

General Instructions

Fuel suppliers under O.Reg. 535/05 S.s. 1(1) must complete and file the reporting form no later than March 31st of each year, following each compliance year (e.g., March 31st 2008 for 2007 compliance year).

Guidelines to assist in completing the reporting form follow.

Who is required to fill out this form?

Fuel suppliers are required to report if they “placed gasoline in the Ontario market”, which means:

- they have manufactured or blended gasoline with an oxygenate AND used it or sold it at wholesale or retail in Ontario;

OR

- they have imported gasoline into Ontario AND used it or sold it at wholesale or retail in Ontario;

OR

- they have acquired gasoline through an inter-refiner agreement AND used it or sold it at wholesale or retail in Ontario.

Note:

- Fuel suppliers are only required to report on those volumes of gasoline that they have “placed in the Ontario market”
- A transaction between refiners is not considered a sale.
- Each volume should be reported only once; when it is first placed in the Ontario market.
- Terms are further defined in O.Reg. 535/05.

What information are fuel suppliers required to submit to the Ministry?

Fuel suppliers are required to submit:

- i) an electronic copy of the report (unless the fuel supplier requests a paper copy of the reporting form from the Ministry);
- ii) a signed, printed copy of the report; and
- iii) a list of all of the facilities used to distribute and/or sell gasoline in Ontario.

The electronic version of the report is created by clicking on the “Create Submission” button. A printed copy of the report can be created by selecting “Create Report” and printing the corresponding text file in any word processing program.

The electronic report and the list of facilities may be sent via e-mail to [ethanol-](mailto:ethanol@ontario.ca)

report@ene.gov.on.ca. A confirmation e-mail will be sent once the submission has been received. Alternatively, these files may be mailed to the Ministry on a cd-rom or other electronic media storage device. The signed, printed copy of the report should be sent to:

Director, Air Policy and Climate Change Branch
Ministry of the Environment
135 St. Clair Avenue West, 4th Floor
Toronto, Ontario
M4V 1P5

A submission is required for each compliance year, by March 31st of the following year.

General Reporting Form Instructions

Layout

The reporting form is divided into five screens which can be accessed by clicking on the corresponding tab. The five screens are:

- i) General
- ii) Compliance
- iii) Transfers
- iv) Optional Deductions
- v) Declaration

Tooltips

To assist fuel suppliers with the electronic portion of the submission, the reporting form includes a “tooltips” feature. This feature provides users with a description of each field in the reporting form whenever the user drags their mouse pointer over the field.

Commands

Save Draft – This command saves all of the information entered in General, Compliance, and Transfer screens. When this command is selected, the user is prompted to enter the filename and location where the draft file will be stored.

Load Draft – When this command is selected, the user is prompted to enter the filename and location where the draft file was stored using the “Save Draft” command.

The “Create Report” and “Create Submission” commands can only be accessed once a checkmark has been placed in the “I Agree” field on the Declaration screen and all mandatory fields have been filled in (mandatory fields that are blank will be highlighted in orange if the “Create Report” or the “Create Submission” command is selected).

Create Report – This command will create a text file (in rich text format) displaying all of the information contained in the reporting form. When this command is selected, the user is prompted to enter the filename and location where the text file will be stored.

Fuel suppliers are required to submit a signed, printed copy of this file to the Ministry.

Create Submission – This command will create an encrypted file containing all of the information filled out in the reporting form. When this command is selected, the user is prompted to enter the filename and location where the encrypted file with the .xls extension will be stored. Once this file is saved it cannot be reopened and/or modified.

Fuel suppliers are required to submit a copy of this file to the Ministry.

For more information

To obtain an electronic copy of O. Reg. 535/05, click on the [O. Reg. 535/05](#) hyperlink shown in the bottom right portion of the screen.

To obtain additional information about the regulation from the Ministry's Ethanol in Gasoline website, click on the [For additional information, including guidelines](#) hyperlink shown in the bottom right portion of the screen.

