



Standards Document

SBP Framework Instruction

Document 6B: Biomass Compliance

for Flanders

Sustainable Biomass Program
sbp-cert.org



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For further information on the SBP certification system and to view the full set of documentation see www.sbp-cert.org

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In the case of inconsistency between translations, the official English language version shall always take precedence.

SBP welcomes comments and suggestions for changes, revisions and/or clarifications on all of its Standards documentation. Please contact: info@sbp-cert.org

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List of abbreviations

BP	Biomass Producer
BR	Biomass Report
CBB	Certification Body for BP scope against Standard 1, 2 and 4
CB6	Certification Body for Certificate Holder against Standard 6
CH	Certificate Holder against Standard 6
CoC	Chain of Custody
DBSD	Dynamic Batch Sustainability Data
DTS	SBP Data Transfer System
FSC®	Forest Stewardship Council
GHG	Greenhouse Gas
JRC	Joint Research Centre of the European Commission
LA	Lead Assessor of the CB6
MJ	Megajoules or million joules accounting primary energy use
OVAM	Public Waste Agency of Flanders (Belgium)
PBid	Production Batch ID
PEFC	Programme for the Endorsement of Forest Certification
RRA	Regional Risk Assessment
RA	Risk Assessment
SAR	SBP Audit Report for Energy and Carbon data
SDI	Static Data Identifier
SBE	Supply Base Evaluation
SBR	Supply Base Report
SBP	Sustainable Biomass Program
SFI	Sustainable Forestry Initiative
SREG	SBP Report on Energy and Carbon for Supplied Biomass
VEKA	Flemish Energy and Climate Agency, the Regulator

1 Normative references

Related SBP Standards:

- [1] *SBP Framework Standard 1: Feedstock Compliance Standard;*
- [2] *SBP Framework Standard 2: Verification of SBP-compliant feedstock;*
- [3] *SBP Framework Standard 3: Certification Systems. Requirements for Certification Bodies;*
- [4] *SBP Framework Standard 4: Chain of Custody;*
- [5] *SBP Framework Standard 5: Collection and Communication of Data;*
- [6] *SBP Framework Standard 6: Energy and Carbon Balance Calculation.*

Related instruction documents:

- [7] *SBP Framework Instruction Document 5E: SBP-Instruction-Document-5E_Collection-and-Communication-of-Energy-and-Carbon-Data;*
- [8] *SBP Framework Instruction Document 6C: Methodology for the calculation of the GHG savings.*

Applicable Flemish legislation:

- [9] *Energy Decision: Besluit van de Vlaamse Regering houdende algemene bepalingen over het energiebeleid (Decision of the Flemish Government concerning general provisions on energy policy of 19 November 2010);*
- [10] *Ministerial Decree: Ministerieel besluit houdende het aantonen van biomassakenmerken (Ministerial Decree on demonstrating biomass characteristics, of April 5th 2019, published on July 23rd 2019).*
- [11] *Instruction Document 6C: Methodology for the calculation of the GHG savings.*

2 Background

In order to stimulate the production of renewable energy a production support system is in place in Flanders, the Flemish region in Belgium, according to the Energy Decision and related legislation. On a monthly basis the amount of support, given in the form of green certificates that have a market value, is calculated based on in-situ measurements at the energy plant, combined with both quantitative and qualitative properties of the biomass used in that month.

Among quantitative properties are

- a) the energy needed to produce the biomass (pre-treatment energy) and
- b) the energy needed to transport the biomass (transport energy).

Support is only given to the net green electricity production. In this context that means that the equivalent electricity, which could have been produced by using the amount of primary energy needed for the pre-treatment and transport of the biomass, is subtracted from the in-situ measured net green electricity generation by the energy plant. So, when pre-treatment or transport energy is reduced, the support for the energy plant increases.

Among qualitative properties are the sustainability criteria. When the applicable sustainability criteria are not met, the green electricity production is not eligible for support.

All relevant properties of the biomass supply chain are bundled in the BR for Flanders as defined in Chapter II of the Ministerial Decree [10].

In order to provide confidence about the amount of support an End-user may expect, as well as to provide public confidence about the legitimacy of the granted support, these BR shall be certified against Instruction Document 6B and Instruction Document 6C. The requirements for CB's performing evaluations of CHs against Instruction Document 6B and Instruction Document 6C are described in Section 9 of Instruction Document 6B: Accreditation, role and responsibilities of the CB6.

2.1 Biomass Report for Flanders

A BR describes all relevant properties – named ‘Characteristics’ – of the biomass supply chain as defined in Chapter II of the Flemish Ministerial Decree. Depending on these Characteristics the amount of support is determined according to the Flemish Energy Decision and related legislation. A certified BR provides confidence about the achieved carbon reductions and ensure only sustainable biomass is used. A BR allows End-users to demonstrate to the regulator and wider stakeholders that the Flanders definition of sustainability, and the required carbon savings have been met.

The BR shall reflect the Characteristics of the biomass and its supply-chain as delivered to a given energy plant operated by the End-user. As such it reflects the Characteristics of the process of supplying biomass to a given energy plant.

When the CH satisfactorily demonstrates compliance with Instruction Document 6B and Instruction Document 6C the BR shall be certified and claims may be used in accordance with this BR for using the biomass originating from a well specified BP during its validity period in Flanders.

The BR reflects the properties of a biomass supply chain from the harvest or origination as waste or residue, up until the energy plant of the end-user. SBP guarantees in [7] that when determining the properties of such a supply chain, as referred to in the BR, the principles of traceability and a recognised Mass Balance System are assured at all times when all batches delivered to the CH are referenced with a claim in the DTS.

2.2 Data in SAR

The input data required for the methodology is BP specific. They are collected within the framework of SBP Standard #5 within the SBP Audit Report (SAR) as well as the Data Transfer System (DTS) of SBP for the (sea) long distance transport. It consists in the following contributions.

1. The Feedstock Groups description.
2. The total quantity of biomass production.
3. The total annual amount of electricity used and generated.
4. The weighted average distance between the different raw material sources and the production facility in [km], per type of vehicle the capacity in metric tonnes per vehicle.
5. The weighted average moisture content of the different raw materials before and after the drying process on site, expressed as a value on wet basis.
6. The electrical consumption of the pellet plant in kWhe divided by the total production of pellets in metric tonnes during the reference period (supposed to be 12 consecutive months).
7. The specific consumption of fossil fuels by the pellet plant in kWh of primary energy divided by the total production of pellets in metric tonnes during the reference period (supposed to be 12 consecutive months).
8. The energy use for transport of the feedstock, and of the pellets in accordance with the identified Static Data Identifiers (SDI): distances expressed in [km] and, per type of vehicle used, the capacity per vehicle is expressed in metric tonnes.
9. The long distance sea transport between load port and ARAG zone (Antwerp or Ghent harbour):
 - a. type of sea vessel used (i.e. Handysize, Supramax or any other specific vessel to be described),
 - b. route followed and corresponding distance in nautical miles, 1,852 km/nautical mile

The calculation includes all energy consumption from feedstock to the biomass delivered at the border of the Flemish Region. The complete supply chain is shown in Figure 1.

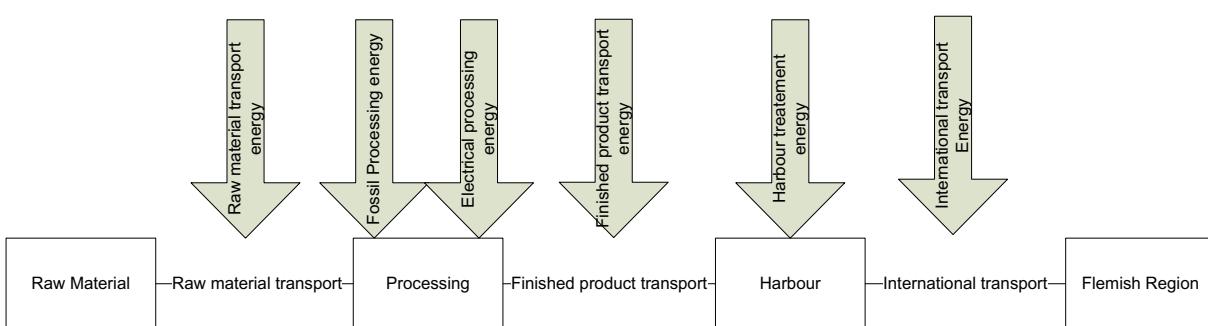


Figure 1 Typical wood pellets supply chain

2.3 Instruction Document 6B

Compliance with this Instruction Document 6B is not mandatory to make SBP claims. It is optional within the SBP Framework and only of interest to End-users who need a certified BR, as a regulatory requirement¹ in the Flemish region of Belgium, to obtain production support for their energy plant located in the Flemish region.

Normative requirements for the CB6 to provide a certification of a BR are presented in Section 9 of this Instruction Document 6B: Accreditation, role and responsibilities of the CB6.

2.4 Instruction Document 6C

The general equations used for the calculation of Greenhouse Gas (GHG) emissions savings in accordance with the requirements of RED-II Directive 2018/2001 of 11 December 2018 are presented in the Instruction Document 6C: Methodology for the calculation of the GHG savings.

2.5 Scheme owner and respective roles

Sustainable Biomass Program Limited (SBP), registered in England and Wales under company number 8793480, is the legal holder of the certification scheme for certifying BR.

The users of SBP certification scheme are:

- Biomass Producers (BP) who create biomass with SBP-claims.
- Traders who take legal ownership of biomass, but neither produce nor consume biomass.
- End-users who consume biomass in their energy plants.
- Any legal entity who may take on more than one of these roles.

2.6 Certification of the Biomass Report by an accredited CB6

SBP elaborated this Instruction Document 6B and Instruction Document 6C in order to allow biomass End-users the production of energy in line with the Flemish regulations for support of renewable energy. Relevant legal aspects in Flanders are included in the Ministerial Decree and related documents (see Section 3). They define eligible biomass categories as well as the calculation methodology for the amounts of energy produced from the biomass vs. the amounts of energy used for the production and transport of the biomass. Also, legal documents outline responsible institutions and processes to be followed for accreditation, certification and approval.

All necessary information is to be collected by the CH in a BR, which shall then be certified for the sake of the Flemish Energy Agency (VEKA) as the regulator. The agency accepts such reports if they are certified by a Certification Body (CB6), which is accredited by BELAC the Belgian accreditation body, or an equivalent accreditation body that is a signatory of the international IAF MLA², for EN ISO/IEC

¹ more specific: Chapter II of the Ministerial Decree

² International Accreditation Forum – Multilateral Recognition Arrangement,
https://www.iaf.nu//articles/IAF_MLA/14

17065:2012 and with a scope that includes the certification of biomass according to the Flemish Energy Decision.

Since August 1, 2006, BELAC is the only Belgian Accreditation Body. Accreditations issued under the BELAC roof are recognized by the Belgian State. BELAC is the national accreditation body acting for legal entities located in Belgium – for legal entities located in other countries, the local accreditation body has to act as accreditation body. Preferentially this is an accreditation body that is a signatory of the IAF MLA since certificates issued by bodies that are accredited by an IAF MLA signatory are recognised and accepted throughout the world.

