

# SBP

Sustainable Biomass Partnership

## Instruction Document 5A: Collection and Communication of Data

[www.sustainablebiomasspartnership.org](http://www.sustainablebiomasspartnership.org)



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*For further information on the SBP Framework and to view the full set of documentation see [www.sustainablebiomasspartnership.org](http://www.sustainablebiomasspartnership.org)*

### *Document history*

*Version 1.0: published 26 March 2015*

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### **Standard Effective Date**

SBP certified organisations shall be in compliance with Instruction Document 5A Section 4 “Transaction Claims” in making a transaction claim from 12 October 2016.

For all other sections of Instruction Document 5A and for Instruction Documents 5B and 5C, these are effective from 12 October 2016. SBP certified organisations may implement these Instruction Documents and assessments may be conducted against these Instruction Documents from 12 October 2016.

New certification applicants shall be assessed against this Instruction Document from 01 December 2016 and all surveillance assessments shall be conducted against this Instruction Document from 01 April 2017.

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# 1 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*.

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 end-users to complete the calculation to their own requirements.

For Biomass Producers (BPs) 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 must be validated by the BP’s CB before it can 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 (for example, ex-works, ports, quaysides, delivered-in) and use a range of transport 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 (SBP) 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). The SREG encompasses a part of the SAR data requirement, covering transportation and excluding data related to biomass production. The SREG data is provided separately and additionally to the SAR data.

Where a BP supplies biomass which is not included in the 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 (DTS). Transaction Claims are only valid if recorded in the DTS.

## 2 Data requirements

### 2.1 Principles

2.1.1 With the exception of an End-User, 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. The requirements for calculating the energy and GHG balance of the supply chain are contained in SBP Standard 6 - Energy and Carbon Balance Calculation.

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 using the templates specified in this Instruction Document. The data shall be communicated using a medium agreed between the two parties.

### 2.2 Static Data Identifiers (SDIs)

2.2.1 The BP shall determine the Scope End-Points for biomass supplied with an SBP Claim. A Scope End-Point occurs where biomass is transferred outside the scope of the BP's certificate to another Legal Owner. An example of a Scope End-Point would be where a different shipping port is used.

2.2.2 Each Scope End-Point shall be allocated a Static Data Identifier (SDI), whose purpose 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.

2.2.3 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 to 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 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.

## 2.3 Dynamic Batch Sustainability Data

2.3.1 In order to meet the needs of EU Member States with evolving Biomass Sustainability requirements, 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 the 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 the 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, Sustainability Characteristics are not defined. The definition of Sustainability Characteristics will be developed in the next version of this Instruction Document.**

Note. Sustainability Characteristics may be defined in future as follows:

- a) Input type – gross definition of feedstock input. Possible values are any % combination of: primary; secondary; tertiary.
- b) Forest Size – for primary feedstock only, a determination as to whether it was sourced from a forest greater than or less than 500 ha. Possible values are any % combination of: >500ha, <500 ha, not available.

- c) 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.
- d) 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.
- e) Country of the 'Place of harvesting', i.e. country where the tree stump is located. Possible values are any % combination of: countries.

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



## 3 Production Batch

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

3.2 Production Batches are defined by the BP.

3.2.1 Once allocated, the Energy, GHG and Static Biomass Profiling data , and Dynamic Batch Sustainability Data of a Production Batch shall not be changed.

Note: A BP may have a single Production Batch for each Reporting Period, or may create separate Production Batches within a Reporting Period, in order to, for example, 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 batches 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. Unless a BP receives written approval from the SBP, the value of AA shall be '00'.

## 4 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 in order 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. One or more Production Batch ID (PBid)
  - 4. One or more mass (of certified Biomass from the referenced PBid)
  - 5. One or more SBP Product Type
  - 6. One or more SBP Claim
  - 7. Originating Legal Owner (supplier)
  - 8. Receiving Legal Owner (customer)

## 5 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. (Note that a BP ordinarily processes feedstock for conversion into biomass (or gathers biomass, such as wood chips) suitable for power generation.)

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

**Data Transfer System (DTS):** A tool used to record each transaction where a SBP-claim is made. The DTS allows the claims to be transmitted along the supply chain.

**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:

1. % Primary (what proportion of the Feedstock used in this Production Batch came from Primary Sources?);
2. % Secondary (what proportion of Feedstock used in this Production Batch came from Secondary Sources?);
3. % Tertiary (what proportion of Feedstock used in this Production Batch came from Tertiary Sources?);
4. (Only to be 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?);
5. (Only to be 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?);
6. (Only to be 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 the SBP.

**IMPORTANT NOTE:** Dynamic Sustainability Batch Data must refer to the Reporting Period in which 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, this data is static and is reported historically for a single Reporting Period (up to 12 months). For Legal Owners downstream of the BP, this is reported per Transaction Batch.

**Feedstock:** Input into a BP 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 BP Profiling Data; and
- Dynamic Batch Sustainability Data.

Each Production Batch is allocated a unique identifier, known as 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.

**Scope End-Point:** A Scope End-Point occurs where biomass is transferred outside the scope of the BP's certificate to another Legal Owner. An example of a Scope End-Point would be where a different

shipping port is used. The BP shall determine the Scope End-Points for biomass supplied with an SBP Claim.

**SBP Audit report on Energy and GHG data (SAR):** BPs 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 must be validated by the BP's CB before being 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, but do not produce, biomass shall record the relevant Energy and GHG data in the SBP Report on Energy and GHG for Supplied Biomass (SREG). The SREG encompasses a part of the SAR data requirement, covering transportation and excluding data related to biomass production. The SREG data is provided separately and additionally to the SAR data.

**SBP Static Biomass Profiling Data sheet:** BPs 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 must be validated by the BP's CB before being provided to customers and end-users.

**Static Data Identifier (SDI):** Each Scope End-Point shall be allocated an SDI whose purpose 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. A Static Data Identifier shall refer only to a single Reporting Period. A new Static Data Identifier shall be allocated for each Reporting Period.

**Static Biomass Profiling Data:** Static data for a Reporting Period reported by a BP as defined in ID5C. Static BP Profiling Data comprises Feedstock description, BP profiling data and roundwood primary feedstock as a proportion of the annual roundwood 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 it 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 the 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. One or more Production Batch ID (PBid)
4. One or more mass (of certified Biomass from the referenced PBid)
5. One or more SBP Product Type
6. One or more SBPclaim
7. Originating Legal Owner (supplier)
8. Receiving Legal Owner (customer)