For additional information on the how to download and install the electronic version of the reporting form, go to: <http://www.ene.gov.on.ca/envision/ethanol/reporting-form.html>

Tab 1: General

D.Reg. 535/05 Reporting Form

General | Compliance | Transfers | Optional Deductions | Declaration

Ontario

Name of Fuel Supplier:

Name of Officer Submitting Report:

Compliance Year for this Report:

Address:

City: Phone #:

Province/State: Fax #:

Country: Email Address:

Postal Code:

[D.Reg. 535/05](#)
[Additional information including guidelines](#)

Load Draft | Save Draft | Create Report | Create Submission | Quit

Provide sufficient information to identify the fuel supplier, the location where records are kept, and the person who should be contacted, if the Ministry requires further information.

Name of Fuel Supplier: Under O. Reg. 535/05, compliance is applied at the corporate-level, rather than for each facility that a fuel supplier may own/operate. Enter the legal (corporate) name of fuel supplier. Note that a separate list of facilities used to sell and/or distribute gasoline in Ontario must be appended to the submission. If the corporate name does not appear on the list, select “OTHER – MANUALLY ENTER NAME”, and manually enter the name in the new field that appears below.

Name of Officer Submitting Report: Enter the name of the person submitting the report. If the Ministry of the Environment requires additional information or clarification, this is the person who will be contacted.

Compliance Year for this Report: Enter the calendar year for which the report is being submitted. For example, when filing for the period January 1, 2007 through December 31st, 2007, enter “2007”.

Address: Enter the address of the principal place of business where records are kept.

Tab 2: Compliance

O.Reg. 535/05 Reporting Form Ontario

General | **Compliance** | Transfers | Optional Deductions | Declaration

A=Volume of ethanol-blended gasoline (Litres): D=volume of ethanol transferred FROM the records of other fuel suppliers (Litres):

B=Volume of non-ethanol-blended gasoline (Litres): E=Volume of ethanol transferred TO the records of other fuel suppliers (Litres):

C=Volume of non-cellulosic ethanol in "A" (Litres): F=Volume of gasoline distributed from or sold in Northern Ontario (optional; 2007-2009 only) (Litres):

C1=Volume of cellulosic ethanol in "A" (Litres): G=Volume of gasoline used or sold for explicit end-uses (optional) (Litres):

C summer= Volume of non-cellulosic ethanol between May 15 and September 14 (Litres): **X=Annual Average Ethanol Content (%):**

C1 summer= Volume of cellulosic ethanol between May 15 and September 14 (Litres): **Y=Summer Ethanol Content (%):**

Determination of Compliance: **Not In Compliance**

If the annual average ethanol content is greater than 5, the supplier is in compliance.

[O.Reg. 535/05](#)
[Additional information including guidelines](#)

Load Draft | Save Draft | Create Report | Create Submission | Quit

Provide sufficient information to: i) calculate the average ethanol content of the gasoline placed in the Ontario market (as defined by O. Reg. 535/05) in the compliance year; ii) determine the volume of blendstock used or sold; and iii) determine the proportion of ethanol placed in the Ontario market in the summer months. Provide values for *all* parameters.

All volumes should be reported in litres, calculated at standard temperature and pressure (STP).

Enter only positive values. The reporting form will make the appropriate calculations, once the volumes have been entered.

Compliance is determined using the following formula. Under the requirements of O. Reg. 535/05, "X" must be equal to or greater than 5.

