee Profile

- The **Regulatee Profile** page is filed on a voluntary basis.



- When the **Regulatee Profile** page is accessed for the first time, there will be no information saved and the AO should create a profile.
- When creating a profile, the Authorized Official will be provided with a series of questions that will help the AO assess which schedules need to be completed.

**Regulatee Profile History**  
There is no profile saved for your company.

**Regulatee Profile**  
A regulatee profile has not been created. Please create one by clicking the "Create Profile" button.  
  
Note that only an authorized official can create a regulatee profile.

Create Profile



# History of Reports

General Information

Bulletin Board

Regulatee Profile

History of Reports

- The **History of Reports** page provides access to each report submitted for the organization.
- In order to view the submitted reports, you must first select the compliance period by clicking “**Modify.**” The list of reports submitted will then be shown at the bottom along with the date and time submitted.
- You can view the reports by clicking on the hyperlink for the date and time submitted.

Report on Measurement Methods (Schedule 8)		
Type of Report	Report Title	Date Submitted
Schedule 8	Report on Measurement Methods	<a href="#">2012-09-11 18:56:55</a>
Schedule 8	Report on Measurement Methods	<a href="#">2012-08-02 11:46:11</a>
Schedule 8	Report on Measurement Methods	<a href="#">2012-08-02 11:44:04</a>





# Schedules & Reports

## General Information

Registration Reports
Primary Supplier (Sch.1)
Participant (Sch.2)
Producer or Importer of RF (Sch.6)
Measurement Report
Measurement Methods (Sch.8)
Annual Reports
Auditor (Sch.3)
Primary Supplier (Sch.4)
Participant (Sch.5)
Producer or Importer of RF (Sch.7)
Seller of Fuel for Export (ss 36(2))

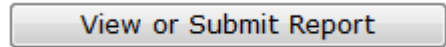
- Only users with Authorized Official and Data Entry designations will be able to enter data into reports.
- Schedules are divided into Registration, Measurement and Annual Reports.
  - Registration Reports (Schedules 1, 2 and 6):
    - Generally submitted prior to first activity and must be updated when information contained in the reports changes, as prescribed by the Regulations.
  - Measurement Report (Schedule 8)
    - Submitted with registration reports and must be updated when information contained in the report changes, as prescribed by the Regulations.
  - Annual Reports (Schedules 3, 4, 5 and 7, and ss. 36(2)):
    - Submitted on an annual basis starting in 2013.



# Schedules & Reports

## Submitting a Report

- The main page of each schedule contains a **“View or Submit Report”** button at the top.



- Click on it to view a summary of all of the information entered for the report.
  - Only an AO will have the **“Submit by Authorized Official”** button at the bottom of the page, which they click to submit the report.
  - The AO also has the option to indicate whether the report should be treated as confidential.

**Report Submission by Authorized Official**

Is this report an update to a previously submitted report (i.e., not a new report)?

Please enter the effective date of the updated changes using the format YYYY-MM-DD: (required)

Please indicate by checking the box whether you request that some or all of the information submitted for this report be treated as confidential, according to section 313 and 314 of the Canadian Environmental Protection Act, 1999.

If you request that only some elements of the information to be transmitted be treated as confidential, please identify those elements.



# Schedules & Reports

## Submitting a Report

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- Once a report has been submitted, you will be taken to a confirmation page containing the confirmation number and time of submission.
- You should print this page, and a copy of the report and keep it for your records.

### Confirmation of Submission of Registration Report (Sch. 1)

This page confirms that you have submitted Schedule 1 of the *Renewable Fuels Regulations* – Registration Report for a Primary Supplier.

Print this confirmation page and retain it for your records. Also, please return to the page entitled Summary of Data Entered for Review and Submission (Sch. 1) to print a copy of your submitted Schedule 1 data and retain it for your records.

The copy of this report as well as any supporting documents must be kept at your principal place of business in Canada, or at any other place in Canada where it can be inspected, for at least five years after the report is submitted or the supporting documents were made. If the report or supporting documents are kept at one of those other places, you are required to provide the Minister with the civic address of that other place. This information is reported in Schedule 2 – Location of Documents, accessible from the main page of the report.

