Instruction Document 5A: Collection and Communication of Data

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# Scope

This document is a normative Instruction Document which accompanies *SBP* Standard #5: Collection and Communication of Data. It defines the requirements and options for collecting data which accompany SBP-certified biomass through the supply chain.

1.1 Introduction

There are three Instruction Documents that accompany *SBP* Standard #5: Collection and Communication of Data.

This Document Instruction Document 5A sets out the process by which data related to biomass is collected and communicated.

Instruction Document 5B - Energy and GHG data, defines the data that are required for the calculation of the carbon saving from using biomass compared to reference fuels. The methodology for this calculation varies between different end-users and so is not defined. Instead each Legal Owner provides the data that permits the end-user to complete the calculation to their own requirements.

For Biomass Producers the data is collected and communicated using an “SBP Audit Report on Energy and GHG data (SAR)”. This data is static and is defined based on an historic Reporting Period, usually 12 months prior to the period in which the biomass was produced. The SAR is validated by the BP’s CB before it may be provided to customers and end-users.

Instruction Document 5C - Static Biomass Profiling Data provides data on the feedstock inputs and Supply Base which is required by end-users. This data is Static for the Reporting Period.

Because BPs supply biomass from a range of locations (e.g. ex-works, ports, quay sides, delivered-in) and use a range of transport modes to reach the physical point of legal transfer these differences in Energy and GHG data must be captured. Additionally, the Energy and GHG data and the Static Biomass Profiling Data will change for each Reporting Period. SBP uses Static Data Identifiers (SDIs) to enable the correct data to be allocated to all biomass.

Traders who supply but do not produce or use biomass record the relevant Energy and GHG data in the SBP Report on Energy and GHG for Supplied Biomass (SREG). This is a subset of the SAR, covering transportation and excluding data related to biomass production.

Where a BP supplies biomass which is not included in the Static Data Identifiers (SDIs) it has defined (for example because it has opened a new delivery route) it must also record the additional Energy and GHG data using an SREG.

BPs create biomass with SBP claims, End-Users consume biomass. Traders take Legal Ownership of biomass but neither produce nor consume biomass. Any legal entity may take on more than one of these roles.

BPs selling biomass with an SBP claim must define Production Batches. Biomass produced in a single Production Batch is considered identical in terms of Energy and GHG data, Static Biomass Profiling Data and Dynamic Batch Sustainability Data. Each Production Batch is allocated a unique identifier, the Production Batch ID (PBid). The PBid enables all legitimate Legal Owners of the biomass to access relevant Energy and GHG data, Static Biomass Profiling Data and Dynamic Batch Sustainability Data information. The PBid is included in all Transaction Claims.

Dynamic Batch Sustainability Data is a concept included in SBP to permit future anticipated end-user requirements to be met and is referenced using a unique number. For this version the Dynamic Batch Sustainability Data Indicator will ordinarily be ‘00’ for all biomass.

Transactions must be recorded in the Data Transfer System. Transaction Claims are only valid if recorded in the DTS.

# Data requirements

## Principles

2.1.1 The Legal Owner (including a BP) is not responsible for calculating the energy and GHG balance of the supply chain, but must provide all necessary data to facilitate those calculations.

2.1.2 Each Legal Owner shall record data as specified in this Instruction Document.

2.1.3 Each Legal Owner shall operate a management system to ensure that data recorded is consistently compliant with the requirements specified in this Instruction Document.

2.1.4 Legal Owners shall make data specified in this Instruction Document available to other SBP Certificate Holders which hold or have held Legal Ownership of biomass supplied by the Legal Owner.

2.1.5 Legal Owners shall make data available in an appropriate form and format.

## Static Data Identifiers (SDIs)

2.2.1 The BP shall determine the Scope End-Points for biomass supplied with an SBP-Claim. The Scope End-Points is the point at which biomass transfers outside the scope of the BP’s certificate to a next Legal Owner. Examples of different Scope End-Points include different shipping ports.