$$x = ([C + (C1 \times 2.5)] + D - E) / (A + B - F - G) \times 100$$

Where,

- “X” = the calculated annual average ethanol content placed in the Ontario market in the compliance year, expressed as a percent.
- “A” = the volume of ethanol-blended gasolines placed in the Ontario market in the compliance year, as defined by O. Reg. 535/05.
- “B” = the volume of non-ethanol-blended gasolines placed in the Ontario market in the compliance year, as defined by O. Reg. 535/05.
- “C” = the volume of non-cellulosic ethanol that is contained in “A”.
- “C1” = the volume of cellulosic ethanol contained in “A” as defined by O. Reg. 535/05. If cellulosic ethanol is included in the compliance formula, evidence of the origin of this ethanol must be made available, on request. Include only actual volumes of cellulosic ethanol. The reporting form will calculate the 2.5 incentive automatically.
- “D” = (if applicable) the volume of ethanol from ethanol-blended gasolines transferred from the records of other fuel suppliers within the same compliance year, as defined by O. Reg. 535/05. The value is automatically filled in based on the calculations from the “Transfers” screen.
- “E” = (if applicable) the volume of ethanol from ethanol-blended gasolines transferred to the records of other fuel suppliers within the same compliance year, as defined by O. Reg. 535/05. The value is automatically filled in based on the calculations from the “Transfers” screen.
- “F” = (if applicable) volumes of gasoline distributed from or sold in northern Ontario may be deducted from the compliance formula in the 2007, 2008, and 2009 compliance years, provided that the sale and/or distribution from northern Ontario can be demonstrated. Each volume must be accounted for only once. Insert only the actual volume (i.e., positive value). The reporting form will deduct the amount automatically.
- “G” = (if applicable) volumes of gasoline placed in the Ontario market for the purposes of generating power in aircraft, marine vessels or equipment, or vehicles manufactured prior to 1980 may be deducted from the compliance formula, provided that the end use can be demonstrated. Each volume must be accounted for only once. Insert only the actual volume (i.e., positive value). The reporting form will deduct the amount automatically.

The proportion of ethanol placed in the Ontario market in the summer months of the compliance year, is determined by the following formula:

$$y = (C_{\text{summer}} + C1_{\text{summer}}) / (C + C1) \times 100$$

Where,

“y” = the ethanol content in ethanol-blended gasoline placed in the Ontario market in the period commencing on May 15 and ending on September 14 in the compliance year, expressed as a percentage of the total volume of ethanol in ethanol-blended gasoline placed in the Ontario market for the entire compliance year. This information will not be used to determine compliance with the Regulation. However, the Ministry will monitor the issue of seasonality for environmental purposes.

“C_{summer}” = the volume of non-cellulosic ethanol that is contained in “A” that is placed in the Ontario market commencing on May 15 and ending on September 14 in the compliance year.

“C1_{summer}” = the volume of cellulosic ethanol that is contained in “A” that is placed in the Ontario market commencing on May 15 and ending on September 14 in the compliance year.

Additional Instructions

- If cellulosic ethanol is included in the compliance formula, evidence of the origin of this ethanol must be available, on request. Include only actual volumes of cellulosic ethanol. The reporting form will calculate the 2.5 incentive automatically.
- Fuel suppliers may elect to transfer ethanol volumes to the reports of other fuel suppliers. On request, fuel suppliers may be required to provide information documenting the amount of ethanol transferred.
- Ethanol placed in the Ontario market must meet the quality standards specified in O.Reg. 535/05.

Tab 3: Transfers

The screenshot shows the 'O.Reg. 535/05 Reporting Form' with the 'Transfers' tab selected. The form is divided into two main sections: 'From Other Fuel Suppliers' and 'To Other Fuel Suppliers'. Each section contains a table with two columns: 'Supplier' and 'Volume (Litres)'. Below each table, there is a text input field for the total volume (D and E respectively), a 'Not Applicable' checkbox, and three buttons: 'Add', 'Edit', and 'Delete'. At the bottom of the form, there are five buttons: 'Load Draft', 'Save Draft', 'Create Report', 'Create Submission', and 'Quit'. A link for 'Additional information including guidelines' is located in the bottom right corner.

Under O. Reg. 535/05, fuel suppliers are permitted to transfer surplus compliance volumes to other fuel suppliers. Provide sufficient information to calculate the volumes of ethanol that have been transferred to and/or from the records of other fuel suppliers.

“From Other Fuel Suppliers”:

Enter the total volume of ethanol transferred from the records of other fuel suppliers within the same compliance year. Where multiple transfers have occurred with the same fuel supplier, enter the net volume transferred from that fuel supplier (i.e., only one entry is permitted for each fuel supplier). If the name of fuel supplier does not appear on the list, select “OTHER – MANUALLY ENTER NAME” and enter the name of the fuel supplier in the new field.

