



Standards Development Process

SBP Standard 6:

Energy Carbon Balance Calculation

Revision Draft Version 1 for Public Consultation

(for status see document history on page ii)

Sustainable Biomass Program
sbp-cert.org

Revision Draft Version 1 for Public Consultation

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Formal status of document: Consultation Document

Document history

(see Standards Development Process Terms of Reference v1, page 29)

SEC editing team working document	
Working Group C working document	
Agreed by Working Group C	
Technical Committee review document	
Technical Committee reviewed	
Standards Committee review document	
Standards Committee reviewed	
Working Group C working document for public consultation approval	
Approved by Working Group C as Revision Draft v1 for public consultation	X

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Summary of changes

- Added new sections: Summary of changes, Introduction (in place of Background), Objective, and How to use this document
- Abbreviations section removed
- Re-worded several requirements for clarity and/or to make them more outcome-oriented
- Documented procedures now discretionary – up to the organisation to decide when/for what they need documented procedures to ensure consistent and effective implementation of requirements
- New requirement to make complaints procedure publicly available

Legend

Colour Coding	Identified change between current SBP Standard 6 and Revision Draft v1 for public consultation
	No change
	Text moved within the same document
	Text moved to another SBP document
	Text removed
	Re-worded/updated text without change to meaning
	Text revised with meaning of text changed
	New text added from another SBP document
	New text added from elsewhere without modification
	New original text or added from elsewhere with modification

Colour Coding	Standard 6	Revised Standard 6 Revision Draft v1	Notes re: changes
	Contents	Contents	
	1 Background	A Introduction	
	2 Scope	B Objective	
	3 Normative references	C Scope	
	List of abbreviations		Removing this section from all Standards
		D How to use this document	
	4 Glossary of Terms and Definitions		
		E Normative reference	
	5 General principles	1 General principles	
	6 Quality management system	2 Quality management system	
	6.1 Responsibilities	2.1 Responsibilities	
	6.2 Documented procedures	2.2 Documented procedures	
	6.3 Training	2.3 Training	
	6.4 Record keeping	2.4 Record keeping	
	6.5 Complaints	2.5 Complaints	
	7 Inputs	3 Inputs	
	8 Energy and carbon balance calculation	4 Energy and carbon balance calculation	
	9 Business integrity, social, health and safety requirements in CoC	5 Business integrity, social, health and safety requirements in CoC	
	Background	A Introduction	
	The Sustainable Biomass Partnership (SBP) was formed in 2013 by European utilities that are using biomass, mostly in the form of wood pellets or chips, in large thermal generating plants.	The Sustainable Biomass Program (SBP) is a certification system designed for woody biomass, mostly in the form of wood pellets and woodchips, used in industrial, large-scale energy production.	

	<p>Biomass-fired power and heat generation is seen as an important technology for achieving the EU's 2020 renewable energy targets and EU member states are adopting their own national approaches to ensuring that the biomass used is legally and sustainably sourced.</p> <p>SBP's objective is to develop the tools necessary to demonstrate that, as a minimum, solid biomass used for energy production meets these national requirements. The SBP Framework is designed as a clear statement of principles, standards and processes necessary to demonstrate such compliance. Wherever possible, the Framework takes into account and builds on existing regulatory mechanisms and on voluntary certification standards already applied to other forest product streams or to other biomass sources.</p> <p>The SBP Framework provides a means to collect data describing the nature of the feedstock as well as data to be employed in the regulatory calculations of greenhouse gas (GHG) savings from its use. It also provides a means to demonstrate that risks to forest carbon stocks are managed and that forests' carbon sequestration capability is maintained.</p> <p>Collectively, the six SBP Standards represent a certification framework, or scheme, against which organisations can be assessed for compliance by independent third-party Certification Bodies (CBs). An organisation that satisfactorily demonstrates compliance receives a certificate and is entitled to make SBP claims in relation to its biomass.</p>	<p>SBP's certification system provides assurance that woody biomass is sourced from legal and sustainable sources, and a means to collect and communicate sourcing and greenhouse gas (GHG) data along the supply chain, allowing companies in the biomass sector to demonstrate compliance with regulatory requirements.</p> <p>There are six SBP Standards, which collectively represent the SBP certification framework, or scheme, against which organisations can be assessed for compliance by independent third-party Certification Bodies (CBs). Wherever possible, the framework takes into account and builds on existing regulatory mechanisms and on voluntary certification standards already applied to other forest product streams or to other biomass sources. An organisation that satisfactorily demonstrates compliance receives a certificate and may be entitled to make SBP claims in relation to its certified biomass.</p> <p>The SBP framework is made freely available for use by all supply chain actors irrespective of whether or not they are members of SBP.</p>	
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	The SBP Framework is made freely available for use by all supply chain actors irrespective of whether or not they are members of SBP.		
		B Objective	New section
		This Standard defines the requirements and options for consistent and accurate calculation of energy and carbon balances.	Reworded from current Scope.
	Scope	C Scope	
	This document (SBP Standard 6: Energy and Carbon Balance Calculation) defines the requirements and options for the calculation of energy and carbon balances. This is usually undertaken by the end use generator and compliance with other SBP standards is not a pre-requisite for the entity in demonstrating compliance with this standard.	Standard 6 is typically for use by the end use energy generator (hereinafter referred to as: end-user).	Moved first sentence to Purpose and latter half of 2 nd sentence to How to use this document.
	<p>SBP Standard 5: Collection and Communication of Data, sets out the requirements for energy and carbon data that must be collected along the supply chain and how it is to be communicated. Compliance with this standard requires that the data used in the calculations covered by the scope of the certification under this standard is certified as being supplied in compliance with Standard 5.</p> <p>SBP Standard 4: Chain of Custody sets out the requirements for ensuring that the chain of custody of SBP-certified biomass is maintained. Biomass must be supplied by a legal owner within the scope of a valid SBP Chain of Custody certification if claims on compliance of that biomass with this standard are made.</p>		Removed these 2 paragraphs as not relevant for scope of this Standard. May include instead under a new header: How to use this document, to explain how the various Standards work together.