2.2.2 Each scope end-point shall be allocated a Static Data Identifier (SDI).

2.2.3 Where GHG and Energy data (defined in Instruction Document 5B) vary for a single Scope End-Point (for example because road is used as an alternative means of transport than rail for moving biomass to a single port) then two or more Static Data Identifiers shall be allocated for that Scope End-Point to capture the correct GHG and Energy data for the biomass.

2.2.4 A Static Data Identifier shall refer only to a single Reporting Period. A new Static Data Identifier shall be allocated for each reporting period.

Note: The purpose of the Static Data Identifier number is to permit the correct Reporting Period data to be associated with biomass supplied by a BP over multiple Reporting Periods and where a BP has multiple Scope End-Points.

2.2.5 Static Data Identifiers shall be shall be in the form:

SBP-XX-YY-ZZ

Where:

SBP-XX-YY is the BP certificate number issued by the CB.

XX is a 2-digit number allocated to the CB by SBP

YY is a 2-digit number allocated to the certificate holder by the CB

ZZ is a unique 2-digit integer unique to the reporting period and the Scope End-Point for biomass as determined by the BP.

2.2.6 ZZ shall be allocated in ascending linear numerical order.

Note: The BP may add additional ‘0’ (zero) values in front of the ‘XX’, ‘YY’ and ‘ZZ’ values where this facilitates integration with existing data systems.

## Dynamic Batch Sustainability Data

2.3.1 To enable the requirements of some EU Member States with evolving Biomass Sustainability requirements to be met, the SBP system includes the capacity to communicate Dynamic Batch Sustainability Data (covering a range of Sustainability Characteristics) for biomass.

2.3.2 A unique Dynamic Batch Sustainability Data Identifier shall be allocated, in the form AA, where AA is a unique 2-digit integer unique to the Dynamic Batch Sustainability Data.

2.3.3 Unless a BP receives written approval from SBP the value of AA shall be ‘00’. Any BP wishing to communicate Dynamic Batch Sustainability Data or use a Dynamic Batch Sustainability Data Indicator other than ‘00’ must first receive written approval from SBP.

Note: The BP may add additional ‘0’ (zero) values in front of the ‘AA’ values where this facilitates integration with existing data systems.

2.3.4 SBP will evaluate any request to ensure the integrity of the system being proposed by the BP, including the application of Mass Balance and Chain of Custody Control systems in accordance with the requirements of the SBP-approved Chain of Custody System being implemented.

**Note: For this version of this Instruction Document Dynamic Batch Sustainability Data are not defined. The definition of Sustainability Characteristics will be developed in the next version of this Instruction Document.**

Note. Sustainability Characteristics may in the future be:

1. Input type – gross definition of feedstock input. Possible values are any % combination of: Primary; secondary; tertiary.
2. Forest Size – for primary feedstock only, determination if it was sourced from a forest greater than or less than 500 ha. Possible values are any % combination of: >500ha, <500 ha, not available.
3. Certification – the scheme under which the feedstock was supplied or sourced. Possible values are any % combination of: FSC Certified; FSC CW; PEFC Certified; PEFC CS; none of these.
4. Stump wood – for primary feedstock only; the presence or absence of stump wood in the feedstock. Possible values are any % combination of: Does not contain stump wood; May contain stump wood.
5. Country of the ‘Place of harvesting’, i.e. country where the tree stump is located. Possible values are any % combination of: A country.

If any declaration is made, then 100% must be declared for each Sustainability characteristics in a Production Batch

# Production Batch

3.1 A Production Batch is a unit of production with identical Energy and GHG and Biomass Producer Profiling Data and Dynamic Batch Sustainability Data.

3.2 Production Batches are defined by the BP.

3.2.1 Once allocated, the Energy and GHG and Biomass Producer Profiling Data and Dynamic Batch Sustainability Data of a Production Batch shall never change.

Note: A BP may have a single Production Batch for each Reporting Period, or may create separate Production Batches within a Reporting Period, for example to meet specific customer requirements.