“To Other Fuel Suppliers”:

Enter the total volume of ethanol transferred to the records of other fuel suppliers within the same compliance year. Where multiple transfers have occurred with the same fuel supplier, enter the net volume transferred to that fuel supplier (i.e., only one entry is

permitted for each fuel supplier). If the name of fuel supplier does not appear on the list, select "OTHER – MANUALLY ENTER NAME" and enter the name of the fuel supplier in the new field.

Tab 4: Optional Deductions

The screenshot shows a software window titled "O.Reg. 535/05 Reporting Form" with the Ontario logo in the top right. The "Optional Deductions" tab is selected. The form contains two sections, each with a text description and three radio button options: "Yes", "No", and "Not Applicable".

General | Compliance | Transfers | **Optional Deductions** | Declaration

Volumes of gasoline distributed from or sold in Northern Ontario have been deducted from the compliance formula and each volume has been accounted for only once: Yes No Not Applicable

Volumes of gasoline placed in the Ontario market for the purposes of generating power in aircraft, marine vessels or equipment, or vehicles manufactured prior to 1980 have been deducted from the compliance formula and each volume has been accounted for only once: Yes No Not Applicable

Buttons at the bottom: Load Draft, Save Draft, Create Report, Create Submission, Quit. A link for "Additional information including guidelines" is also present.

Under O. Reg 535/05, fuel suppliers who elect to deduct compliance volumes are required to provide statements to that effect.

Northern Ontario Deduction: (if applicable) The volume of ethanol-blended gasolines and non-ethanol-blended gasolines distributed from or sold in northern Ontario in the compliance year, in the case of the compliance years 2007, 2008 and 2009, as defined by O. Reg 535/05. Note that the area defined as 'northern Ontario' under O. Reg. 535/05 is different than the definition used in Ontario's Gasoline Volatility regulation (O. Reg. 271/91

End-Use Deduction: (if applicable) The volume of ethanol-blended gasolines and non-ethanol-blended gasolines placed in the Ontario market (as defined by O. Reg. 535/05) in the compliance year for the purposes of generating power in aircraft, marine vessels or equipment, off-road vehicles or equipment, or vehicles manufactured prior to 1980.

Tab 5: Declarations

The screenshot shows a web application window titled "O.Reg. 535/05 Reporting Form" with the Ontario logo in the top right. The "Declaration" tab is selected, showing four radio button options for documentation availability and one checkbox for agreement. Below these are input fields for the officer's name and the date. At the bottom, there are buttons for "Load Draft", "Save Draft", "Create Report", "Create Submission", and "Quit", along with a link for "Additional information including guidelines".

O.Reg. 535/05 Reporting Form

General | Compliance | Transfers | Optional Deductions | Declaration

All ethanol-blended gasolines distributed for use or sale in Ontario meet the quality standards set out in O.Reg. 535/05: Yes Not Applicable

Documentation of transactions used to calculate "D" and "E" is available on request: Yes Not Applicable

Documentation of gasoline volumes sold and/or distributed in Northern Ontario is available on request: Yes Not Applicable

Documentation of gasoline volumes placed on the market for the purposes of generating power in aircraft, marine vessels or equipment, or vehicles manufactured prior to 1980 is available on request: Yes Not Applicable

I 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 supporting documentation to the Director: I Agree

Name of Officer:

Date:

[O.Reg. 535/05](#)
[Additional information including guidelines](#)

Load Draft | Save Draft | Create Report | Create Submission | Quit

Provide sufficient information to determine the accuracy of the report.

Check the appropriate response concerning:

- Confirmation that the ethanol-blended gasoline sold in Ontario meets the quality standards set out in O. Reg. 535/05;
- availability of documentation for transactions used to calculate "D" and/or "E" (i.e., transfers);
- availability of documentation for gasoline volumes sold and/or distributed in Northern Ontario;
- availability of documentation for gasoline volumes placed in the Ontario market for special end-uses allowed under O. Reg. 535/05; and
- accuracy of information contained in the report.

Once the "I Agree" field has been checked, the user may select the the "Create Report" and/or the "Create Submission" command.