This page confirms that a Registration Report for a Primary Supplier (Schedule 1) was submitted:

Confirmation number: **01-00000574-201211021037-111275**

Date and time submitted: **2012-11-02 at 10:38:40 EST**



# Schedules & Reports

## Submission Status

- If the report has not been submitted, the main page will indicate the following message:

### Submission Information

This current data entered in this report HAS NOT BEEN submitted.

- Once a report is submitted, the main page will reflect the confirmation number and the date and time that the report was submitted.

### Submission Information

Confirmation number: **02-00000567-201211080828-23288**

Date and time submitted: **2012-11-08 at 8:28:55 EST**

Submitted by: **RFS RFSAuthorizedOfficial**

Is this report an update to a previously submitted report (i.e., not a new report)?

**Yes**

Please enter the effective date of the updated changes using the format YYYY-MM-DD: **1990-12-12**

Request information be treated as confidential (Yes/No): **No**

Comments related to confidential elements:

- Note that once you have submitted the data, it is still possible to make changes. Once changes have been saved to a submitted report, the status of the report will indicate “The current data entered in this report HAS NOT BEEN submitted.”
  - Previously submitted information will not be changed. In order to submit updated information to EC, the report must be submitted by an AO.



# Functionality – General Rules

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- Do not use the Web browser's back button, as this can lead to unsaved or corrupted data.
  - Use the “Save & Back”, “Cancel & Back” or “Back” buttons.
- The RFRERS uses drop-down menus extensively. If an item is missing from a drop-down menu, you can ask Environment Canada's RFRERS administration to add it. The contact information is at the end of this deck.
- Return to SWIM to log out.
- Be sure to clear your browser's cache after you log out.



# Functionality – Entering Data

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- When you enter data, it is important to note distinct differences between the French and English data format:
  - In **English**, the decimal point is represented by a period (.)
    - Do not use commas or spaces to separate values into thousands.
  - In **French**, the decimal point is represented by a comma (,)



# Functionality – Not applicable

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- The RFRERS does not have a “not applicable” option. In order to indicate that this section does not apply to you, you can leave the field blank, or indicate a zero (0) in the field.
- Warning messages are triggered by the RFRERS when a piece of information is not entered in the report. If you wish to have the message disappear, enter a zero into the field when the field is not applicable to your operation.

This information applies to all Schedules of the RFRERS.



# Schedule 1 – Primary Supplier Registration

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## Sections that must be completed:

- Primary Supplier Information (Address)
- Contact Information
- Production Facilities
- Provinces of Import

## Due date:

- The registration of the primary supplier must occur at least one day before producing and/or importing their 400<sup>th</sup> m<sup>3</sup> of gasoline, diesel fuel, heating distillate oil, or any combination thereof within a calendar year (which corresponds to a gasoline compliance period).
- Any modifications to the registration must be submitted no later than five days after the change.





# Schedule 1 – Primary Supplier Registration

- Primary Supplier information, including the civic address, is required.
  - This information should be verified on the main page.
  - If changes are required, return to SWIM to modify the information.
  - Clicking the Maple Leaf icon will bring you to the address page in SWIM.

## Registration Report for Primary Suppliers (Schedule 1)

This page is the starting point for completing a Schedule 1 report and provides information on its submission status. Click on the buttons and hyperlinks below to modify and enter data for the Primary Supplier Registration Report, including information on contacts, production facilities and provinces of importation.

### Primary Supplier Information

 RF Organization

#### Civic address

123 McDonald Street  
Gatineau, Quebec  
k1k 1k1 CANADA



# Schedule 1 – Primary Supplier Registration Contact Information Page

- Click “**Manage**” in the Contact Information section on the main page.
  - This accesses the **Manage Contact Information** page, where you can select the Authorized Official and main contact for this schedule.

