



Standards Development Process

SBP Standard 5: Collection and Communication of Data

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(for status see document history on page ii)

Sustainable Biomass Program
sbp-cert.org

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Contents

A	Introduction	1
B	Objective	1
C	Scope	2
D	How to use this document	2
E	Terms and Definitions	3
F	Normative references	4
1	General principles	6
2	Data Collection and Reporting Requirements	7
3	Transaction Batch and associated Transaction Claim	9

Summary of core changes

- Added generic clauses from ID5E, which should then be removed from the updated ID5E

A Introduction

The Sustainable Biomass Program (SBP) is a certification system designed for woody biomass, mostly in the form of wood pellets and woodchips, used in industrial, large-scale energy production.

SBP's certification system provides assurance that woody biomass is sourced from legal and responsible sources, and a means to collect and communicate sourcing and greenhouse gas (GHG) data along the supply chain, allowing companies in the biomass sector to demonstrate compliance with regulatory requirements.

There are six SBP Standards, which collectively represent the SBP certification framework, or scheme, against which organisations can be assessed for compliance by independent third-party Certification Bodies (CBs). Wherever possible, the framework takes into account and builds on existing regulatory mechanisms and on voluntary certification standards already applied to other forest product streams or to other biomass sources. An organisation that satisfactorily demonstrates compliance receives a certificate and may be entitled to make Transaction claims in relation to its certified biomass.

The SBP framework is made freely available for use by all supply chain actors.

For BPs the data is collected and communicated using the template "SBP Audit Report on Energy and Carbon data (SAR)". The data is static and is defined based on an historic reporting period. The feedstock, energy and carbon data will change between each reporting period.

Because BPs supply biomass from a range of locations (for example, ex-works, ports, quaysides, delivered-in) and use a range of transport systems to reach the physical point of legal transfer, those variations in energy and carbon data must be reflected in the data." SBP uses Static Data Identifiers (SDIs) to enable the correct data to be allocated to every transport path. For stationary BPs (e.g., pellet mills) at least one SDI shall be defined at the BP's factory gate. This requirement does not apply in the case of a mobile chipper.

BPs selling biomass with a Transaction Claim must define Transaction Batches. Biomass produced in a single Production Batch is attributed identical in terms of feedstock, energy and carbon data. Each Transaction Batch is allocated a unique identifier, the Production Batch ID (PBid). The PBid enables all legitimate legal owners of the biomass to access associated feedstock, energy and carbon data. The PBid is included in all Transaction Claims.

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

B Objective

This Standard defines the requirements and options for the collection and communication of data for the purposes of

- enabling energy and carbon balance calculations by end-users,
- providing feedstock data required by individual regulators, and
- communicating to external stakeholders on sustainability characteristics of biomass feedstock.

C Scope

[transferred from ID5E]

This standard defines how every legal owner of the biomass shall collect, process and transfer the data that is related to the feedstock description as well as energy and carbon data. On the basis of this standard, each legal owner shall provide the data that enables the energy and carbon calculations to be made per Standard 6 and in accordance with the relevant regulatory requirements.

D How to use this document

D.1 Certification against this standard is required for all legal owners wishing to sell the product as SBP-certified with associated feedstock description, energy and carbon data.

All legal owners of biomass within the supply chain are required to provide all data, defined by this standard, to the accuracy required, to enable energy and carbon calculations. Each legal owner of biomass in the supply chain passes information relevant to each batch of pellets to the next legal owner and end-user, including sustainability, carbon and energy data.

D.2 This standard defines the requirements and options for the collection of the associated feedstock description, energy, and carbon data, including:

- setting transaction claims,
- enabling the collection of energy and carbon balance data,
- providing feedstock descriptions required by individual regulators,
- communicating to stakeholders on sustainability characteristics of feedstock.

D.3 Each legal owner of biomass in the supply chain passes information relevant to each batch of biomass to the next legal owner down to the end-user. The legal owner of biomass can be

- a biomass producer that produces biomass from feedstock,
- a trader that takes legal ownership of biomass and supplies to another legal owner,
- an end-user that takes legal ownership of biomass but does not supply it to another legal owner.

Biomass producers (BPs) generate physical batches of biomass. Traders take legal ownership of biomass, but neither produce, process, nor consume biomass. End-users consume biomass. Any legal entity may take on more than one of these roles, being any combination of BP, trader and end-users.

D.4 There are three methods by which information is communicated:

1. The Sustainability Audit Report on Energy and Carbon Data (SAR). These reports are made accessible to traders, end-users, and any legal owners certified against SBP Standard 6 who want to perform a carbon calculation, being in commercial relationship with a BP via the SBP Data Transfer System (DTS), and enable end-users to report feedstock and carbon data to their regulators.