Section 9 describes the base for that accreditation as well as the role and responsibilities of the CB6. It outlines requirements for the CB6s, which issue certificates to CHs and approve their BR. CHs are evaluated against Instruction Documents 6B and 6C. The requirements to the CB6 are grouped in general surveillance requirements and specific requirements for the verification of the BR as well as requirements for non-conformances.

The CB6's responsibilities are described in Section 9 of this Instruction Document 6B.

3 Scope

This Instruction Document 6B is a normative document for the certification of a BR in Flanders. It describes the principles and methodology for the CH to fill in a BR and for the CB6 to verify it.

In this version of Instruction Document 6B the scope is limited to feedstock that is

- Neither short rotation coppice,
- Nor wood from parks and landscape,

None of them may be used for the sake of this document.

4 Glossary of Terms and Definitions

The definitions listed below supersede the definitions in the Glossary of SBP or in the other Standards of SBP.

Biomass: the biodegradable fraction of products, waste and residues from forestry and related industries.

Biomass Producer (BP, same as ID5E): a legal entity which takes legal ownership of feedstock and organises Biomass production with an SBP Claim. Note that a BP ordinarily processes feedstock for conversion into biomass, such as wood pellets or gathers biomass, such as wood chips.

Biomass Report: a biomass report bundles all relevant properties of the biomass supply chain as defined in Chapter II of the Ministerial Decree, see also section 5.3.

Certificate Holder: the legal owner that is compliant with Standard 6 prescriptions.

Characteristics: the characteristics of the biomass supply chain as described in the Biomass Report in conformance with Chapter II of the Ministerial Decree.

Data Transfer System (same as ID5E): SBP tool used to record each transaction that is accompanied by an SBP Claim. The DTS allows the Claims to be transmitted along the supply chain.

Dynamic Batch Sustainability Data Identifier (same as ID5E): is a unique identifier for the Dynamic Batch Sustainability Data for each Production Batch; also referred to as 'AA'.

End-user: a legal entity that takes final legal ownership of biomass and consumes it.

Legal Owner (same as ID5E): the legal entity taking ownership of the referenced biomass.

Mass Balance System (same as ID5E): the Credit, and Volume Credit systems rules set out in SBP-approved CoC systems, as per SBP Standard 4, section 5.3.2, currently FSC, SFI and PEFC endorsed schemes and as set out in article 6.1.12/1 §1 of the Energy Decision.

OVAM: The OVAM is the Flemish waste institute in charge of defining the acceptable use of biomass and waste.

Production Batch ID (PBid, same as ID5E): 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.

Plantation (Art.1.1.1.§2 47/2° of the Energy Decision): a forest consisting of similarly aged trees of one or a few species, usually exotics, established in an even layout by planting or sowing for the purpose of wood production.

Precommercial thinnings: wood originating from the trees felled during the implementation of a thinning performed prior to trees reaching merchantable size, in any case not significantly larger than 11 cm (4.5 inches) dbh (diameter at breast height measured at 137 cm (4.5 ft). above the ground).

Processing residues (Art.6.1.16.§1/1 of the Energy Decision): residues not originating from agriculture, aquaculture, fisheries,forestry or nature reserves but from industries or processing.

Production Batch (same as ID5E): a Production Batch is a defined volume of biomass with identical energy and carbon data. Each Production Batch is allocated a unique identifier, known as a PBid.

Production forest (Art.1.1.1.§2 81/2° of the Energy Decision): a forest area intended primarily for the production of wood, fiber, bioenergy or non-wood forest products.

Reporting Period (same as ID5E): an historical period, defined by the BP, for which the BP reports static energy and carbon data. Usually it is 12 consecutive months.

Residue (Art.1.1.1.§2 87/1° of the Energy Decision): ‘residue’ means a substance that is not the end product(s) that a production process directly seeks to produce; it is not a primary aim of the production process and the process has not been deliberately modified to produce it.

Residues originating from (agriculture, aquaculture, fisheries or) **forestry** (Art.1.1.1.§2,102/1° of the Energy Decision): residues that are directly generated by (agriculture, aquaculture, fisheries or) forestry and that do not include residues from related industries or processing. Only bark, branches, precommercial thinnings, leaves, needles and tree tops may be considered as residues originating from forestry.

Roundwood (Art.1.1.1.§2 88/1° of the Energy Decision): raw wood from the trunk of a tree; not from the branches, stump or root.

Scope End-point (same as ID5E): a Scope End-point occurs when biomass is transferred outside the scope of the BP's certificate to another Legal Owner.

SBP Audit Report on Energy and Carbon data (SAR, SBP Standard 5): BPs complete this report based on the requirements specified in Instruction Document 5E (ID5E). The 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. Three separate versions of the SAR are available covering wood pellets, woodchips with stationary chipping, and woodchips with mobile chipping only.

SBP Report on Energy and Carbon for Supplied Biomass (SREG, ID5E): 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 to capture energy and carbon data that is not included in a SAR. There are two versions of the SREG: one for inland transport only and one including sea transport.

Semi-natural forest (Art.1.1.1.§2 92/1° of the Energy Decision): a forest where the natural processes have an important impact on development.

Short-rotation coppice (Art.1.1.1.§2 62° of the Energy Decision): fast-growing woody crops, where the above-ground biomass is harvested in its entirety periodically for up to **eight years** after planting or after the previous harvest.

Static Data Identifier (SDI), same as ID5E): a unique identification code that takes the form of XX-YY-ZZ, assigned to a single Reporting Period for each Scope End point. The SDI is used to associate biomass supplied by a BP to the correct Reporting Period data. A new Static Data Identifier is allocated for each Reporting Period.

Stemwood : roundwood originating from the trunk of a tree excluding tree branches, tops and limbs, used as a synonym for roundwood, as defined above.

Thinning (Art.1.1.1.§2 21/1° of the Energy Decision): the selective or systematic removal of trees from a more or less similarly aged forest with the aim of promoting the (thickness) growth and health of the remaining trees.

Thinnings (Art.1.1.1.§2 21/2° of the Energy Decision) wood originating from the trees felled during a thinning.

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. The status of a Transaction may be ONE of the following:

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; or
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 (same as ID5E): a fraction of the Production Batch that is supplied and received with an associated Transaction Claim.

Transaction Claim (same as ID5E): a Transaction Claim is passed from one Certificate Holder (supplier) to another (customer) by using the Data Transfer System (DTS).

Verification Statement: written statement issued by the CB6 to confirm that a particular Biomass Report issued by the CH complies with the requirements of SBP Instruction Document 6B.

Wetlands (Ramsar definition, Art.1.1.1.§2 105/3° of the Energy Decision): are areas of marsh, fen, peatland or water, whether natural or artificial, permanent or temporary, with water that is static or flowing, fresh, brackish or salt, including areas of marine water the depth of which at low tide does not exceed six metres.

5 General principles

5.1 SBP Standards

Adoption of the normative requirements of SBP Standard 1, 2, 3, 4, 5 and 6 may lead to a certified Biomass Report.

Adoption of SBP Standard 1, 2, 3, 4 and 5 may lead to the SBP claim that biomass is either SBP-compliant or SBP-controlled. As described in section 0, the conclusion about the value of some Characteristics may (in part) be based upon the claim that the biomass is SBP-compliant.

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-user and compliance with other SBP standards is not a pre-requisite for the entity in demonstrating compliance with this standard. 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 6A and 6B which are specific to regulatory requirements in Netherlands and Flanders, respectively. Compliance with this standard alone does not permit any claims to be made on the sustainability of biomass used or supplied. This means that Standard 6 does not verify sustainability criteria related to BPs.

5.2 SBP Concepts from Standard 5

The BP shall determine the *Scope End-points* for biomass supplied with an SBP Claim. A Scope End-point occurs after production where biomass is transferred outside the scope of the BP's certificate to another Legal Owner. An example is a port where the transfer of ownership takes place for delivery to an End-user or Trader. There can be more than one Scope End-point for a single biomass production facility, corresponding to energy and GHG savings calculations per Scope-End-point

SBP uses *Static Data Identifiers* (SDIs) for the physical points of transfer of the biomass in order to enable the correct data to be allocated in function of the range of locations and the transport systems that are used to supply the biomass (for example, ex-works, ports, quaysides, etc.). An SDI shall refer only to one Reporting Period. A new SDI shall be allocated for each Reporting Period. For every SDI a distinct calculation shall be made for energy balance and GHG savings.

Each Scope End-point shall be allocated a Static Data Identifier (SDI), whose purpose is to permit the reported energy and carbon data to be associated with the correct part of the supply chain (Scope End-point) within the current Reporting Period. Where energy and carbon data vary for a single Scope End-point (for example, because different load ports are used or road is used as an alternative to rail for moving biomass to the port) then two or more SDIs shall be allocated for that Scope End-point. As different Scope End-points correspond to a change of energy and carbon data, there shall be separate calculations per Scope End-point and they shall be reported in distinct Biomass Reports associated to the same BP.

The *SBP Report on Energy and Carbon for Supplied Biomass* (SREG) records the relevant energy and carbon data for biomass supplied outside of the SDI scope. It is filled in by the BP and Traders in SBP DTS.

BPs selling biomass with an *SBP Claim* shall define *Production Batches*. Biomass produced in a single Production Batch is considered identical in terms of energy and carbon 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 carbon data and Dynamic Batch Sustainability Data (DBSD). The PBid is included in all Transaction Claims and DBSD is referenced using a unique number.

Transactions shall be recorded in the *SBP Data Transfer System* (DTS) and claims are only valid if transferred through the DTS.

Feedstock description is used per group of feedstock used by the BP for making the biomass. It can be found in Paragraph 2.1 of the SAR. Each Feedstock Group is referenced with an ID and 12 different properties recorded in Columns A to M. Those properties are used by the CH to fill in the Biomass Report:

A. ID

The following properties are used for the compliance of every feedstock group with the sustainability criteria as reported in the Biomass Report:

- B. Origin
- C. Feedstock Type
- D. Physical Description
- E. Country of harvest (new row for each country)

The following properties are used with a weighted average per group for the sake of energy and GHG savings calculations:

- F. Raw mass as received in metric tonnes
- G. Moisture as received (weighted average, single figure)
- H. Weighted average distance (km)
- I. Maximum distance (km)
- J. Type of vehicle used
- K. Fuel or driving force used by the vehicle
- L. Weighted average truckload
- M. Any pre-processing (chipping, drying, none)

5.3 Reference dates for the Biomass Report and the Verification Statement

The Biomass Report has two reference dates:

1. Date of issue by the Certificate Holder (D1): is the date at which the CH has filled in the Biomass Report. The date cannot be before any underlying certificate and the used SBP SAR,
2. Date of assignment (D2) is the date of approval of the SAR by SBP that has been used by the CH to fill in the Biomass Report,

The Verification Statement has one reference date:

1. Date of verification (D3) is the date at which the CB6 approves the Biomass Report after verification.

The properties as stated in the Biomass Report may be claimed, starting from the date D3 of the Verification Statement associated to the Biomass Report, even though the physical transport of the biomass took place before that date. That date D3 cannot be before any underlying certificate or any

SAR used to derive any of the Characteristics. As from this date the energy production can be claimed as being sustainable for the sake of the Flemish Energy Agency.