Contact Information		Manage
<b>Authorized Official</b> * Smith, John Authorized Official	<b>Main Contact</b> * Smith, John Authorized Official	
<b>Postal address</b> 456 Harveys Street Gatineau, Quebec k1k 1k1 CANADA	<b>Postal address</b> 456 Harveys Street Gatineau, Quebec k1k 1k1 CANADA	
<b>Civic address</b> 123 McDonald Street Gatineau, Quebec k1k 1k1 CANADA Telephone: 613-123-4567 Fax: 613-987-6543 ronald-peter.hua@ec.gc.ca	<b>Civic address</b> 123 McDonald Street Gatineau, Quebec k1k 1k1 CANADA Telephone: 613-123-4567 Fax: 613-987-6543 ronald-peter.hua@ec.gc.ca	



# Schedule 1 – Primary Supplier Registration

## Manage Production Facilities Page

- Click the **“Manage”** button in order to proceed to the **Manage Production Facilities** page to report information regarding gasoline, diesel fuel and heating distillate oil produced.

**Production Facilities**

[RF Factory A](#)

[RF Factory B](#)

- Select and add, from the drop-down menu, each production facility at which gasoline, diesel fuel or heating distillate oil was produced. Verify the address information by clicking **“View.”**

**Facility List**

- For each production facility, report the volume data for the gasoline, diesel fuel and heating oil produced at that facility by clicking on the hyperlink for the type of fuel.

[RF Factory B](#)

 123 Street Name Street, Gatineau, Quebec, k1k 1k1, CANADA

[Gasoline produced](#) [Finished: 4200 litres, Unfinished: 1800 litres]

[Diesel fuel produced](#) [4100 litres]

[Heating distillate oil produced](#) [3800 litres]

Note: Clicking the Maple Leaf icon will bring you to the facility address page in SWIM.



# Schedule 1 – Primary Supplier Registration

## Production Facilities – Volumes of Gasoline Produced

- Report the total and excluded volumes of gasoline produced at this facility.
- Volumes may be reported in whole litres or cubic metres (m<sup>3</sup>).
- The pages for entering volume data on diesel fuel and heating distillate oil produced are very similar to this page.

### Gasoline

#### Volume produced

Total volume of FINISHED gasoline  litres ▾

Total volume of UNFINISHED gasoline  litres ▾

#### Volume produced for the use, export or transit described in paragraphs 6(4) (a) to (j) of the Regulations (excluded volumes)

(a) Total volume sold or delivered for use in aircraft (if known)  litres ▾

(b) Total volume sold or delivered for use in competition vehicles (if known)  litres ▾

(c) Total volume sold or delivered for use in scientific research (if known)  litres ▾

(d) Total volume sold or delivered for use as feedstock in the production of chemicals, other than fuels, in a chemical manufacturing facility (if known)  litres ▾

(g) Total volume sold or delivered for use in Newfoundland and Labrador, the Northwest Territories, Yukon, Nunavut and that part of Quebec that is north of latitude 60°N (if known)  litres ▾

(i) Total volume for export (if known)  litres ▾

(j) Total volume in transit through Canada, from a place outside Canada to another place outside Canada (if known)  litres ▾



# Schedule 1 – Primary Supplier Registration Production Facilities – Summary Page

- This page summarizes the information entered for the gasoline, diesel fuel and heating distillate oil produced by this facility.
- You can access this summary page by clicking on the hyperlink for the facility name on either the **Schedule 1 main page** or the **Manage Production Facilities page**.

## Summary of Liquid Petroleum Fuels Produced at RF Factory B

### Gasoline

#### Volume produced

Total volume of FINISHED gasoline

**Mandatory information not entered**

Total volume of UNFINISHED gasoline

**Mandatory information not entered**

#### Volume produced for the use, export or transit described in paragraphs 6(4) (a) to (j) of the Regulations (excluded volumes)

(a) Total volume sold or delivered for use in aircraft (if known)

**Optional information not entered**

(b) Total volume sold or delivered for use in competition vehicles (if known)

**Optional information not entered**

(c) Total volume sold or delivered for use in scientific research (if known)

**Optional information not entered**

(d) Total volume sold or delivered for use as feedstock in the production of chemicals, other than fuels, in a chemical manufacturing facility (if known)

**Optional information not entered**

(g) Total volume sold or delivered for use in Newfoundland and Labrador, the Northwest Territories, Yukon, Nunavut and that part of Quebec that is north of latitude 60°N (if known)

**Optional information not entered**

(i) Total volume for export (if known)

**Optional information not entered**

(j) Total volume in transit through Canada, from a place outside Canada to another place outside Canada (if known)

**Optional information not entered**

Edit



# Schedule 1 – Primary Supplier Registration

## Provinces of Import Page

- Click the “**Manage**” button in order to proceed to the **Manage Provinces of Import** page to report information regarding gasoline, diesel fuel and heating distillate oil imported.