2. Delivery-specific data passed on through the SBP DTS, a delivery comprising a number of batches, a batch being a unit of production with identical energy-carbon data and sustainability characteristics. This information is available to all organisations which take legal ownership of the biomass, including end-users who can use it to report to their regulators.
3. The BP's Supply Base Report (see SBP Standard 2). This is publicly available on the SBP website under the BP's reference.

D.5 This Standard is intended for use in conjunction with

- Standard 2: Feedstock Verification,
- Standard 4: Chain of Custody, and/or
- Standard 6 for the calculation of GHG emissions,

as all legal owners of biomass within the supply chain are required to provide all necessary data, to the accuracy necessary, to enable the GHG calculations.

E Terms and Definitions

[To be integrated in Glossary in final version. Definitions taken from ID5E]

Biomass: end product from a Biomass Producer.

Biomass Producer (BP): a legal entity which takes legal ownership of feedstock and produces biomass with an SBP Claim. A BP ordinarily processes feedstock for conversion into biomass, but may also be an entity that procures biomass. It is the first legal entity in the SBP supply chain.

Biomass production: the process by which feedstock is transformed into biomass by a BP. There may be no physical transformation of the feedstock in the case of a wood chip trader, that is the first legal entity in the SBP supply chain, gathering biomass. See also Trader.

Data Transfer System (DTS): the 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, referred to as 'AA-code in DTS': is a unique identifier for the dynamic batch sustainability data (DBSD) for each production batch.

End-user: a certificate holder that takes final legal ownership of biomass for energy production.

Energy and carbon data: the information that is used to determine total energy and carbon values embedded in biomass supply chains. For BPs, the data is static and is reported historically for a single reporting period (usually 12 months). For legal owners downstream of the BP, it is reported per transaction batch.

Feedstock: input material into the biomass production process.

Legal Owner: the legal entity taking ownership of the referenced biomass.

Mass Balance system: volume credit systems rules set out in SBP-approved CoC systems, as per SBP Standard 4.

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

Production Batch ID (PBid): a unique identifier for a production batch that 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.

SBP Audit Report on Energy and Carbon Data (SAR): BPs complete this report based on the requirements specified in this Instruction Document (5E). 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 Claim: material meeting SBP requirements may be sold by an SBP-certified entity as 'SBP-compliant'.

SBP Report on Energy and Carbon for Supplied Biomass (SREG): the SREG encompasses a part of the SAR data requirement, covering transportation and excluding data related to biomass production. The SREG data is provided separately and additionally to the SAR data 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.

Scope End-point: the defined point at which biomass is transferred outside the scope of the BP's certificate to another legal owner.

Static Data Identifier (SDI): 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 SDI is allocated for each reporting period. See also Dynamic Batch Sustainability Data Identifier and Production Batch ID.

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: a fraction of the production batch that is supplied and received with an associated Transaction Claim.

Transaction Claim: an SBP claim that is passed from one SBP certificate holder (supplier) to another (customer) by using the Data Transfer System (DTS).

F Normative references

SBP Standard 1: Feedstock Compliance

SBP Standard 2: Feedstock Verification

SBP Standard 3: Requirements for Certification Bodies
SBP Standard 4: Chain of Custody Requirements
SBP Standard 6: Energy and Carbon Balance Calculation
SBP Glossary of Terms and Definitions

1 General Principles

- 1.1 All data submissions shall be supported by appropriate evidence.

The SBP Data Transfer System (DTS)

- 1.2 The organisation shall provide all necessary data according to this standard to the accuracy required, to enable GHG calculations.
- 1.3 The organisation shall record any changes in carbon, energy or feedstock data that occur during the period of ownership, in accordance with SBP Instruction Document 5E: Collection and Communication of Energy and Carbon Data.

Product groups and batch specific data

- 1.4 The organisation shall categorise the feedstock into one or more product groups, in accordance with Instruction Document 5E: Collection and Communication of Energy and Carbon Data.
- 1.5 The organisation shall provide accurate carbon and energy data, pertaining to each batch of biomass supplied, to the next legal owner in accordance with Instruction Document 5E: Collection and Communication of Energy and Carbon Data.
- 1.6 Feedstock shall retain its original characteristics as processed and characteristics shall not be transferred between transaction batches.