Normative requirement: in conformance with Art. 6 of the Ministerial Decree, the period of validity of the Biomass Report is maximum two years after D3.

If the SAR is updated during its validity period, then the BR shall also be updated no later than 6 months after the new SAR has been approved by SBP.

The CB6 informs VEKA when the CH has updated the BR. The CB6 shall suspend the BR when it states during the yearly audit that the BR is no longer valid. The CB6 informs VEKA of that suspension.

6 Role and responsibilities of the Certificate Holder³

6.1 Responsibilities

Certificate Holders (CH) are certified against Standard 6 and the corresponding Instruction Documents.

- 6.1.1 A Biomass Report shall be drafted according to the principles and methodology described in this Instruction Document (6B) and Instruction Document 6C.
- 6.1.2 Conformance of BPs with SBP definitions and purchase specifications shall be monitored.
- 6.1.3 A contingency plan shall be prepared to cater for non-compliant feedstock or documentation. For example, the CH might classify feedstock as non-eligible input for SBP products, request correction of purchase documents, or invalidate BPs temporarily or permanently.
- 6.1.4 When non-compliant feedstock or documentation is provided the CB6 shall be informed.
- 6.1.5 All relevant energy and carbon data shall be available in an SREG, for both inland transport and/or sea transport unless the SAR contains all information relating to the entire supply chain. The latest version of the SREG template shall be used.

6.2 Quality management system

6.2.1 The CH shall appoint a management representative that has overall responsibility and authority for the CH's conformity with all applicable certification requirements.

6.2.2 The CH shall define personnel responsible for all procedures, together with the qualifications and/or training measures required for implementation of procedures.

6.3 Documented procedures

6.3.1 The CH shall implement and maintain documented procedures and work instructions covering all applicable requirements on this Instruction Document (6B) and Instruction Document 6C requirements

6.3.2 The procedures shall be appropriate for the scale and complexity of the quality management system.

6.3.3 The latest approval date and version number of the documented procedures shall be specified.

6.4 Training

6.4.1 The CH shall provide adequate training to its personnel to ensure that all applicable Instruction Document 6B and Instruction Document 6C requirements and the measures defined in his documented procedures are correctly implemented.

³ Based on [10], art.10, §2, 5° and 6°

6.4.2 Competence requirements for all personnel, including any training requirements and means of demonstrating competence shall be defined.

6.4.3 All relevant personnel shall demonstrate awareness of the organisation's procedures.

6.4.4 All relevant personnel shall demonstrate required competence in implementing the required management system.

6.5 Record keeping

6.5.1 Complete and up-to-date records covering all applicable requirements of Instruction Document 6B and Instruction Document 6C shall be maintained.

6.5.2 All records maintained in relation to 6.4.1 shall be retained for at least five years.

6.5.3 All relevant evidence requested by the CB6 or VEKA shall be provided following a simple request. Evidence shall demonstrate

- a) the Characteristics;
- b) the declarations made in the context of green energy support by VEKA;
- c) the audit reports SARs and SBRs;
- d) the deliveries of biomass.

6.6 Complaints

6.6.1 The CH shall define the controls and related responsibilities and authorities for receiving, handling, and recording complaints relating to conformity with Instruction Document 6B and Instruction Document 6C requirements, including the following minimum requirements:

- 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 weeks of receiving a complaint;
- c) Investigate the complaint and specify its proposed actions in response to the complaint within two 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.

6.6.2 A complaint may be considered closed when the organisation has gathered and verified the allegations, taken a decision on the complaint, and responded to the complainant.

7 Methodology for the Biomass Report

7.1 Header of the Biomass Report

Reference code: the reference code takes the form of BE-VL-BM-[XXX]-[YYY]-[##L], where:

BE-VL-BM is a fixed prefix;

- a) [XXX] is the unique 3-letter code of the CB6 that issues the Verification Statement for this Biomass Report;
- b) [YYY] is the unique 3-letter code of the country of origin;
- c) [##L] is the unique 2-digit code of the BP and 'L' is a letter to differentiate between different load ports, as reported with a SDI in the DTS.

Certificate number: the unique certificate number [0YYYYMMDDHHMM]-[##], where:

- d) [0YYYYMMDDHHMM] is the date-time at which the CH has filled in the Biomass Report;
- e) [##] is the 2-digit control number obtained as the remainder of the division of 0YYYYMMDDHHMM by 97.

Example: Actual calculation example:

A1=0202011111349

In Excel: =A1 – 97 * ROUNDDOWN(A1/97;0) = 2082588776,79 => 79?

Date of issue by Certificate Holder: This date is structured as [dd/mm/yyyy] and is the date at which the CH has filled in the Biomass Report. The date cannot be before any underlying certificate and the used SBP SAR.

Date of assignment: this date is structured as [dd mm yyyy] and is the approval date of the SAR report that has been used by the CH to fill in the BR.

In [10], the Biomass report is divided into blocks of information from 1 to 5.

7.2 Block 1 – Biomass producer

Biomass Producer: Information on the identity of the BP comprises at least the information copied from its valid SAR:

- a) [Company name and legal form];
- b) [Company Number]
- c) [Street and house number/part] or alternatively geographic coordinates;
- d) [Postcode and Town/City];
- e) [Country];

Person responsible:

- f) [First name and name];
- g) [phone number];
- h) [e-mail].

7.3 Block 2 – Production chain

7.3.1 The Production Chain Identification shall provide a summary of the different biomass forms and processing steps throughout the production chain in chronological order, from the harvest or generation of the waste or residue until final use, a summary of all the processing steps (harvesting, chipping, drying, pelletizing...) and intermediate forms (logs/chips/sawdust etc...). Different pathways shall be described in case different types of raw materials are processed.

Example:

- harvesting > round wood > logs, offcuts and barks > milling, drying, pelletizing > pellets;
- harvesting residues > chipping > milling, drying, pelletizing > pellets;
- sawmill residues > chips, sawdust > milling, drying, pelletizing > pellets;
- shavings > milling, pelletizing > pellets.

Power plant: unique identification of the power plant where the final consumption takes place, including its name and address.

7.3.1 Characteristic 1. Pre-treatment energy

Pre-treatment energy: [#,###] kWh/kg pellets.

7.3.1.1 The pre-treatment energy shall be calculated **for all feedstock types** and for the entire production chain thereof; starting from – but not including – harvest when feedstock types are products, as referenced in Column “Origin” of the Table in section 2.1 of the SAR, and starting from the origination of the waste when feedstock types are not products.

7.3.1.2 Energy consumed in pre-treatment shall include all electricity consumption of the pellet plant, all fossil fuels and other forms of fossil energy consumed by the pellet plant, and shall be expressed as kWh electric equivalent per kilogram of final biomass product, rounded to three decimals.

7.3.1.3 The following quantities shall be summed to obtain the value for the pre-treatment energy as mentioned in the Biomass Report:

- specific electricity use, as found in section “3.2. Electricity use” of the SAR, converted to kWh/kg pellets;
- all fossil fuel use, as found in section “3.4. Use of fossil fuels” of the SAR, converted to the electric equivalent in kWh/kg pellets, as described in sections 8.4 & sections 7.3.2.1 and 7.3.2.2 of this Instruction Document 6B.
- all other forms of energy use (e.g. heat for drying), except the proportion which is documented in the SAR to originate from biomass fuel, converted to the electric equivalent in kWh/kg pellets, as described in sections 8.4 & sections 7.3.2.1 and 7.3.2.2 of this Instruction Document 6B.

7.3.2 Characteristic 2. Transport energy

Transport energy: [#,###] kWh/kg pellets.

The transport energy shall be calculated **for all feedstock types** and for the entire production chain thereof; starting from – but not including – harvest when feedstock types are products, as referenced in

Column "Origin" of the Table in section 2.1 of the SAR, and starting from the origination of the waste when feedstock types are not products.

The transport energy shall include all energy used to a) transport harvested products, waste or residues to the pellet plant, b) transport the pellets produced from the pellet plant to the energy plant for final consumption, and shall be expressed as kWh electric equivalent per kilogram of final biomass product, rounded to three decimals.

The transport energy shall be calculated as:

$$E_{trp} = E_{trp,feedstock} + E_{trp,pellets}$$

where:

$E_{trp,feedstock}$ the transport energy used for transport of the feedstock to the pellet plant, calculated as specified in 7.3.2.1

$E_{trp,pellets}$ the transport energy used for transport of the final product from the pellet plant to the energy plant for final consumption, calculated as specified in 7.3.2.2.

7.3.2.1 Transport of feedstock

In section "2.1. Feedstock Groups" of the SAR for each Feedstock Group the values for the following parameters are given in the referenced columns of the Tables in section 2.1 of the SAR:

- H "Weighted average distance (km);"
- J "Vehicle" possible values: truck, train, barge;
- K "Powered by" relevant values: diesel, gasoline.

Distance means a real distance that is defined on the basis of a single journey of a product. The actual distance can be a record of distance recorded on board a vehicle or an estimate based on data sources including Google Maps for inland transport or AXSMarine for sea transport.

The equivalent amount of electricity used for transporting the feedstock from the location of harvest or origination for waste to the pellet plant ($E_{trp,feedstock}$), expressed in kWh electric equivalent, shall be calculated as:

$$E_{trp,feedstock} = 0,55 \cdot CR \cdot \sum_j^F (E_{trp,spec,j} \cdot D_j)$$

where:

0,55 is the reference efficiency for electricity production to convert the primary energy units into electric equivalents;

F the total number of Feedstock Groups, as stated in section "2.1. Feedstock Groups";

$E_{trp,spec,j}$ the specific primary energy consumption for Feedstock Group j , corresponding to the vehicle type mentioned in section "2.1. Feedstock Groups" of the SAR, as specified in section 8.5 of this Instruction Document 6B;

D_j the "Weighted average distance (km)" for Feedstock Group j , as stated in section "2.1. Feedstock Groups" of the SAR, expressed in km,

CR the conversion rate expressed in tonne finished product/tonne feedstock as

$$CR = \frac{1 - IM_{wet}}{1 - FM_{wet}}$$

with the following values as stated in “3.3. Moisture content and drying” of the SAR:

FM_{wet}	Final moisture (wet basis)
IM_{wet}	Initial moisture (wet basis)

7.3.2.2 Transport of final product

In section “4. Transport of biomass” of the SAR for each step in the supply chain from the pellet plant to the energy plant for final consumption the values for the following parameters are given in the Table in section 4.1 of the SAR:

- “Distance (km)”;
- “Mode of transport” possible values: road, rail, water;
- “Transport powered by” relevant values: fossil diesel oil, electricity;
- “Transport capacity (tonnes)” relevant ranges.

The equivalent amount of electricity used for transporting the pellets from the pellet plant to the energy plant where final consumption takes place ($E_{trp,pellets}$), expressed in kWh electric equivalent, shall be calculated as:

$$E_{trp,pellets} = 0,55 \cdot \sum_k^N (E_{trp,spec,k} \cdot D_k)$$

where:

- 0,55 is the reference efficiency for electricity production to convert the primary energy units into electric equivalents;
- N the total number of segments in the supply chain, as stated in section “4. Transport of biomass” of the SAR;
- $E_{trp,spec,k}$ the specific primary energy consumption for transporting the pellets over segment k of the supply chain, corresponding to the “Mode of transport” mentioned in section “4. Transport of biomass” of the SAR, as specified in section 8.4 of this Instruction document 6B;
- D_k the “Distance (km)” for segment k of the supply chain, as stated in section “4. Transport of biomass” of the SAR, expressed in km;

7.4 Block 3 – Advice from OVAM

7.4.1 Characteristic 3. Energetic valorisation.

Energetic valorisation: the literal adoption of the advice from OVAM on the energetic valorisation of the biomass in question is not applicable as wood pellets are not considered as waste, hence “n/a” shall be noted in the Biomass Report.