Provinces of Import

[Alberta](#)

Manage

- Select and add, from the drop-down menu, each province via which gasoline, diesel fuel or heating distillate oil was imported.

Province List

British Columbia

Add & Save

- For each province via which gasoline, diesel fuel or heating oil was imported, report volume data by clicking on the hyperlink for the type of fuel.

[Alberta](#)

Delete

<a href="#">Gasoline imported</a>	[Finished: 3200 litres, Unfinished: 2900 litres]
<a href="#">Diesel fuel imported</a>	[4600 litres]
<a href="#">Heating distillate oil imported</a>	[3600 litres]



# Schedule 1 – Primary Supplier Registration

## Provinces of Import – Diesel Fuel Imported Volumes

- Report the total and excluded volumes of diesel fuel imported via this province.
- Volumes may be reported in whole litres or cubic metres (m<sup>3</sup>).
- The pages for entering volume data on gasoline and heating distillate oil imported are very similar to this page.

Diesel Fuel	
<b>Volume imported</b>	
Volume of diesel fuel	123 litres
<b>Volume produced for the use, export or transit described in paragraphs 6 (4) (a) to (j) of the Regulations (excluded volumes)</b>	
(a) Total volume sold or delivered for use in aircraft (if known)	23 litres
(b) Total volume sold or delivered for use in competition vehicles (if known)	litres
(c) Total volume sold or delivered for use in scientific research (if known)	153 litres
(d) Total volume sold or delivered for use as feedstock in the production of chemicals, other than fuels, in a chemical manufacturing facility (if known)	litres
(e) Total volume sold or delivered for use in military combat equipment (if known)	litres
(f) Total volume represented as kerosene and sold or delivered for use in unvented space heaters, wick-fed illuminating lamps, or flue-connected stoves and heaters (if known)	153 litres
(f.1) Total volume sold for or delivered for use for space heating purposes (if known);	litres
(g) Total volume sold or delivered for use in Newfoundland and Labrador, the Northwest Territories, Yukon, Nunavut and that part of Quebec that is north of latitude 60°N (if known)	12 litres
(h) On or before December 31, 2012, the total volume, sold for or delivered for use in Nova Scotia, New Brunswick, Prince Edward Island, and that part of Quebec that is on or south of latitude 60°N (if known);	litres
(h.1) During the period that begins on January 1, 2013 and that ends on June 30, 2013, the total volume, sold for or delivered, for use in Nova Scotia, New Brunswick and Prince Edward Island (if known);	13 litres
(i) Total volume for export (if known)	135 litres
(j) Total volume in transit through Canada, from a place outside Canada to another place outside Canada (if known)	13 litres



# Schedule 1 – Primary Supplier Registration

## Provinces of Import – Summary Page

- This page summarizes the information entered for the gasoline, diesel fuel and heating distillate oil imported via this province.
- You can access this summary page by clicking on the hyperlink for the province name on either the **Schedule 1 main page** or the **Manage Provinces of Import page**.