	<p>The requirements for energy and carbon balance calculations vary between different regulatory frameworks. As such, the methodology by which calculations shall be made are specified in the associated Instruction Documents which are specific to regulatory requirements.</p> <p>Compliance with this standard alone does not permit any claims to be made on the sustainability of biomass used or supplied.</p>		Moved to new section: How to use this document
		D	How to use this document

		<p>The requirements for energy and carbon balance calculations vary between different regulatory frameworks. As such, the methodology by which calculations shall be made are specified in the associated Instruction Documents which are specific to regulatory requirements.</p> <p>Compliance with other SBP Standards is not a pre-requisite for end-users in demonstrating compliance with this Standard. However, compliance with Standard 6 alone does not permit any claims to be made on the sustainability of biomass used or supplied.</p> <p>SBP Standard 5: Collection and Communication of Data, sets out the requirements for energy and carbon data that must be collected and how it is to be communicated along the supply chain. Compliance with Standard 6 requires that the data used in the calculations covered by the scope of the certification under Standard 6 is certified as being supplied in compliance with Standard 5.</p> <p>SBP Standard 4: Chain of Custody, sets out the requirements for ensuring that the traceability of SBP-certified biomass is maintained. Biomass must be supplied by a legal owner within the scope of a valid SBP Chain of Custody certification in order for claims to be made on the compliance of that biomass with SBP Standards.</p>	
	<p>3 Normative references</p> <p>SBP Standard 1: Feedstock Compliance Standard</p> <p>SBP Standard 2: Verification of SBP-compliant feedstock</p> <p>SBP Standard 3: Certification Systems. Requirements for Certification Bodies</p>	<p>E Normative references</p> <p>SBP Standard 1: Feedstock Compliance</p> <p>SBP Standard 2: Verification of SBP-compliant feedstock</p> <p>SBP Standard 3: Requirements for Certification Bodies</p>	<p>Added Glossary as a normative reference</p>

	SBP Standard 4: Chain of Custody SBP Standard 5: Collection and Communication of Data	SBP Standard 4: Chain of Custody SBP Standard 5: Collection and Communication of Data Glossary of terms and definitions	
	4 Glossary of Terms and Definitions		Removed as unnecessary
	Please refer to separate SBP Glossary of Terms and Definitions.		Removed as unnecessary
	List of abbreviations	F List of abbreviations	Removing this section from all Standards.
	BP Biomass Producer		
	CPET Central Point of Expertise for Timber (run by DEFRA)		
	CB Certification Body		
	CoC Chain of Custody		
	CHP Combined Heat and Power		
	CITES Convention on International Trade in Endangered Species		
	DEFRA UK Department for Environment, Food and Rural Affairs		
	DECC UK Department of Energy and Climate Change		
	EUTR European Union Timber Regulation		
	FM Forest Management		
	FMS Forest Management Scheme		