7.4.2 Characteristic 4. Green factor

Green factor: the literal adoption of the advice from OVAM on the green factor of the biomass in question is not applicable as wood pellets are not considered as waste, hence “n/a” shall be noted in the Biomass Report.

7.5 Block 4 – Identification of the biomass

Description of the biomass: “solid wood pellets, CN-code 44013100, 0,6-0,8 cm in diameter and 4 cm in length, $LHV_{wet} \approx 4,69 \text{ kWh/kg}$, $FM_{wet} \approx 5\%$ ”

The above generic description for industrial wood pellets shall be noted in the Biomass Report. All industrial wood pellets are a product such that in accordance with Article 20 of the Ministerial Decree the following generic description is valid:

- 1° The usual name for the biomass product: “wood pellets”
- 2° The commercial name used in contracts and on invoices and delivery notes: “wood pellets”
- 3° CN code⁴ : “44013100”⁵
- 4° The morphology or form in which the input stream is added to the plant: “solid”
- 5° The size of the pieces:
 - (i) minimum size: “0,6 cm diameter and 4 cm length”
 - (ii) maximum size “0,8 cm diameter an 4 cm length”
- 6° The lower heating value on a wet basis, LHV_{wet} , typically amounts 4,69 kWh/kg expressed in kilowatt hours per kilogram (kWh/kg) and the moisture content on a wet basis, FM_{wet} , expressed in percent (%): typically 5%

Yearly pellet production: [#,\#\#\#] kg pellets/year.

The yearly pellet production shall be calculated from the Annual production from section “3.1. Total production” of the SAR in metric tonnes for the reporting period, by extrapolating if necessary to a whole year (12 months) production period, and by conversion to kg pellets/year.

7.5.1 Characteristic 5. Short rotation coppice

Classed as ‘short rotation coppice’: [yes/no]

If for every Feedstock Group at least one of the following conditions is met, “yes” shall be noted in the Biomass Report, otherwise “no” shall be noted:

- The Feedstock type equals “Short rotation coppices” in section “2.1. Feedstock Groups” of the SAR; or
- A claim is made in DTS that the supplied share of biomass does not include that feedstock type. The yearly pellet production under section 7.5 shall be recalculated by subtracting the biomass made of that feedstock.

7.5.2 Characteristic 6. Wood that is not an industrial raw material.

Biomass may not be produced from wood that is a raw material for the industry.

Classed as ‘wood that is not an industrial raw material’: [yes/no]

If both conditions a) and b) are met, “yes” shall be noted in the Biomass Report, otherwise “no” shall be noted:

⁴ this is the code in the Combined Nomenclature

⁵ Gemeenschappelijke Nomenclatuur GN www.tariffnumber.com/2020/44013100

- a) The CH shall hold a signed copy of the application file XYZ and the associated decision of VEKA concerning
"houtstromen die niet gebruikt worden als industriële grondstof"
 (translated from Dutch: "wood that is not an industrial raw material")
 in which is clearly stated
"Bijgevolg kunnen in het kader van de indiening voor de certificatenverplichting aanvaardbare groenestroomcertificaten toegekend worden voor elektriciteit, opgewekt uit de houtstromen beschreven in uw aanvraagdossier met referentie XYZ, conform artikel 6.1.16. §1., eerste lid, 7°, c) van het Energiebesluit."
 (translated from Dutch: "As a result, in the context of the submission for the certificate obligation, acceptable green energy certificates can be awarded for electricity generated from the wood described in your application file with reference XYZ, in accordance with article 6.1.16. §1., First paragraph, 7 °, c) of the Energy Decision")
- b) The BP shall be covered by the application file XYZ, which shall be shown in one of the two following ways:
- o the BP shall be clearly mentioned⁶ as being in scope in the application file with reference XYZ itself; or
 - o the CH shall hold a copy of the notification to the OVAM and the sector federations of the wood and paper industry of the fact that the BP is to be considered in scope of the application file with reference XYZ.

7.6 Block 5 –Sustainability criteria

7.6.1 Characteristic 7. GHG reduction bioliquids

GHG reduction criterion bioliquids: "n/a" shall be noted in the Biomass Report, since wood pellets cannot be considered to be bioliquids.

7.6.2 Characteristic 8. Biodiversity bioliquids and short rotation coppice⁷

Biodiversity criterion bioliquids: "n/a" shall be noted in the Biomass Report, since wood pellets cannot be considered to be bioliquids and Short rotation coppice is out of the scope of this Instruction Document 6B.

7.6.3 Characteristic 9. Carbon stocks bioliquids and short rotation coppice

Carbon stocks criterion bioliquids: "n/a" shall be noted in the Biomass Report, since wood pellets cannot be considered to be bioliquids and Short rotation coppice is out of the scope of this Instruction Document 6B.

⁶ often BPs are referred to by their unique code in the format [YYY]-[##L] as explained in section 7.1

⁷ As short rotation coppice is covered by the term arable land and according to RED is to be seen as agriculture (just like palm oil plantations), other sustainability criteria apply here, namely art. 6.1.16 §1/3 to §1/6 and §1/8 of the Energy Decision.

7.6.4 Characteristic 10. Peatland bioliquids and short rotation coppice

Peatland criterion bioliquids: “n/a” shall be noted in the Biomass Report, since wood pellets cannot be considered to be bioliquids and Short rotation coppice is out of the scope of this Instruction Document 6B.

7.6.5 Characteristic 11. Common agricultural policy bio-liquids and short rotation coppice

Common agricultural policy criterion bio-liquids: “n/a” shall be noted in the Biomass Report, since wood pellets cannot be considered to be bio-liquids and Short rotation coppice is out of the scope of this version of Instruction Document 6B.

7.6.6 Characteristic 12. Water and forest

This criterion corresponds to **Article 6.1.16 §1/7** of the Energy Decision, and it states that the biomass shall not come from the following exclusion areas or sources:

- 1° **wetlands**, unless it has been demonstrated that the harvesting of the raw materials is necessary for the preservation or management of the wetlands;
- 2° land that has been **converted from wetlands** to other (drier) ecosystems after 1 January 2008;
- 3° **timber from production forests** (including timber plantations) that have been established as of 1 January 2008 by means of conversion of natural forests;
- 4° **timber from a forest with a rotation period of more than forty years**, unless there is documented evidence that only a limited part of the value of the felled timber (i.e. on a volume basis less than half of the felled timber on an annual basis) is used for the production of bioenergy (excluding Thinnings);
- 5° **stumps**, with the exception of those stumps that need to be removed for a reason other than timber or biomass production, such as for the construction of roads;
- 6° logs suitable as **sawlogs** according to the local sawmills standard.

7.6.6.1 Verification of the need to apply Article 6.1.16 §1/7 by the CB

This Characteristics is not applicable to some feedstock origins or types as listed below.

If for **each** Feedstock Group, represented as a row in Table 2.1 of the SAR, column “Origin” contains one of the following terms defined in section 4

- a) “Processing residues”,
- b) “Post-consumer recycled”,

or if the biomass covered by the Biomass Report has in the DTS the Market Specific Status “Flanders Restricted” with at least one of the three following claims a), b) or c) in the corresponding sub-sections:

- a) “Flanders restricted biomass from processing residues” marked as “yes”;
- b) “Flanders restricted biomass from processing residues restricted to sawdust” marked as “yes”;
- c) “Flanders restricted biomass from processing residues restricted to sawdust and shavings” marked as “yes”.

then this Characteristic 12 as a whole is not applicable to this biomass and “n/a” shall be noted in the Biomass Report.

else If the biomass covered by the Biomass Report is deemed compliant with all six sub-criteria as described hereunder:

- 7.6.6.2 Exclusion of sawlogs
- 7.6.6.3 Exclusion of wetland
- 7.6.6.4 Exclusion of converted wetland
- 7.6.6.5 Exclusion of converted semi-natural forests
- 7.6.6.6 Exclusion of trees with a rotation period of more than 40 years
- 7.6.6.7 Exclusion of stumps

then that biomass shall be deemed compliant with this Characteristic and “**yes**” shall be noted in the Biomass Report. All certification schemes together with the relevant codes of all the certificates that were used to show compliance with any of the six sub-criteria shall be noted in the Biomass Report under [Scheme] and [Code] respectively.

else In all other cases “**no**” shall be noted in the Biomass Report.

7.6.6.2 Exclusion of sawlogs

The biomass covered by the BR and applicable as per 7.6.6.1 shall be deemed compliant with this criterion if, for each Feedstock Group represented as a row in Table 2.1 of the SAR, the two following conditions are met:

- a) “High grade stemwood” is not mentioned in Column “Feedstock types”; and
- b) when Column “Feedstock type” for that Feedstock Group contains “Low grade stemwood” or “Salvage trees”, the SAR shall include a statement that contains an explicit description of the decision principles that were used to mark this Feedstock Group as respectively “Low-grade stemwood”) or “Salvage trees” and demonstrates that it cannot be used as sawlogs. This description shall take one of the following forms:
 - either a specification for determining whether wood is sawlogs used by the sawmill closest to where the wood was grown (mentioning the relevant specifications as well as the name and address of the sawmill);
 - or a specification for determining whether wood is sawlogs issued by a body exercising functions of a public nature and issued for use by sawmills in the area in which the wood was grown (mentioning the relevant specifications as well as the name and address of the body);
 - or the specification in the second column of Table 1 of Forestry Commission Field Book 9⁸ (other than the parts of that specification relating to “log category” and “species” set out in the first and second rows of that table).

7.6.6.3 Exclusion of wetland

if for each Feedstock Group, represented as a row in Table 2.1 of the SAR, the following condition is met:
“Trees removed for nature conservation” is mentioned in Column “Feedstock type”

⁸ https://beisgovuk.citizenspace.com/decc-policy/biomass-sustainability/supporting_documents/FC%20field%20book%209.pdf

else if for each Feedstock Group, represented as a row in Table 2.1 of the SAR and applicable as per 7.6.6.1 all following conditions are met

- the SAR includes a statement that the supply base does not include forests in wetlands,
- the statement explicitly mentions that the definition of 'wetland' in section **Error! Reference source not found.** was applied, definition that also covers peatland,
- the CBB states the documentation and any other evidence which provides the basis for verification on the sourcing area of the pellet mill.

then the biomass covered in the BR shall be deemed compliant with that criterion.

7.6.6.4 Exclusion of converted wetland

The biomass covered by the BR and applicable as per 7.6.6.1 shall be deemed compliant with this criterion if for each Feedstock Group, represented as a row in Table 2.1 of the SAR, all following conditions are met:

- the SAR includes the statement that the supply base does not include forests on land converted from wetlands to other (drier) ecosystems after 1 January 2008,
- the statement explicitly mentions that the definition of 'wetland' in this Instruction Document 6B was applied,
- the CBB states the documentation and any other evidence which provides the basis for verification on the sourcing area of the pellet mill.