### Summary of Liquid Petroleum Fuels Imported (Sch. 1) Alberta

Diesel Fuel	
<b>Volume imported</b>	
Volume of diesel fuel	123 litres
<b>Volume produced for the use, export or transit described in paragraphs 6 (4) (a) to (j) of the Regulations (excluded volumes)</b>	
(a) Total volume sold or delivered for use in aircraft (if known)	23 litres
(b) Total volume sold or delivered for use in competition vehicles (if known)	Optional information not entered
(c) Total volume sold or delivered for use in scientific research (if known)	153 litres
(d) Total volume sold or delivered for use as feedstock in the production of chemicals, other than fuels, in a chemical manufacturing facility (if known)	Optional information not entered
(e) Total volume sold or delivered for use in military combat equipment (if known)	Optional information not entered
(f) Total volume represented as kerosene and sold or delivered for use in unvented space heaters, wick-fed illuminating lamps, or flue-connected stoves and heaters (if known)	153 litres
(f.1) Total volume sold for or delivered for use for space heating purposes (if known);	Optional information not entered
(g) Total volume sold or delivered for use in Newfoundland and Labrador, the Northwest Territories, Yukon, Nunavut and that part of Quebec that is north of latitude 60°N (if known)	12 litres
(h) On or before December 31, 2012, the total volume, sold for or delivered for use in Nova Scotia, New Brunswick, Prince Edward Island, and that part of Quebec that is on or south of latitude 60°N (if known);	Optional information not entered
(h.1) During the period that begins on January 1, 2013 and that ends on June 30, 2013, the total volume, sold for or delivered, for use in Nova Scotia, New Brunswick and Prince Edward Island (if known);	13 litres
(i) Total volume for export (if known)	135 litres
(j) Total volume in transit through Canada, from a place outside Canada to another place outside Canada (if known)	13 litres

Edit





# Schedule 1 – Primary Supplier Registration Review and Submission Page

## Summary of Data Entered for Review and Submission (Sch. 1)

This page provides a summary of the data entered for this report. This summary will indicate any fields where mandatory or optional information is missing. The system does not have the ability to discern the accuracy of the data entered by the user. Please carefully review the data entered in your report and ensure that the correct units of measurement have been selected for your volumes entered.

If this report has already been submitted a confirmation number and date/time submitted will appear. If it has not been submitted, this summary represents the most recent information entered and saved for the report.

In order to submit this report, the Authorized Official must click the "Submit" button at the bottom of this page.

Is this an update to the report?

If yes, indicate the effective date of updated changes to the report.

Allows the Authorized Official to request that information be treated as confidential and to provide comments on elements of confidentiality.

Button used by Authorized Official for submitting the report.

**Report Submission by Authorized Official**

Is this report an update to a previously submitted report (i.e., not a new report)?

Please enter the effective date of the updated changes using the format YYYY-MM-DD: (required)

Please indicate by checking the box whether you request that some or all of the information submitted for this report be treated as confidential, according to section 313 and 314 of the Canadian Environmental Protection Act, 1999.

If you request that only some elements of the information to be transmitted be treated as confidential, please identify those elements.



# Schedule 2 – Participant Registration

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## Sections that must be completed:

- Participant Information
- Contact Information
- Non-Mobile Blending Facilities
- Mobile Blending Facility Fleets
- Facilities Using Biocrude
- Imports of Liquid Petroleum Fuel with Renewable Content by Province
- Neat Renewable Fuels Used or Sold
- Volumes Owned
- Locations of Documentation

## Due date:

- For elective participants (non-primary suppliers), the report is due at least one day before the participant first creates a compliance unit.
- For primary suppliers, the report is due at least one day before producing and/or importing their 400<sup>th</sup> m<sup>3</sup> of gasoline, diesel fuel, heating distillate oil, or any combination thereof within a calendar year (which corresponds to a gasoline compliance period).



# Schedule 6 – Producer or Importer of Renewable Fuel Registration

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## Sections that must be completed:

- Producer or Importer of Renewable Fuel Information
- Contact Information
- Renewable Fuel Production Facilities
- Provinces of Import
- Locations of Documentation

## Due date:

- The registration of the producer or importer of renewable fuel must occur at least one day before producing and/or importing their 400<sup>th</sup> m<sup>3</sup> of renewable fuel within a calendar year (which corresponds to a gasoline compliance period).



# Schedule 8 – Measurement Methods

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## Sections that must be completed:

- Registrant Information (Address)
- Contact Information
- Non-Mobile Facilities in Canada
- Mobile Facilities in Canada
- Facilities Outside of Canada
- Provinces of Import

## Due date:

- On or before the day on which the primary supplier, elective participant or renewable fuel producer/importer submits their first registration report.



