



Standards Document

SBP Standard 5: Collection and Communication of Data

Sustainable Biomass Program

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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A Introduction

The Sustainable Biomass Program (SBP) is a certification scheme designed for biomass, mostly in the form of wood pellets and chips.

The SBP certification scheme provides assurance to stakeholders that biomass is sourced both legally and sustainably, and it provides a means to collect and communicate reliable and verified data throughout the supply chain, including energy data, allowing companies in the biomass sector to demonstrate their responsible sourcing achievement and compliance with regulatory requirements, and to calculate their Greenhouse Gas (GHG) footprint.

There are six SBP Standards, which collectively represent the SBP certification scheme, against which Organisations can be assessed (as applicable) for certification by independent third-party accredited Certification Bodies (CBs). The Standards were developed and revised following a rigorous process aligned with ISEAL Standard-Setting Code of Good Practice, considering and building on existing regulatory requirements, peer voluntary certification standards and stakeholders' input.

An Organisation that satisfactorily demonstrates conformance with the SBP Standards receives a certificate and may be entitled to make use of the SBP Data Transfer System (DTS) and SBP claims in relation to the biomass it produces, sells, buys and/or uses.

B Purpose

The SBP certification scheme provides assurance to End-users that the biomass is sourced from legal and sustainable feedstock as defined in SBP Standard 1. SBP certification relies on a third-party, independent certification process carried out by accredited CBs.

SBP Standard 5 sets out the requirements for recording and communicating accurate data to allow the calculation of GHG emissions resulting from the harvesting, production and transport of biomass. Organisations shall ensure the accuracy of data and be able to demonstrate it through rigorous record keeping. SBP Standard 5 is supported by the DTS, where Organisations shall record the required data.

The data recorded, as required by SBP Standard 5, shall be part of the information recorded, managed and transferred along the supply chain according to SBP Standard 4 between Organisations that are in a business relationship via the DTS.

The data collected may be used by Organisations willing to certify their GHG calculations using SBP Standard 6, in addition to using the available data to fulfil their national or regional regulatory reporting obligations.

Organisations gain certification against SBP Standard 5 when they comply with the requirements set in this Standard and any related Instruction Documents.

C Scope

SBP Standard 5 applies to any Organisation taking legal ownership of certified biomass and wishing to make use of an SBP-compliant or SBP-controlled claim. The Organisation shall also be certified against SBP Standard 4 and the Instruction Document EU RED.

D How to use this document

SBP Standard 5 identifies the data Organisations along the supply chain shall collect and record in the DTS. For Organisations buying biomass with an SBP-compliant and/or SBP-controlled claim, delivery-specific data are passed on from their suppliers through the DTS. A delivery comprises of a number of batches, with each batch being a unit of production with identical and attached energy data and sustainability characteristics.

The following terms are used by SBP in its normative documents to indicate requirements, recommendations, permissions, and possibilities or capabilities:

“shall” indicates a requirement,

“should” indicates a recommendation,

“may” indicates a permission, and

“can” indicates a possibility or a capability.

SBP Standard 5 may be accompanied by guidance published from time-to-time by SBP to support the implementation of the requirements.

The Organisation shall also refer to the SBP Instruction Documents and/or Normative Interpretations related to Standard 5 as published by SBP.

The CB will evaluate conformance of the Organisation against SBP Standard 5 using the general certification rules set in SBP Standard 3.

E 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

F Glossary of terms and definitions

Please refer to the separate SBP Glossary of Terms and Definitions document.