7.6.6.5 Exclusion of converted semi-natural forests

The biomass covered by the BR and applicable as per 7.6.6.1 shall be deemed compliant with this criterion if for each Feedstock Group, represented as a row in Table 2.1 of the SAR, all following conditions are met:

- the SAR includes the statement that the supply base does not include forests on land converted from semi-natural forests to a production forest after 1 January 2008,
- the statement explicitly mentions that the definition of 'production forest' in this Instruction Document 6B was applied,
- the CBB states the documentation and any other evidence which provides the basis for verification on the sourcing area of the pellet mill.

Normative elements.

- This criterion means that biomass may not be sourced from a forest that had never been harvested for serving the wood or energy industry before 1 January 2008 and that has been used for that sake after that date.
- The fact that a forest is regenerated by replanting native tree species instead of using natural regeneration is not sufficient to establish that the semi-natural forest has been converted into a production forest.
- If a semi-natural forest is converted into a plantation, then it is clearly established that this criterion is not satisfied.

7.6.6.6 Exclusion of trees with a rotation period of more than 40 years

The biomass covered by the BR and applicable as per 7.6.6.1 shall be deemed compliant with this criterion if for each Feedstock Group, represented as a row in Table 2.1 of the SAR, one of the following conditions a), b) or c) is met.

- a) Column "Physical Description" does not contain the term "Roundwood" for this Feedstock Group, or
- b) Column "Origin" contains one of the terms "Thinning from (semi-)natural forests" or "Thinning from plantations: in that case, an additional statement shall be made in the SAR:
"In determining the value for column 'Origin', the definitions for 'Thinning' and 'Thinnings' given in this Instruction document 6B were applied; or
- c) Column "Origin" contains one of the terms "Final harvest from (semi-)natural forests" or "Final harvest from plantations" and column "Feedstock type" does not contain the term "High grade stemwood:
in that case the SAR shall include a statement that
 - i) either it is wood from trees with a rotation period lower than 40 years, or
 - ii) less than half of the volume of the harvested roundwood from the sum of the corresponding forest stands on a yearly basis is used for bio-energy and the CBB shall state the documentation and any other evidence which provides the basis for verification on the sourcing area of the pellet mill.

7.6.6.7 Exclusion of stumps

The biomass covered by the BR and applicable as per 7.6.6.1 shall be deemed compliant with this criterion if for each Feedstock Group, represented as a row in Table 2.1 of the SAR, the following condition is met:

- a) column "Feedstock types" does not contain "Forest residues with stumps".

7.6.7 Characteristic 13. GHG reduction solid biomass

This criterion is not applicable to some feedstock origins or types as listed below.

If one of the following conditions is met:

- a) for **each** Feedstock Group, represented as a row in Table 2.1 of the SAR column "Origin" contains "Processing residues" or "Post-consumer recycled wood", or
- b) the biomass covered by the Biomass Report has in the DTS the Market Specific Status "Flanders Restricted" with at least one of the three following claims 1°, 2° or 3° in the corresponding sub-sections:
 - 1° "Flanders restricted biomass from processing residues" marked as "yes";
 - 2° "Flanders restricted biomass from processing residues restricted to sawdust" marked as "yes";
 - 3° "Flanders restricted biomass from processing residues restricted to sawdust and shavings" marked as "yes".

then this Characteristic is not applicable to this biomass and "n/a" shall be noted in the Biomass Report and the BR shall be filled in as follows.

-	SAR	Reduction: [##] %, empty if n/a
-		Scheme: ID, empty if n/a
-		Code: Scheme code, empty if n/a
n/a		Compliant: yes/no or n/a
-	SAR	Actual data: applied for processing and transport data, empty if n/a
-	-	motivation and explanatory notes
-	-	Bonus land recovery: applied [yes/no] or empty if n/a
-	-	Motivation and explanatory notes
-	-	Soil carbon: applied [yes/no] or empty if n/a
-	-	Motivation and explanatory notes

In all other cases, the GHG emission saving shall be calculated according to the principles and methodology described in Instruction Document 6C. The calculated percentage shall be noted next to the label 'Reduction'. When this percentage is 60% or more, the biomass covered by the Biomass Report is deemed compliant with this Characteristic and "yes" shall be noted in the Biomass Report. In all other cases "no" shall be noted.

Next to the label 'Actual data' a clear description of the part of the supply chain for which actual data were used shall be noted under [part of the supply chain] while the motivation and explanatory notes shall be added under [motivation and explanatory notes]. If no actual data were applied at all "no part of the supply chain" shall be noted under [part of the supply chain]. According to the data available in the SAR actual data are used for:

- the feedstock and produced biomass tonnages and moisture content,
- the LHV of the produced biomass,
- the transport distances,
- the use of electricity,
- the use of fossil fuels.

As a result, **in those other cases** when the GHG savings shall be calculated, the BR shall be filled in as follows.

##%	SAR	Reduction: [##] %, empty if n/a
SBP		Scheme: ID, empty if n/a
SBP-xx-yy		Code: Scheme code, empty if n/a
yes		Compliant: yes/no or n/a
yes	SAR	Actual data: applied for processing and transport data, empty if n/a
real data from the SAR were used	-	motivation and explanatory notes
No	-	Bonus land recovery: applied [yes/no] or empty if n/a
NA	-	Motivation and explanatory notes
No	-	Soil carbon: applied [yes/no] or empty if n/a
NA	-	Motivation and explanatory notes

7.6.8 Characteristic 14. Sustainable forest management

This criterion is not applicable to some feedstock origins or types as listed below.

If one of the following conditions a) or b) is met:

- a) for **each** Feedstock Group, represented as a row in Table 2.1 of the SAR column "Origin" contains "Processing residues" (definition in section 4) or "Post-consumer recycled",
- b) the biomass covered by the Biomass Report has in the DTS the Market Specific Status "Flanders Restricted" with at least one of the three following claims 1°, 2° or 3° in the corresponding sub-sections:
 - 1° "Flanders restricted biomass from processing residues" marked as "yes";
 - 2° "Flanders restricted biomass from processing residues restricted to sawdust" marked as "yes";
 - 3° "Flanders restricted biomass from processing residues restricted to sawdust and shavings" marked as "yes".

then this Characteristic is not applicable to this biomass and "n/a" shall be noted in the Biomass Report.

In all other cases this Characteristic is applicable and when the biomass covered by the Biomass Report is shown to be "SBP-compliant biomass", the biomass shall be deemed compliant with this Characteristic and "yes" shall be noted next to 'compliant' and the scheme SBP and the corresponding certificate number shall be added to the fields [Scheme] and [Code] respectively. In all other cases, "no" shall be noted next to 'compliant' and "n/a" shall be noted in all other related fields.

7.6.9 Characteristic 15. Soil quality

This criterion is not applicable to some feedstock origins or types as listed below.

If one of the following conditions a) or b) is met:

- a) for **each** Feedstock Group, represented as a row in Table 2.1 of the SAR column “Origin” contains “Processing residues” (definition in section 4) or “Post-consumer recycled”,
- b) the biomass covered by the Biomass Report has in the DTS the Market Specific Status “Flanders Restricted” with at least one of the three following claims 1°, 2° or 3° in the corresponding sub-sections:
 - 1° “Flanders restricted biomass from processing residues” marked as “yes”;
 - 2° “Flanders restricted biomass from processing residues restricted to sawdust” marked as “yes”;
 - 3° “Flanders restricted biomass from processing residues restricted to sawdust and shavings” marked as “yes”.

then this Characteristic is not applicable to this biomass and “n/a” shall be noted in the Biomass Report.

In all other cases, if the biomass covered by the Biomass Report is shown to be “SBP-compliant biomass”, the biomass shall be deemed compliant with this Characteristic and “yes” shall be noted next to ‘compliant’ and the scheme SBP and the corresponding certificate number shall be added to the fields [Scheme] and [Code] respectively.

In all other cases “no” shall be noted next to ‘compliant’ and “n/a” shall be noted in all other related fields.

7.7 Footer of the Biomass Report

Issued by:

- [Company name and legal form]
 - [Company number] /definition missing for this/
 - [Street and house number/part]
 - [Postcode and Town/City]
 - [Country]
- Person responsible
- [First name and name]
 - [phone number]
 - [e-mail]

7.8 Biomass Report Template

The template of BR in Excel is to be found on <https://sbp-cert.org/documents/Standards-documents/templates/>

8 Methodology for the calculation of the energy use

8.1 Scope

8.1.1 Electric equivalent of energy

Energy use for the production and transport of the biomass is reported in terms of equivalent electric energy.

The electric equivalent of a given amount of energy used shall be calculated as the amount of electricity that could have been produced in a reference power plant with that given amount of energy. The conversion between primary energy and equivalent electric energy is carried out by multiplying the primary energy values with a factor 55%.

When the energy used concerns a fuel, the primary energy content shall be determined by multiplying the lower heating value on a wet basis, abbreviated LHV_{wet} and expressed in kWh/unit, by the amount of fuel used expressed in that same unit.

Heat from biomass/biofuel/biogas is exempt in the energy calculation as per VEKA requirements

When the energy used concerns heat, and the primary energy to generate that heat cannot be measured or determined in a reasonably and accurate way, the amount of primary energy needed to produce the energy shall be calculated by dividing the amount of heat, expressed in kWh by:

- a) 0,93 when the heat carrier is air;
- b) 0,90 when the heat carrier is water;
- c) 0,85 when the heat carrier is steam or another medium.

This primary energy shall be converted to the electric equivalent by multiplying by 0,55; the reference efficiency for electricity production.

8.1.2 Calculation of energy values

The methodology described in this Instruction Document 6B is proposed to certify those two energy values:

$E_{vBex,speCj}$ The equivalent amount of electricity consumed by the BP to make its produced biomass suitable as a fuel for the energy plant operated by the CH, referred to as 'pre-treatment energy', expressed in kWh/kg pellets and laid down in the Biomass Report as Characteristic 1;

$E_{trp,speCj}$ The equivalent electricity consumption of the total energy consumed within the supply chain starting with the operations of the BP up to the border of the Flemish Region, expressed in kWh/kg pellets and laid down in the Biomass Report as Characteristic 2 (7.3.2).

8.2 Default values from JRC

Only reference default values published by JRC can be used for energy calculations.

The default values can be found in the latest published documents published by JRC.

The JRC references are mentioned in footnotes to the values that are mentioned in Table 1 and Table 2.

8.2.1 Summary tables for the energy calculations

Table 1 gives the reference low heating values and GHG intensities of the main fuels.

Fuel type	Units	Energy
HFO ⁹	MJ/kg	L1 = 40,5
diesel ¹⁰	MJ/kg	L2a = 43,1
diesel ¹¹	MJ/litre	L2b = 35,9
gasoline ¹²	MJ/litre	L3 = 32,2
natural gas ¹³	MJ/Nm ³	L4 = 36,1 if not measured
propane ¹⁴	MJ/kg	L5 = 46,4
LPG ¹⁵	MJ/kg	L6a = 46,0
LPG gas ¹⁶	MJ/Nm ³	L6b = 105
butane ¹⁷	MJ/kg	L7 = 45,8

Table 1. Lower heating values per type of fuel from JRC.