# Schedule 7 – Producer or Importer of Renewable Fuel (RF) Annual Report

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## Sections that must be completed:

- Producer or Importer of Renewable Fuel Information
- Compliance Period
- Contact Information
- Renewable Fuel Production Facilities
- Provinces of Import
- Provinces where Renewable Fuel was Sold, Produced, or Imported for Export
- Non-application of Audit Requirements

## Due date:

- On or before February 15 following the end of a compliance period during which a participant produced or imported renewable fuel.



# Schedule 7 – Producer or Importer of RF Annual Report Compliance Period

- Begin by choosing the compliance period ending December 31, for this Annual Report.
  - Click “**Modify**” and choose the compliance period from the drop-down menu.
  - Click “**Select**” and proceed.

**Compliance Period**

Compliance period ending December 31: -----

The compliance period refers to the gasoline compliance period ending December 31 of that year.



# Schedule 4 – Primary Supplier Annual Report

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## Sections that must be completed:

- Compliance Period
- Primary Supplier Information
- Contact Information
- Gasoline Pool and Compliance Units
- Distillate Pool and Compliance Units
- Production Facilities
- Provinces of Import
- Company-wide Pool Exclusion  
Totals

## Due date:

- On or before April 30 following the end of a compliance period during which a primary supplier produced or imported gasoline, diesel fuel or heating distillate oil.

# Schedule 5 – Participant Annual Report

---

## Sections that must be completed:

- Compliance Period
- Participant Information
- Contact Information
- Non-Mobile Blending Facilities
- Mobile Blending Facility Fleets
- Imports of Liquid Petroleum Fuel with Renewable Content by Province
- Facilities using Biocrude
- Neat Renewable Fuel Used
- Neat Renewable Fuel Sold
- Compliance Units Transferred or Received in Trade
- Compliance Units Carried Forward or Back, Cancelled, and Owned
- Exports of Liquid Petroleum Fuel with Renewable Content by Province
- Monthly Ownership of Compliance Units for Primary Suppliers
- Renewable Fuel and Biocrude – Acquired and Transferred by Province
- Renewable Fuel and Biocrude – Owned at the End of the Compliance Period by Province
- Compliance Unit Account Book

## Due date:

- On or before April 30 following the end of a compliance period during which a participant created, carried forward or back, transferred or received, or cancelled at least one compliance unit.



# Schedule 3 – Annual Auditor’s Report

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## Sections that must be completed:

- Compliance Period
- Participant / Renewable Fuel  
Producer or Importer  
Information
- Auditor Information
- List of Auditor’s Reports  
Uploaded

## Due date:

- On or before June 30 following the  
end of the compliance period.

# Schedule 3 – Annual Auditor’s Report

## Upload Auditor’s Report Page

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- Click the “**Manage**” button in order to proceed to the **Upload Auditor’s Report** page to upload electronic copies of the auditor’s reports, required by subsection 28(2) of the Regulations.

List of Auditor's Reports Uploaded

<a href="#">Audit Report 1</a>
--------------------------------

Manage

- Enter a document title, which should include the organization’s name and the report’s compliance year.
- Click “**Browse...**” to find the document on your computer, and click “**Open.**”
- Enter any comments, including information on the contact person for this report.

Document Information

Document title:

File name:  Browse...

Comments:


Upload

# Schedule 3 – Annual Auditor’s Report

## Auditor’s Reports Downloaded Documents

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- You can download and view the document that was uploaded by clicking the hyperlink for the name of the document on either the **Schedule 3 main page** or the **Upload Auditor’s Report** page.

 [Example File](#) Delete  
Uploaded date: 2012-11-05  
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# Questions or Need More Information?

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- Help files for the RFRERS are located in the RFRERS Support section.
- For information on the Regulations, including links to the Regulations, a question and answer document, and fact sheets, visit the following Web page:
  - <http://www.ec.gc.ca/energie-energy/default.asp?Lang=En&n=0AA71ED2-1&edit=on>
- Website for RFRERS: <https://ec.ss.ec.gc.ca>
- Contact RFRERS Administration: [RFRERS-SDERCR@ec.gc.ca](mailto:RFRERS-SDERCR@ec.gc.ca)