G Summary of changes

SBP Standard 5 v2.0	SBP Standard 5 v2.1	Comments
<p>Scope</p> <p>SBP Standard 5 applies to any Organisation taking legal ownership of certified biomass and wishing to make use of an SBP-compliant or SBP-controlled claim. The Organisation shall also be certified against SBP Standard 4.</p>	<p>Scope</p> <p>SBP Standard 5 applies to any Organisation taking legal ownership of certified biomass and wishing to make use of an SBP-compliant or SBP-controlled claim. The Organisation shall also be certified against SBP Standard 4 and the Instruction Document EU RED.</p>	<p>Instruction Document EU RED has been added.</p>
<p>2.3 Each Biomass Producer (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 BP.</p>	<p>2.3 Each BP shall record all data in the 'SBP Audit Report (SAR) for Energy and Carbon Data' (SAR) templates, where production and transportation of feedstock or biomass contribute to energy or carbon balance during the period of legal ownership by the BP. Detailed requirements are provided in Instruction Document 5E.</p>	<p>Reference to ID5E added for clarification.</p>
<p>2.3.1 BPs producing wood pellets shall complete the 'SBP Audit Report (SAR) for Energy and Carbon data for pellets'.</p>	<p>Removed</p>	<p>Indicator covered by ID5E – removed to avoid duplication.</p>

SBP Standard 5 v2.0	SBP Standard 5 v2.1	Comments
<p>2.3.2 BPs producing only woodchips and energy logs and no other biomass with an SBP Claim shall complete one of the following templates:</p> <p>‘SBP Audit Report on Energy and Carbon Data (SAR) 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;</p> <p>‘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 of ID5E); or</p> <p>‘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 of ID5E).</p>	<p>Removed</p>	<p>Indicator covered by ID5E – removed to avoid duplication.</p>
<p>New</p>	<p>3.2.1 DTS Transaction shall be registered and shared with the customer in the DTS within 30 calendar days after the actual sales date of the biomass.</p>	<p>Indicator moved from ID5E to Standard 5.</p>
<p>New</p>	<p>3.2.2 DTS Transaction shall be accepted or rejected within 30 calendar days of receipt from the supplier.</p>	<p>Clarification to avoid long-pending transactions.</p>
<p>New</p>	<p>3.2.3 When biomass is received with an SBP claim but is sold without an SBP claim, the corresponding volume shall be recorded in the DTS as “Sold as non-certified.”</p>	<p>Enforcement of the SBP Guidance document: Data Transfer System User Guide for Certificate Holders requirement.</p>

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 using the online SBP DTS, 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 Standard 4.

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

2.1 All legal owners shall collect and record data relevant to each batch of biomass along the supply chain, including the feedstock description, energy and carbon data as defined in SBP Instruction ID 5E: Collection and Communication of Energy and Carbon Data.

2.2 When the actual data are not available, the Organisation shall provide data with verifiable evidence from theoretical calculation provided by recognised technical expert using recognised methodology.

2.3 Each BP shall record all data in the 'SBP Audit Report (SAR) for Energy and Carbon Data' (SAR) templates, where production and transportation of feedstock or biomass contribute to energy or carbon balance during the period of legal ownership by the BP. Detailed requirements are provided in Instruction Document 5E.

2.4 The Organisation shall complete an SBP Report on Energy and Carbon for Supplied Biomass (SREG) (when the transport scheme is changed during its validity period due to unforeseen reasons such as new load port, new distribution port) for supplied biomass for inland transport' when it supplies biomass using inland transport outside the scope of a Downstream Transport Route ID (DTR) or when it supplies biomass by sea transport and the relevant data is not included in the SAR.

2.5 The Organisation shall make all necessary data available using the DTS and using the templates specified in the relevant Instruction Document. A SAR shall only be made available by the BP to other legal owners after the document has been uploaded to the DTS.

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 at least five (5) years.

3 Transaction Batch and associated Transaction Claim

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

3.2 All transaction claims shall be recorded in the DTS. An SBP transaction claim is only valid if it is shared and accepted in the DTS.

3.2.1 DTS Transaction shall be registered and shared with the customer in the DTS within 30 calendar days after the actual sales date of the biomass.

3.2.2 DTS Transaction shall be accepted or rejected within 30 calendar days of receipt from the supplier.

3.2.3 When biomass is received with an SBP claim but is sold without an SBP claim, the corresponding volume shall be recorded in the DTS as "Sold as non-certified."

3.3 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.

3.4 A single DTS transaction may include more than one transaction batch, including batches from more than one BP.

3.5 A transaction claim describes the characteristics and quantities of the physical biomass associated with 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 with 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.