⁹ JRC (2019 v1d) Definition of input data to assess GHG default emissions from biofuels in EU legislation, p89, <https://op.europa.eu/s/omqH>

¹⁰ JRC (2019 v1d) Definition of input data to assess GHG default emissions from biofuels in EU legislation, Appendix 1, p254, <https://op.europa.eu/s/omqH>

¹¹ JRC (2019 v1d) Definition of input data to assess GHG default emissions from biofuels in EU legislation, Appendix 1, p254, <https://op.europa.eu/s/omqH>

¹² JRC (2019 v1d) Definition of input data to assess GHG default emissions from biofuels in EU legislation, Appendix 1, p254, <https://op.europa.eu/s/omqH>

¹³JRC (2020 v5) Well-to-wheels Analysis of Future Automotive Fuels and Powertrains in the European Context, Appendix 2, p9 <https://op.europa.eu/s/olwv>

¹⁴ JRC (2020 v5) Well-to-wheels Analysis of Future Automotive Fuels and Powertrains in the European Context, Appendix 2, p12, <https://op.europa.eu/s/olwv>

¹⁵ JRC (2020 v5) Well-to-wheels Analysis of Future Automotive Fuels and Powertrains in the European Context, Appendix 2, p9, <https://op.europa.eu/s/olwv>

¹⁶ JRC (2020 v5), Well-to-wheels Analysis of Future Automotive Fuels and Powertrains in the European Context Appendix 2, p9, 29,18 kWh/Nm³ = 105,048 MJ/Nm³ <https://op.europa.eu/s/olwv>

¹⁷ JRC (2020 v5) Well-to-wheels Analysis of Future Automotive Fuels and Powertrains in the European Context, Appendix 1, p12, <https://op.europa.eu/s/olwv>

Table 2 gives the energy intensity of the main transport types as published by JRC.

Transport type	Fuel type	Energy MJ/t.km
sea vessel ¹⁸	HFO	E1 = 0,0656
bulk carrier ¹⁹	diesel	E2 = 0,324
diesel train ²⁰	diesel	E3 = 0,252
electric train ²¹	electricity	E4 = 0,210
truck ²²	diesel	E5 = 0,811

Table 2. Default energy intensity per type of transport from JRC

8.3 Power consumption for making the biomass product

8.3.1 Power consumption

The specific power consumption P_1 , expressed as kWh electric energy per tonne pellets, is equal to the value for “Total specific electricity use” as stated in section “3.2. Electricity use” in the SAR and validated by the CBB. In case electricity is used by a third-party, as for an external conveyor, it shall be included into P_1 .

8.3.2 Use of fossil fuels for the preparation of the biomass

The quantification methods for fossil fuel used on site depend on the available information. It can be based on a monitoring operated by the producer, sometimes supported by supplier invoices, but not always. As far as possible it should be referred to 12 months operation.

In case fossil fuel is used by a third-party, as for an external conveyor or chipping system, it shall be included into P_2 , P_3 , P_N ,...

Sometimes there is no relevant monitoring, so the CB6 needs to validate some estimation.

- All the fossil fuel use as stated in section “3.4. Use of fossil fuels” in the SAR, as validated by the CBB shall be taken into account to calculate the total specific fossil fuel use expressed as kWh primary energy per tonne pellets.
- P_2 in kWhp/tonne pellet from diesel oil

¹⁸ JRC (2017 v2) Solid and gaseous bioenergy pathways: input values and GHG emissions, p34, <https://op.europa.eu/s/omql>

¹⁹ JRC (2019 v1d) Definition of input data to assess GHG default emissions from biofuels in EU legislation, p101, <https://op.europa.eu/s/omqH>

²⁰ JRC (2019 v1d) Definition of input data to assess GHG default emissions from biofuels in EU legislation, p102, <https://op.europa.eu/s/omqH>

²¹ JRC (2019 v1d) Definition of input data to assess GHG default emissions from biofuels in EU legislation, p102, <https://op.europa.eu/s/omqH>

²² JRC (2017 v2) Solid and gaseous bioenergy pathways: input values and GHG emissions, p31, <https://op.europa.eu/s/omql>

The diesel oil annually used in the pellet plant (to fuel pay loader or other machinery) is generally reported in volume (litres per tonne pellets) PV_{2b} . It may also be reported in mass (kg per tonne pellets) PV_{2a} . The specific energy consumption is expressed in [kWhp/tonne pellets] and calculated as:

$$P_2 = \frac{L2a}{3,6} \cdot PV_{2a} + \frac{L2b}{3,6} \cdot PV_{2b}$$

where L2a and L2b are given by Table 1.

- P_3 in kWhp/tonne pellet from gasoline

The gasoline annually used in the pellet plant (to fuel pay loader or other machinery) is generally reported in volume (litres per tonne pellets) PV_3 . The specific energy consumption is expressed in [kWhp/tonne pellets] and calculated as:

$$P_3 = \frac{L3}{3,6} \cdot PV_3$$

where L3 is given by Table 1.

- P_4 in kWhp/tonne pellet from natural gas

If any natural gas is used in the process, it can be monitored as volume (V_4 in Nm^3) from which the specific consumption (PV_4 in $\text{Nm}^3/\text{tonne pellets}$) can be calculated. The specific energy consumption is expressed in [kWhp/tonne pellets] and calculated as:

$$P_4 = \frac{L4}{3,6} \cdot PV_4$$

where L4 is the lower heating value of the natural gas, as specified in Table 3.4 in the SAR, otherwise the value specified in Table 1 is used.

If the natural gas consumption is reported in Table 3.4 in the SAR as primary energy per tonne pellets (PV_{4I} in MJ/tonne pellets), the specific energy consumption, expressed in [kWhp/tonne pellets], is calculated as:

$$P_4 = \frac{PV_{4I}}{3,6}$$

- P_5 in kWhp/tonne pellet from propane

The total mass of propane used, expressed in kg, is denoted PV_5 . If the use is reported in the volume of gaseous propane (V_{5a} - Nm^3), the conversion to kg PV_{5a} is performed based on the

following density²³: 1,91 kg/Nm³ (1.013 bar and 15°C (59°F)). If the use is reported in the volume of liquid propane (V_{5b} - litre), the conversion in kg PV_{5b} is performed based on the following density²⁴: 584,8 kg/m³. The specific energy consumption is expressed in [kWhp/tonne pellets] and calculated as:

$$P_5 = \frac{L5}{3,6} \cdot PV_5 + \frac{L5a}{3,6} \cdot PV_{5a} + \frac{L5b}{3,6} \cdot PV_{5b}$$

where L5, L5a and L5b are given by Table 1.

The sum corresponding to the usage of **any additional fossil fuels** like butane (7), LPG (6), and other (N) is converted in a similar way to the corresponding quantity P₆, P₇, ..., P_N according to PV_N and expressed in kWh primary energy per tonne pellets. In case the fuel N is not described in Table 1, adequate JRC reference should be found for L_N and mentioned in the calculation sheet.

²³ <http://encyclopedia.airliquide.com/Encyclopedia.asp?GasID=53#GeneralData>

²⁴ <https://rapidn.jrc.ec.europa.eu/substance/propane>

8.4 Energy for the transport

8.4.1 Road transport by truck

In case of transport of the feedstock by diesel trucks, or by a conveyor fed by diesel, the energy consumption is given in [kWhp/tonne feedstock]. by the following formula:

$$RRT = \frac{K1 \times E5}{3,6}$$

In case of transport of the biomass product (pellets) by diesel trucks, the energy consumption is given in [kWhp/tonne pellets]. by the following formula:

$$PRT = \frac{K2 \times E5}{3,6}$$

with

- RRT Diesel truck energy consumption in [kWhp/tonne feedstock].
- PRT Diesel truck energy consumption in [kWhp/tonne pellets].
- K1 Weighted average distance between the origins per Feedstock Group in the SAR and the BP in [km] for the transport by diesel truck,
- K2 Weighted average distance for the transport by diesel truck of the biomass product in [km],
- E5 Energy use for the transport by diesel truck in MJ/t.km as specified in Table 2.

8.4.2 Transport by bulk carriers

In case of transport of the feedstock by diesel bulk carriers, the energy consumption is given in [kWhp/tonne feedstock] by the following formula:

$$RRB = \frac{K3 \times E2}{3,6}$$

In case of transport of the biomass product (pellets) by diesel bulk carriers, the energy consumption is given in [kWhp/tonne pellets] by the following formula:

$$PRB = \frac{K4 \times E2}{3,6}$$

with:

- RRB Bulk carrier energy consumption in [kWhp/tonne feedstock].
- PRB Bulk carrier energy consumption in [kWhp/tonne pellets].
- K3 Weighted average distance between the origins per Feedstock Groups in the SAR and the BP in [km] for the transport by diesel bulk carrier,
- K4 Weighted average distance for the transport by diesel bulk carrier of the biomass product in [km],
- E2 Energy use for the transport by diesel bulk carrier in MJ/t.km as specified in Table 2.

8.4.3 Transport by diesel train

In case of transport of the feedstock by diesel trains, the energy consumption is given in [kWh/tonne feedstock] by following formula:

$$RDT = \frac{K5 \times E3}{3,6}$$

In case of transport of the biomass product (pellets) by diesel trains, the energy consumption is given in [kWh/tonne biomass product] by the following formula:

$$PDT = \frac{K6 \times E3}{3,6}$$

with

RDT Diesel train energy consumption in [kWhp/tonne feedstock].

PDT Diesel train energy consumption in [kWhp/tonne pellets].

K5 Weighted average distance between the origins per Feedstock Groups in the SAR and the BP in [km] for the transport by diesel train,

K6 Weighted average distance for the transport by diesel train of the biomass product in [km],

E3 Energy use for the transport by diesel train in MJ/t.km as specified in Table 2.

8.4.4 Transport by electric trains

In case the feedstock is transported by electric train, the energy consumption of the transport is given in [kWhe/tonne feedstock] by the following formula:

$$RET = \frac{K7 \times E4}{3,6}$$

In case the biomass product (pellets) is transported by electric train, the energy consumption of the transport is given [kWhe/tonne biomass product] by the following formula:

$$PET = \frac{K8 \times E4}{3,6}$$

with

RET Electric train energy consumption in [kWhe/tonne feedstock].

PET Electric train energy consumption in [kWhe/tonne pellets].

K7 Weighted average distance between the origins per Feedstock Groups in the SAR and the BP in [km] for the transport by electric train,

K8 Weighted average distance for the transport by electric train of the biomass product in [km],

E4 Energy use for the transport by electric train in MJ/t.km as specified in Table 2.