	FSC® Forest Stewardship Council		
	GRI Global Reporting Initiative		
	GGL Green Gold Label		
	GHG Greenhouse Gas		
	ILO International Labour Organisation		
	LVS Legality Verification Systems		
	LAV Locally Applicable Verifiers		
	PPE Personal Protective Equipment		
	PEFC Programme for the Endorsement of Forest Certification		
	RRA Regional Risk Assessment		
	RA Risk Assessment		
	RSB Roundtable on Sustainable Biomaterials		
	SVP Supplier Verification Programme		
	SB Supply Base		
	SBE Supply Base Evaluation		
	SBR Supply Base Report		
	SBP Sustainable Biomass Partnership		
	SFI Sustainable Forestry Initiative		
	5 General principles	1 General principles	
	1.1 All calculations shall be supported by appropriate evidence which shall be available for verification by Certification Bodies.	1.1 All calculations shall be supported by appropriate evidence which shall be available for verification by Certification Bodies.	

	6 Quality management system	2 Quality management system	
	Adapted from Reference Source: Draft Document FSC-STD-40-004 V3-0 EN Chain of Custody Certification.	Adapted from Reference Source: FSC-STD-40-004 V3-1 EN Chain of Custody Certification.	
	6.1 Responsibilities	2.1 Responsibilities	
	6.1.1 The organisation shall appoint a management representative that has overall responsibility and authority for the organisation's conformity with all applicable certification requirements.	2.1.1 The organisation shall appoint a management representative that has overall responsibility and authority for the organisation's conformance with all applicable certification requirements.	'conformance' in place of 'conformity' for consistency across SBP Standards
	6.1.2 The organisation shall define the personnel responsible for each procedure, together with the qualifications and/or training measures required for implementation of said procedure.	2.1.2 The organisation shall define the personnel responsible for each requirement of this Standard, together with qualifications and/or training measures necessary for effective implementation of all applicable requirements.	Re-worded to make requirement more outcome-oriented and focused on meeting requirements vs. having procedures.
	6.2 Documented procedures	2.2 Documented procedures	
	6.2.1 The organisation shall implement and maintain documented procedures and work instructions covering all applicable certification requirements according to the scope of the certificate and adequate to the organisation's scale and complexity.	2.2.1 The organisation shall implement documented procedures covering all applicable certification requirements according to the scope of the certificate and adequate to the organisation's scale and complexity.	
		2.2.2 The organisation shall ensure that any/all documented procedures are maintained, covering all applicable certification requirements according to the scope of the certificate and adequate to the organisation's scale and complexity.	Made maintenance of documented procedures a separate requirement from 6.2.1/2.2.1.

		such that they are consistent with the actual and intended practices of the personnel responsible for their implementation.	
	6.2.2 The last approval date and version number of the documented procedures shall be specified.	2.2.3 The last approval date and version number shall be specified in each documented procedure.	Reordered for clarity
	6.3 Training	2.3 Training	
	6.3.1 The organisation shall train its staff to ensure that all applicable certification requirements and the measures defined in the documented procedures are correctly implemented.	2.3.1 The organisation shall train its staff to ensure that all applicable certification requirements, and the measures defined in any documented procedures, are consistently and correctly implemented.	See also 2.2.1
	6.3.2 All relevant staff shall demonstrate awareness of the organisation's procedures and competence in implementing the organisation's chain of custody management system.	2.3.2 All relevant staff shall demonstrate awareness of the organisation's procedures, and competence in implementing the organisation's energy and carbon balance calculation management system.	Text revised to align with scope of Standard
	6.4 Record keeping	2.4 Record keeping	
	6.4.1 The organisation shall maintain complete and up-to-date records covering all applicable requirements of this standard.	2.4.1 The organisation shall maintain complete and up-to-date records for demonstrating conformance with all applicable requirements of this Standard.	Outcome-oriented
	6.4.2 Retention time for all records shall be at least five (5) years.	2.4.2 Retention time for all records shall be at least five (5) years.	
	6.5 Complaints	2.5 Complaints	

