



Standards Document

SBP Standard 5: Collection and Communication of Data

Sustainable Biomass Program

sbp-cert.org



Version 2.0

Formal status of document: approved by the Standards Committee

Approval date:	16 March 2023
Publication date:	10 May 2023
Effective date:	10 August 2023
Transition period:	10 August 2023 to 9 November 2024
Review date:	16 March 2028

Document history

Version 1.0:	Published 26 March 2015
Version 2.0:	Published 10 May 2023

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.

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 separate SBP Glossary of Terms and Definitions document. Defined terms are shown in italics in each instance where the definition applies.

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 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*.

2.3.1 *BPs* producing wood pellets shall complete the '*SBP Audit Report (SAR) for Energy and Carbon data for pellets*'.

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:

'*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;

- ‘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
 - ‘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).
- 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*.
- 2.6** 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*.
- 2.7** 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*.
- 2.8** 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*.
- 3.3** 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*.

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- 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*.
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- 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*.
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- 3.7** The *Organisation* shall be certified against Standard 4 and this Standard in order to make *transaction claims*.