8.4.5 Energy consumption for the transport of the feedstock

The total primary energy consumption due to the transport of the feedstock, RT, is given by

$$RT = RRT + RRB + RDT$$

When additional transport of feedstock takes place, this is calculated in a similar way, expressed in kWh primary energy per tonne feedstock and added to the term RT

However, because RT is a value given in [kWhp/tonne feedstock] a conversion rate, CR, needs to be applied to have a value expressed in [kWhp/tonne pellets]. The reduction in weight between raw material and finished product is caused by the drying process. Hence, this conversion rate is given by the following formula:

$$CR = \frac{1 - IM_{wet}}{1 - FM_{wet}}$$

with the following values as stated in "3.3. Moisture content and drying" of the SAR:

FM_{wet} Final moisture (wet basis)

IM_{wet} Initial moisture (wet basis)

For the initial moisture, the CBB has to specify the origin of the figure (it can be a rough estimation based on the typical moisture contents of the raw material, it can be based on a couple of punctual measurements, and, when available, it can be based on the weighted average of all moisture measurements performed of each entering batch of raw material during the reference period). The final moisture is based on specs, and our audit procedure does not require the CBB to justify the figure with analysis reports. Typical range is 5-8%. Finally, the energy consumption for raw material transportation, RT', expressed in [kWh/tonne pellets] is calculated by:

$$RT' = \frac{RT}{CR}$$

Similarly the specific primary energy consumption for the transport of the feedstock by electric train, RET, expressed in kWhe/tonne feedstock has to be converted to the corresponding quantity RET', expressed as kWhe/tonne pellets:

$$RET' = \frac{RET}{CR}$$

8.4.6 Marine transport of the biomass product

Port or origin (Load port) and Port of destination (Dis port) are collected by the BP or the trader and stored into the Data Transfer System of SBP. A dedicated website like: <https://sea-distances.org/>²⁵ shall be used for evaluating the distance along the route that the sea vessel uses between both ports. This delivers sometimes several possible routes, like via Suez Canal or via Panama Canal. To select the right route, the CH makes sure what will be the real route that the sea transport company will usually take, as mentioned in an SREG of SBP. If Port is not in the list, the closest Port in the list is used.

Port of Departure	Port of Arrival	Result
Country <input type="button" value="United States"/>	Country <input type="button" value="Belgium"/>	
Port <input type="button" value="Mobile"/>	Port <input type="button" value="Ghent"/>	
Vessel speed, knots: <input type="text" value="10"/>		
	<input type="button" value="Calculate"/>	
		Direct way
		Distance 4767 nautical miles
		Vessel speed 10 knots
		Time 19 days 21 hours

Country	Country	Result
<input type="button" value="Canada"/>	<input type="button" value="Belgium"/>	
Port <input type="button" value="Vancouver"/>	Port <input type="button" value="Ghent"/>	
Vessel speed, knots: <input type="text" value="10"/>		
	<input type="button" value="Calculate"/>	
		Way #1
		Distance 8846 nautical miles VIA Panama Canal
		Vessel speed 10 knots
		Time 36 days 21 hours
		Way #2
		Distance 14405 nautical miles VIA Strait of Magellan
		Vessel speed 10 knots
		Time 60 days 01 hours
		Way #3
		Distance 14535 nautical miles VIA Cape Horn
		Vessel speed 10 knots
		Time 60 days 14 hours
		Way #4
		Distance 15351 nautical miles VIA Suez Canal
		Vessel speed 10 knots
		Time 63 days 23 hours
		Way #5
		Distance 18671 nautical miles VIA Cape of Good Hope
		Vessel speed 10 knots
		Time 77 days 19 hours

²⁵ This website seems to be down !

Table 3. Distance for the route between the port of Vancouver, BC Canada and Ghent, BE via Panama Canal is 8846 nautical miles, D = 16382km

The fuel consumption during marine transport is given by following formula:

$$PI = \frac{D \times E1}{3,6}$$

with

- PI transport energy consumption of the biomass product [kWhp/tonne pellet]
- D Distance in km = (nautical miles x 1,852)
- E1 Energy use in MJ/t.km as specified in Table 2

8.5 Calculation of final energy values

The two final energy values to be reported in the Biomass Report are calculated as:

$$E_{vBex,speCj} = P_1 + (P_2 + P_3 + P_4 + P_5 + \dots + P_N) \times 55\%$$

$$E_{trp,speCj} = PET + RET' + (RT' + PRT + PRB + PDT + PI + RN) \times 55\%$$

9 Accreditation, role and responsibilities of the CB6

9.1 Basic principles

- 9.1.1 For the certification of the CHs, their management systems and their Biomass Reports in Flanders, the CB6 shall implement all relevant requirements of Instruction Document 6B and shall be accredited by the relevant National Accreditation body (BELAC) under ISO/IEC 17065:2012.
- 9.1.2 An SBP certificate issued by a recognised CBB provides a credible assurance that there is no major failure in conformance with the requirements of the applicable SBP Standard and other normative requirements across the entire scope of the certificate.

9.2 Competence of the Certification Body

- 9.2.1 The CB6 shall employ, or have access to, a sufficient number of personnel to cover its operations related to the certification schemes and to the applicable standards and other normative documents.
- 9.2.2 The personnel shall be competent for the functions they perform, including making required technical judgments, defining policies and implementing them. This requirement also applies to the personnel of (sub)contractors, in which case the CB6 shall satisfy itself that all requirements specified by this Instruction Document 6B and ISO/IEC 17065:2012 are fulfilled.
- 9.2.3 Lead auditors and personnel in the review and certification decision-making process shall have completed any training or competence requirements required by SBP for their tasks at the time of undertaking those tasks.
- 9.2.4 For the certification of CHs, the CB6 shall ensure that the audit team undertaking an audit has the combined necessary knowledge and experience to:
 - understand, analyse and check the inventory of energy consumptions involved in a biomass supply chain,
 - understand, analyse and check the inventory of greenhouse gas emissions involved in the biomass supply chain,
 - understand, analyse and check the legal sustainability requirements applicable to the CH in the relevant region.

9.3 Report of the Certification Body

- 9.3.1 The CB6 shall prepare an evaluation report, which covers all relevant SBP requirements.
- 9.3.2 Main evaluation reports, surveillance reports and updates shall be submitted to SBP no later than ninety (90) days after the on-site closing meeting at the end of a CBB audit.
- 9.3.3 The basic quantitative information for each certificate shall be entered and updated in the SBP database of registered certificates at each evaluation as required by SBP.

9.3.4 The CB6 performing certification of the CH shall yearly provide an Activity Report to the competent authority, the content of which is presented in this Section 9.

9.4 SBP certificates

9.4.1 The CBB shall issue certificates following the instructions in ISO/IEC 17065:2012, using the latest version of the following template: Certification Body Evaluation of Biomass Producer for Compliance with SBP Framework: Public Summary Report v1.4. The SBP certificate is available for consultation on the SBP website²⁶.

9.4.2 Certificates shall be numbered using the form:

SBP-XX-YY

Where:

SBP does not change

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

YY- is a unique 2 digit integer specific to the CH.

Note: The CBB may add additional '0' (zero) values in front of the 'XX' and 'YY' values where this facilitates integration with existing data systems.

9.4.3 On the Verification Statement the CB6 shall mention:

- the verification claim: "To date [dd mm yyyy] the CB6 verifies that the biomass report with reference code BE-VL-BM-[XXX]-[YYY]-[#L] and number [0YYYYMMDDHHMM]-[##] has been completed by the [CH] in full accordance with Instruction Document 6B."
- the date of assignment [dd mm yyyy], as specified in section 7.1 "Header of the Biomass Report" as the date on which the CH delivers the BR to the CB6;
- the name and address of the CB6;
- the reference code of the biomass report BE-VL-BM-[XXX]-[YYY]-[#L], as specified in section 7.1 "Header of the Biomass Report";
- the certificate number [0YYYYMMDDHHMM]-[##], as specified in section 7.1 "Header of the Biomass Report";
- the name and address of the CH [CH]

The Verification Statement shall be the result from the verification of a new Biomass Report during the surveillance process.

9.5 Certificate Holder's contracts

9.5.1 All Certificate Holders (CH) shall have signed the Trademark Licence agreement with SBP.

²⁶ <https://sbp-cert.org/accreditations-and-certifications/certificate-holders/>

In addition to the CH's contract requirements stated in Standard 3, applicable to all CH of SBP, the CH with ID6B in their scope shall sign a contract with their CBB which includes the relevant provisions, conditions and terms listed in 9.5.2 to 9.5.6.

- 9.5.2 The relevant provisions ensuring the right of the CB6 the accreditation body, VEKA and SBP and their respective authorised agents on reasonable prior written notice, and at their own risk and costs, to have access to the CH's premises (or to arrange for such authorised representatives to have access to other relevant premises owned or controlled by the CH or its group companies) during the CH's business hours for the purpose of inspecting and taking copies of any information, documentation, goods, books and records deemed necessary by the CB6 or SBP ("Information"); provided that the CB6 the accreditation body, VEKA or SBP, as relevant, shall handle such Information with the same level of care as it handles its own proprietary information and in accordance with Directive 95/46/EC of the European Parliament and of the Council on the protection of individuals with regard to the processing of personal data and on the free movement of such data, and any other applicable data protection legislation.
- 9.5.3 The relevant provisions ensuring the CH is required to promptly provide to the CB6 and SBP and their respective authorised agents all such Information.
- 9.5.4 The relevant provisions ensuring the right of the CB6 and/or SBP to use and process any Information relating to the CH or otherwise provided by or through the CH including but not limited to any Evaluation Report; Biomass Report; data required by SBP for GHG calculations and regulatory reporting within the scope of the certification process.
- 9.5.5 The conditions and terms necessary for a CH to comply with on an on-going basis in order to maintain a certificate issued by the CB6 (the "Certificate") shall include that the CH:
- complies and continues to comply with all the CB6's conditions and terms for maintaining, renewing and re-issuing of the Certificate, including but not limited to the full implementation of any actions required to correct minor non-conformances that were identified prior to the issue of the Certificate;
 - complies and continues to comply with all the CB6's and SBP requirements, arrangement and licences regarding claims, logos, certification marks, trademarks or any other intellectual property rights of the CB6 and SBP;
 - corrects any major non-conformances with the applicable standard(s) within the period specified by the CB6;
 - accepts monitoring of its conformance with the Certificate as reasonably determined by the CB6; and
 - complies and continues to comply with all agreements and arrangements between the CH and SBP and all SBP requirements of which the CH is or should be aware.
- 9.5.6 The CB6, VEKA and SBP shall be entitled and authorised to process the CH's personal data and business data (so far as is necessary only for the purpose of performance obligations to CB6 and/or SBP). The CB6, VEKA and SBP undertake that such data and any other data as may be collected (subject to the CH's prior authorisation) from time to time under, pursuant to or in connection with the Instruction Document 6B shall be processed only in accordance with Directive 95/46/EC of the European Parliament and of the Council on the protection of individuals with regard to the processing of personal data and on the free movement of such data, and any other applicable data protection legislation ("Applicable Data Protection Laws"). The CB6, VEKA and SBP undertake to

implement the appropriate technical and security measures to comply with the Applicable Data Protection Laws.