	<p>6.5.1 The organisation shall define the controls and related responsibilities and authorities for receiving, handling, and recording complaints relating to conformity with certification requirements, including the following minimum requirements:</p> <ul style="list-style-type: none"> a) Acknowledge receipt of complaints; b) Provide initial response to the complainant, including an outline of the proposed course of action to follow up on the complaint, within two (2) weeks of receiving a complaint; c) Investigate the complaint and specify its proposed actions in response to the complaint within two (2) months of receiving the complaint; d) Take appropriate actions with respect to complaints and any deficiencies found in products that affect conformity with the requirements for certification; e) Notify the complainant when the complaint is considered to be closed. <p>NOTE: A complaint may be considered closed when the organisation has gathered and verified all necessary information, investigated the allegations, taken a decision on the complaint, and responded to the complainant.</p>	<p>2.5.1 The organisation shall have a documented complaints procedure, defining the controls and related responsibilities and authorities for receiving, handling, and recording complaints relating to conformance with certification requirements, including the following minimum requirements:</p> <ul style="list-style-type: none"> a) Acknowledge receipt of complaints; b) Provide initial response to the complainant, including an outline of the proposed course of action to follow up on the complaint, within two (2) weeks of receiving a complaint; c) Investigate the complaint and specify its proposed actions in response to the complaint within two (2) months of receiving the complaint; d) Take appropriate actions with respect to complaints and any deficiencies found in products that affect conformance with the requirements for certification; and e) Notify the complainant when the complaint is considered to be closed. <p>NOTE: A complaint may be considered closed when the organisation has gathered and verified all necessary information, investigated the allegations, taken a decision on the complaint, and responded to the complainant.</p>	<p>Defined this as a complaints procedure.</p> <p>Added 'and' at end of d) to make clear that all items in the list are minimally required.</p>
		<p>2.5.2 The organisation's complaints procedure shall be publicly available.</p>	<p>New requirement in alignment with expectations for stakeholder engagement by all SBP Certificate Holders.</p>
7	Inputs	3	Inputs

	<p>7.1 The organisation shall have and maintain up-to-date records of all suppliers who are supplying material within the scope of certification under this standard, including:</p> <ul style="list-style-type: none"> a) The supplier's name(s); b) The supplier's SBP certification code(s), if applicable. 	<p>3.1 The organisation shall maintain up-to-date records of all suppliers who are supplying material within the scope of certification under this Standard, including:</p> <ul style="list-style-type: none"> a) The supplier's name(s); b) The supplier's SBP certification code(s), if applicable. 	
	<p>7.2 The organisation shall verify the validity and scope of the supplier's SBP certification through the SBP website.</p>	<p>3.2 The organisation shall verify the validity and scope of the supplier's SBP certification through the SBP website.</p>	
	<p>7.3 The following information shall be recorded for all biomass received to which this standard applies:</p> <ul style="list-style-type: none"> a) Invoice reference(s) or other transaction number b) A description of the physical product, including the sustainability characteristics and other data required in the SBP Instruction Document: Collection and Communication of Data c) The volume of physical input d) The supplier e) Transaction date f) The certificate numbers of any certified suppliers (in the form SBP-XX-YY) g) SBP GHG and profiling data scope reference number of the Biomass Producer (in the form SBP-XX-YY-ZZ) h) SBP batch specific reference number. 	<p>3.3 The following information shall be recorded for all biomass received to which this Standard applies:</p> <ul style="list-style-type: none"> a) Invoice reference(s) or other transaction number b) A description of the physical product, including the sustainability characteristics and other data required in the SBP Instruction Document 5E: Collection and Communication of Data c) The volume of physical input d) The supplier e) Transaction date f) The certificate numbers of any certified suppliers (in the form SBP-XX-YY) g) SBP SDI (in the form SBP-XX-YY-ZZ) h) SBP PBid. 	<p>Updated references to Instruction Document and identification codes.</p>
	8 Energy and carbon balance calculation	4 Energy and carbon balance calculation	

	8.1 Energy and carbon balance calculation shall be undertaken in compliance with the relevant Instruction Notes on energy and carbon balance calculation.	4.1 Energy and carbon balance calculation shall be undertaken in compliance with the relevant Instruction Notes on energy and carbon balance calculation.	
	9 Business integrity, social, health and safety requirements in CoC	5 Business integrity, social, health and safety requirements in CoC	
	9.1 The organisation shall determine and implement effective arrangements against corruption, proportionate to the nature and the scale of organisation.	5.1 The organisation shall determine and implement measures against corruption, proportionate to the nature and the scale of organisation, and ensure their effectiveness.	Outcome-oriented Replaced 'arrangements' with 'measures'
	9.2 The organisation shall determine and implement effective arrangements to comply with all applicable laws, rules and regulations in countries where it conducts business activities.	5.2 The organisation shall determine and implement measures to ensure compliance with all applicable laws, rules and regulations in countries where it conducts business activities.	Outcome-oriented Replaced 'arrangements' with 'measures'