2 Data Collection and Reporting Requirements

[transferred from ID5E]

- 2.1 All legal owners shall collect and record data relevant to each batch of pellets along the supply chain, including the feedstock description, energy and carbon data.
- 2.1 The organisation shall make data available to other SBP certificate holders which hold or have held legal ownership of biomass to which that data relates. If biomass is sold into a market for which there is a separate ID document defining market-specific data requirements, the organisation shall make the data available, applying the relevant ID document.
- 2.2 Each BP shall record the data in one of the three 'SBP Audit Report (SAR) for Energy and Carbon data' templates, where production and transportation of feedstock or biomass contributes to energy or carbon balance during the period of legal ownership by the Biomass Producer (BP).
- 2.2.1 BPs producing wood pellets shall complete the 'SBP Audit Report (SAR) for Energy and Carbon data for pellets'.
- 2.2.2 BPs producing only woodchips and energy logs and no other biomass with an SBP Claim shall complete one of the following templates:
- 'SBP Audit Report (SAR) for Energy and Carbon data for pellets' if both stationary chipping and thermal treatment are carried out on a separate processing site. Any specific reference to pelletisation in the document may be ignored;
 - 'SBP Audit Report (SAR) for Energy and Carbon data for woodchips with stationary chipping' if only stationary chipping is carried out on a separate processing site, with or without phytosanitary treatment (see definition in section 2); or
 - 'SBP Audit Report (SAR) for Energy and Carbon data for woodchips with mobile chipping' if there is no separate processing site with chipping or thermal treatment, other than a standard phytosanitary treatment (see definition in section 2).
- 2.3 The organisation shall complete an 'SBP Report on Energy and Carbon (SREG) for Supplied Biomass for inland transport' when he supplies biomass using inland transport outside the scope of a Static Data Identifier (SDI).

Examples of when this will be required include:

- a change of legal ownership occurs outside the scope of a BP's scope end-point;
- a different seaport is used than specified in the SAR;
- a different route or mode of transport to the seaport is used than specified in the SAR; and/or
- the SDI end point is an inland terminal.

CLARIFICATION NOTE: An SREG is an annex to the SAR used when the transport scheme is changed during its validity period due to unforeseen reasons (e.g., new load port, new distribution port).

- 2.4 The organisation shall complete and supply an 'SBP Report on Energy and Carbon (SREG) for Supplied Biomass for sea transport' when biomass is supplied using sea transport outside the scope of a Static Data Identifier (SDI).

- 2.5 The organisation shall make all necessary data available using the Data Transfer System (DTS) and using the templates specified in the relevant Instruction Document. A SAR may only be made available by the BP to other legal owners after the document has been uploaded to the DTS. This upload date shall be included in the SAR and on the relevant SBP webpage of the BP.
- 2.6 The organisation shall operate a management system to ensure that data recorded is supported by appropriate evidence and to the accuracy required to enable GHG calculations by other legal owners and the end-users.
- 2.7 The organisation shall retain records for a period of at least five (5) years.
- 2.8 The organisation shall record any changes in the feedstock description, energy and carbon or data that occur during the period of ownership.

3 Transaction Batch and associated Transaction Claim

- 3.1 A transaction batch is a unit of production which is attributed with identical feedstock, energy and carbon data. Transaction batches are created by a BP. Once allocated, the feedstock, energy and carbon data of a transaction batch shall not be changed.

Note: A BP may have a single production batch for each reporting period or may create separate production batches within a reporting period, in order to, for example, meet specific customer requirements.

- 3.2 A transaction batch may be split and supplied in more than one DTS transaction by the BP and by subsequent legal owners of the production batch.
- 3.3 A single DTS transaction may include more than one transaction batch, including batches from more than one BP.
- 3.4 Each transaction batch shall be allocated a unique production patch ID (PBid). The PBid shall be in the form:

SBP-XX-YY-ZZ-AA

where:

- SBP-XX-YY-ZZ is the static data identifier (SDI)
- AA is an optional additional indicator for specific markets

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

- 3.5 A transaction claim describes the characteristics and quantities of the physical biomass associated to the transaction batch to which it relates. If the biomass is destroyed or is sold to a customer who is not a SBP certificate holder, the last legal owner shall mark the claim as such in the DTS. A transaction claim may only be 'detached' from the physical biomass to which it relates when the biomass is consumed by an end-user.
- 3.6 Those characteristics and quantities of the physical biomass associated to the transaction claim shall be able to be traced back to the characteristics and quantities of incoming feedstock, taking into account the applicable conversion factors. Feedstock shall retain its original characteristics as processed. Characteristics shall not be transferred between transaction batches.
- 3.7 The organisation shall be certified against Standard 4 and this standard in order to make transaction claims.
- 3.8 All transactions claims shall be recorded in the DTS. An SBP transaction claim is only valid if it is shared and accepted in the DTS. A complete DTS transaction consists of the following data items.
- a) Transaction Date
 - b) Transaction Reference
 - c) One or more Production Batch ID (PBid)
 - d) One or more mass (of certified Biomass from the referenced PBid)

- e) One or more SBP Product Type
- f) One or more SBP Claim
- g) Originating Legal Owner (supplier)
- h) Receiving Legal Owner (customer)
- i) DBSD (if applicable)
- j) Transaction documents (if applicable)