3.2.2 A Production Batch may be split and supplied in more than one Transaction by the BP and by subsequent Legal Owners of the Production Batch.

3.2.3 A single Transaction may include more than one Production Batch, including from more than one BP.

3.2.4 Each Production Batch shall be allocated a unique Production Batch ID.

3.2.5 The Production Batch ID shall be in the form:

SBP-XX-YY-ZZ-AA

Where:

SBP-XX-YY-ZZ is the Static Data Identifier

AA is the Dynamic Batch Sustainability Data Identifier.

# Transaction Claims

4.1 Transactions shall be recorded in the DTS.

4.2 An SBP Transaction Claim is only valid if it is recorded in the DTS

4.3 End-Users must be SBP Chain of Custody certified to make claims regarding the use of biomass carrying an SBP Claim.

4.4 A Transaction Claim consists of the following data items

1. Transaction Date
2. Transaction Reference
3. Production Batch ID (PBid)
4. Mass (of certified Biomass from the referenced PBid)
5. SBP Product Type
6. SBP Claim

7. Originating Legal Owner (supplier)

8. Receiving Legal Owner (customer)

# Glossary of relevant terms

**Biomass** - Output from a Biomass Producer. It carries an SBP-claim and is suitable for the generation of heat and energy.

**Biomass Producer (abbreviated to BP)** A Legal Entity, which takes legal ownership of feedstock and produces Biomass with an SBP-claim.

**Biomass Production** The process by which feedstock is transformed into biomass by a Biomass Producer. There may be no physical transformation of the feedstock. A Biomass Producer must implement the requirements of SBP Standard 2 to evaluate compliance of feedstock with SBP sustainability requirements and implement the requirements of SBP Standard 3 to supply biomass with an SBP claim.

**Dynamic Batch Sustainability Data** Data recording allocation of Sustainability Characteristics associated with feedstock to Production Batches. The Sustainability Characteristics data items are not yet defined but may be:

% Primary (what proportion of the Feedstock used in this Production Batch came from Primary Sources?);

% Secondary (what proportion of Feedstock used in this Production Batch came from Secondary Sources?);

 % Tertiary (what proportion of Feedstock used in this Production Batch came from Tertiary Sources?);

(only answered if the response to Q1 is greater than 0%) % Stump Wood (what proportion of the Feedstock used in this Production Batch consisted of Stump Wood);

(only answered if the response to Q1 is greater than 0%) % Large Forest Contribution (what proportion of the Feedstock used in this Production Batch came from forests greater than 500ha in size?);

(only answered if response to Q5 is greater than 0%) Large Forest Contribution Certification Status (specify the % contribution used from a Large Forest recorded in item 5 originating from within a recognised forest management scheme [These are currently %FSC / %PEFC endorsed schemes].

**Dynamic Batch Sustainability Data Identifier** AA is a unique identifier for the Dynamic Batch Sustainability Data for each Production Batch.

IMPORTANT NOTE: AA should be given as -00- and the Dynamic Batch Sustainability Data should be returned as 'Null'. BPs wishing to return non-null values must contact SBP.

IMPORTANT NOTE: Dynamic Sustainability Batch Data are allocated in the same Reporting Period as the Production Batch is created (all other data for Production Batches is based on previous 12-month average data).

IMPORTANT NOTE: The allocation of Dynamic Sustainability Batch Data from feedstock to Production Batches is set out in SBP Instruction Document 5A

**End-User** A Certificate Holder that takes Legal Ownership of Biomass and uses it for heat and energy generation.

**Energy and GHG data** The information described in ID5B which is used to determine total energy and GHG values embedded in biomass during the period of Legal Ownership. For BPs these data are static and reported historically for a single Reporting Period (up to 12 months). For Legal Owners downstream of the BP these are reported per Transaction Batch.