- 9.5.7 In the event that the CB6 suspends, terminates or withdraws a Certificate²⁷ the CH shall
 - immediately at its own expense suspend using SBP's name (in any form), initials, logo, certification mark, trademarks and intellectual property from its products, information, website, documents, advertising or marketing or any other materials;
 - provide such co-operation and information as may reasonably be required by CB6 or SBP to enable CB6 or SBP to verify and confirm that the CH is in compliance with all its obligations to CB6 and SBP.
- 9.5.8 In the event that the CB6 suspends, terminates or withdraws a Certificate, the CB6 shall promptly (and in any event within three (3) business days of the suspension or withdrawal or termination) notify SBP and VEKA in writing of the same and such notification shall state the action taken and the effective date and reason of suspension or withdrawal or termination.
- 9.5.9 On withdrawal or termination of the Certificate, the CH shall promptly return the original and all copies of the Certificate to the issuing CB6 or destroy the original, and commit to destroy any electronic copies and hardcopies in its possession or control.

9.6 Certification process

- 9.6.1 Once a request for certification is received the CB6 shall provide a list of the details needed to prepare a service proposal. As a minimum, the following details are required:
 - Type of biomass used by the applicant,
 - Geographic location of the applicant's facilities,
 - Location of the records,
 - Any outsourced process.
- 9.6.2 Upon receipt of the application, the CB6 shall assess if it is able to provide the certification, including
 - The necessary accreditation scope,
 - The absence of conflict of interest (both on corporate and individual level),
 - The technical knowledge of the staff involved,
 - The planning available to deal with the volume of work.
- 9.6.3 Once the certification contract has been arranged, the CB6 shall put together the certification team, including:
 - Lead assessor (**LA**),
 - Additional assessor(s) if needed,
 - Technical reviewer,

²⁷ "susPENDS, TERMINATES OR WITHDRAWS" shall be interpreted in the sense intended in ISO/IEC 17065:2012, §7.11

- Certification decision maker.
- 9.6.4 The role of LA/assessor is not compatible with the role of technical reviewer and certification decision maker.
- 9.6.5 The LA shall perform the initial evaluation. It shall include, at the minimum, the reviewing of the following items:
- the CH's written procedures and management system,
 - the distribution of responsibilities,
 - the staff training and competences,
 - the presence of independent quality control inside the CH 's organisation,
 - the full documentary trail involved in the preparation of a biomass report,
 - the recordkeeping and archives inside the CH's organisation,
 - the CH's documented calculation methodologies for energy and carbon accounting for the biomass supply chain,
 - any changes to the scope of the CH, including additions, exclusions, or changes of relevant BP's,
 - changes to the CH's management system,
 - complaints received,
 - biomass supply records,
 - records of purchase of SBP-certified products (contracts, invoices, bills of lading, shipping documents),
- 9.6.6 After completing the evaluation, the LA shall inform the CH of any non-conformance and shall indicate the required timeframe to develop and implement the necessary corrective action.
- The evaluation by the LA shall be repeated until closure of all identified non-conformances.
- After successful closure of the non-conformances (if any) the LA shall provide a verification package to the technical reviewer. After technical reviewing the certification decision maker shall decide if the certificate can be issued. If certification is granted, the CB6 shall provide the CH with comprehensive certification documentation as per ISO/IEC 17065:2012.

9.7 Surveillance requirements

- 9.7.1 The CB6 shall carry out a surveillance evaluation to monitor the CH's continued conformance with applicable certification requirements.
- 9.7.2 The surveillance programme shall include
- an annual audit of the CH's management system i.e. every 12 months which is the audited period of activity of the CH,
 - the verification of each BR issued by the CH, each time one is issued, resulting in the decision to whether or not the Verification Statement can be delivered.

- 9.7.3 Surveillance evaluations shall follow clear, documented procedures and shall cover all Characteristics specified in Instruction Document 6B.
- 9.7.4 The CB6 shall have documented procedures for the annual surveillance audit which include:
- the evaluation of the CH's conformance with all conditions and subsequent corrective actions, on which certification is based,
 - the check of the average 70% threshold for GHG savings of all BPs used by the CH during that period
 - the review of any complaints or allegations of non-conformance with any aspect of Instruction Document 6B,
 - the evaluation of an adequate and appropriate sample of BP's (typically a square root of the number of valid BR), in order to verify that the management systems (documented or undocumented) are working effectively and consistently, under the full range of conditions present in the area under evaluation.
- 9.7.5 At each annual surveillance audit the CB6 shall specifically assess the capacity of the CH's management system to manage any change in scope of the certificate, including any increase in the number of BPs, and in the size, number or complexity of the biomass supply to the operated energy plant within the scope of the certificate.
- 9.7.6 At any time, the CB6 has the authority to carry out an additional surveillance evaluation if this is considered necessary to ensure confidence in the BR, to correct non-conformances or treat complaints.
- 9.7.7 Additional surveillance evaluation shall include:
- Evaluation of the CH's implementation of all corrective action requests on which certification is based,
 - Review of any complaints, disputes or allegations of non-conformance regarding any applicable aspect of the Instruction Document 6B.
 - Any changes to the scope of the CH, including additions, exclusions, or changes of relevant BP's,
 - Changes to the CH's management system,
 - Complaints received,
 - Biomass supply records,
 - Records of purchase of SBP-certified products (contracts, invoices, bills of lading, shipping documents).
- 9.7.8 The CB6 shall assign one or more persons who were independent of the audit to decide whether or not to continue, suspend or withdraw certification based on their review of surveillance activities.
- 9.7.9 The CB6 in charge of certifying the BR against Instruction Document 6B shall check at least once every calendar year that relevant certification of each relevant BP supplying to the relevant CH is available over the entire production chain during the validity period of the corresponding Biomass Report. The CB6 shall check at the same periodic time that each Biomass Report refers to a valid SAR during the validity period of the Biomass Report.

9.8 Verification of the Biomass Report, documentation and records

- 9.8.1 The CB6 shall verify every BR at the time it is established by the CH according to the requirements set by Instruction Document 6B before the BR can be submitted to VEKA. The CB6 shall verify that a valid approved BR was available at the time the CH had fired the associated biomass during the audited period of activity as specified in 9.7.1.
- 9.8.2 The CB6 shall verify that all Characteristics have been determined by the CH in accordance with the requirements of Instruction Document 6B.
- 9.8.3 Documentation and records covering the audited period of activity as specified in 9.7.1. should be submitted by the CH to the CB6 for review, prior to a site visit. The latter can be physically or remotely organised.
- 9.8.4 The CB6 shall check during its surveillance audit that the 70% threshold is and remains enforced on the audited period of activity as specified in 9.7.1 with all valid BR.
- 9.8.5 No later than one month after the annual audit, the CB6 shall prepare an activity report for VEKA, which shall include the following details:
- list of the BR verified, the corresponding Verification Statements and the corresponding SBP certificates issued during the last 12 months under Instruction Document 6B,
 - list of unsolved major non-conformances per CH identified during the last 12 months,
 - a clear identification of the BR relevant to the listed non-conformances.

9.9 General requirements for non-conformances

- 9.9.1 The CB6 shall make certification decisions based on his evaluation of the CH's conformance with each applicable requirement, as specified in Instruction Document 6B. The CB6 carries out verification that may reveal non-conformances with the provisions in Instruction Document 6B.
- 9.9.2 A non-conformity is considered **major** as soon as the information collected from the market parties means that the value stated in an approved BR is not conservative²⁸. The CB6 shall immediately report any major non-conformance to VEKA as soon as it is detected in an approved BR. The CB6 shall provide VEKA with all the information necessary to identify the batches of non-compliant biomass.
- 9.9.3 A non-conformance that is not described in 9.9.2 is considered minor, either that it does not affect the conservative character of the BR or that the error has been detected during the approval process by the CB6 after the CH has submitted the Biomass Report.
- 9.9.4 Invalidation of a non-conform BR may occur if, either alone or in combination with other non-conformances, it results in, or is likely to result in, a fundamental failure to meet the relevant requirement(s) in Instruction Document 6B within the scope of the evaluation of one specific BR.
- 9.9.5 All non-conformances with the applicable requirements of Instruction Document 6B that are identified by the CB6 during main or surveillance audits shall be recorded in the evaluation report or associated checklists and reported after the annual audit by the certification body to VEKA, along with any corrective measures.
- 9.9.6 The CB6 may also identify emerging issues, which, if not addressed by the CH, may lead to future non-conformances. Such issues shall be recorded in the main evaluation or surveillance annual audit report as 'observations' for the benefit of the CH.

²⁸ In Article 26 of the Ministerial Decree more information on conservative values for the different Characteristics is given.

9.10 Management of the non-conformances

- 9.10.1 The CB6 shall consider the impact of a non-conformance on the integrity of the affected BR and the credibility of the SBP trademarks, when evaluating whether a non-conformance results in, or is likely to result in, a fundamental failure to meet the relevant requirement of Instruction Document 6B for the considered BR.
- 9.10.2 Corrective action requests shall adhere to the following timeframes.
 - major non-conformances in a BR shall be corrected within **one week** (under exceptional circumstances, within one month) after notification by the CB6 to the CH and necessitate to invalidate the considered BR when not corrected on time;
 - minor non-conformances in a BR shall be corrected within **one month** (under exceptional circumstances, within three months) and do not necessitate to invalidate the considered BR;
 - timeline for corrective actions identified during the annual audit commence from the moment when they are formally presented to the CH, but not later than two weeks after the audit;
 - incorrect or non-conservative energy balance or carbon savings calculations are always considered as **major** non-conformances.
- 9.10.3 The CB6 shall determine whether the corrective action has been appropriately implemented within its required timeframe.
- 9.10.4 The CB6 shall suspend²⁹ a Biomass Report as long as there is a major non-conformance with the requirements of one or more Characteristics according to Instruction Document 6B.
- 9.10.5 Corrective action shall be taken by the CH and approved by the CB6 before a BR validity is reinstated.
- 9.10.6 **Major** non-conformances that cannot be corrected within the prescribed timeline shall result into the BR being invalidated.
- 9.10.7 The CB6 shall determine whether the impact of multiple non-conformances for several BR is sufficient to demonstrate 'systemic' failure (i.e. failure of management systems). In case those non-conformances
 - a. continue over a long period of time (i.e. months), or
 - b. are repeated or systematic or
 - c. affect a wide range of BR, or
 - d. are not corrected or adequately addressed by the CH, once they have been identified, they shall result in the need for the CB6 to withdraw the certificate of the CH for Instruction Document 6B.
- 9.10.8 The CB6 shall keep records of all letters of notification sent to the CH and the respective letters acknowledging receipt and understanding of the conditions.

²⁹ "suspended" shall be interpreted in the sense intended in ISO/IEC 17065:2012, §7.11

9.10.9 The CB6 shall promptly (and in any event within seven (7) business days) issue a letter of notification to VEKA and the CH whose BR have expired or have been invalidated, or whose certificate for Instruction Document 6B has been withdrawn.

The notification letter shall include:

- a clear statement about any withdrawal of the certificate of the CH,
- a clear statement about the status of any expired or invalidated Biomass Report,
- the official date from which the Biomass Report becomes invalid, or the certificate is withdrawn,
- the rationale for invalidating the BR, or for withdrawing the certificate, which shall include, but is not limited to, an explanation for any breach of Instruction Document 6B requirements and the nature of the relevant non-conformances with Instruction Document 6B (including name, version number and date),
- in case of expired BR, or BR having been terminated voluntarily, a reference to the voluntary decision of the CH or the agreement between the CH and the CB6.

The CB6 shall provide VEKA with all necessary information that allows to identify batches of non-compliant biomass.