**Feedstock**  Input into a Biomass Producer for the production of biomass for energy generation.

**Legal Owner** The Legal Entity with title to the referenced biomass.

**PBid** A unique identifier for a Production Batch. It takes the form XX-YY-ZZ-AA where: XX-YY-ZZ is the Static Data Identifier, within the scope of the BP's SBP Certificate and AA is a unique Dynamic Batch Sustainability Data Identifier for that Production Batch.

**Permitted use** A Transaction Claim must remain consistent with the physical biomass to which it relates. If the biomass is destroyed, or is sold to a customer who is not an SBP Certificate Holder, the claim must also be destroyed. A Transaction Claim may only be 'detached' from the physical biomass to which it relates when the biomass is burned by an End-User for the purpose of generating electricity or heat

**Production Batch** A Production Batch is a defined volume of Biomass with identical:

- Energy and GHG Data;

- Static Biomass Producer Profiling Data; and

- Dynamic Batch Sustainability Data.

Each Production Batch is allocated a unique identifier, a PBid.

IMPORTANT NOTE: Production Batches can only be created by BPs.

IMPORTANT NOTE: Production batches may be subdivided into Transaction Batches.

**Reporting period** An historical period, defined by the BP, for which the BP reports static Energy and GHG data and Static Biomass Profiling Data. The period may not exceed 12 months. The requirements for the definition of the Reporting Period are specified in ID 5B.

**SBP Audit report on Energy and GHG data (SAR)** Biomass Producers complete this report based on the requirements specified in Instruction Document 5B.  This data is static and is defined based on an historic Reporting Period, usually 12 months prior to the period in which the biomass was produced.  The SAR is validated by the BPs CB before it may be provided to customers and end-users.

**SBP Claim** SBP-Compliant or SBP-Controlled.

**SBP Report on Energy and GHG for Supplied Biomass (SREG)** Traders who supply biomass but do not produce biomass record the relevant Energy and GHG data in the SBP Report on Energy and GHG for Supplied Biomass (SREG). This is a subset of the SAR, covering transportation and excluding data related to biomass production. Where a BP supplies biomass which is not included in the Static Date Indicators (SDIs) it has defined (for example because it has opened a new delivery route) it must also record the additional Energy and GHG data using an SREG.

**SBP Static Biomass Profiling Data sheet** Biomass Producers complete this report based on the requirements specified in Instruction Document 5C.  This data is static and is defined based on an historic Reporting Period, usually 12 months prior to the period in which the biomass was produced. The SAR is validated by the BPs CB before it may be provided to customers and end-users.

**Static Biomass Profiling Data** Static data for a Reporting Period reported by a Biomass Producer as defined in ID5C.  Static Biomass Producer Profiling Data comprises Feedstock description, Biomass Producer profiling data, Round wood primary feedstock as a proportion of the annual round wood harvest. Data is recorded in the SBP Static Biomass Profiling Data sheet.

**Sustainability Characteristics** Attributes of biomass defined by the attributes of the feedstock from which is derived.

**Trader** A Certificate Holder that takes Legal Ownership of biomass and supplies it to another Legal Owner

**Transaction** An agreement between two Certificate Holders (supplier and customer) to transfer one or more Transaction Claims from supplier to customer, on a specified date. A Transaction may have ONE of the following statuses:

1. Pending - a Transaction has been proposed by one party and is awaiting action from the counterparty

2. Accepted - a Transaction has been agreed and the Transaction Claims contained in the Transaction have passed from supplier to customer

3. Rejected - a Transaction has been declined or disputed by the counterparty and Transaction Claims contained in the Transaction have NOT passed from supplier to customer"

**Transaction Batch** A fraction of Production Batch that is supplied and received with an associated Transaction Claim.

**Transaction Claim** A Transaction Claim is passed from one CH (supplier) to another (customer). It consists of the following data items:

1. Transaction Date
2. Transaction Reference
3. Production Batch ID (PBid)
4. Mass (of certified Biomass from the referenced PBid)
5. SBP Product Type
6. SBP Claim

7. Originating Legal Owner (supplier)

8. Receiving Legal Owner (customer)