

MASSACHUSETTS ALTERNATIVE ENERGY PORTFOLIO STANDARD

BIOMASS REPORTING PROCEDURES

Introduction

This document provides guidance on the process and information necessary to document the forest sustainability requirements to qualify Eligible Biomass Woody Fuel for Renewable Thermal Generation Units in the Massachusetts Department of Energy Resources' (the Department) Alternative Energy Portfolio Standard (APS). For information regarding the requirements for Eligible Biomass Woody Fuel, please see the 225 CMR 16.00 and the Department's *Guideline on Biomass, Biogas, and Biofuels for Eligible Renewable Thermal Generation Units*. This document is applicable to all Owners and Operators of Renewable Thermal Generation Units utilizing Eligible Biomass Woody Fuel and any supplier or distributor of Eligible Biomass Woody Fuel.

Definitions

Biomass Supplier: any individual or organization that harvests or processes raw feedstock to produce Eligible Biomass Woody Fuel (forester, pellet manufacturing mill, wood chip supplier, etc.).

Biomass Distributor: an individual or organization who is not involved in manufacturing of Eligible Biomass Woody Fuel, but is involved in the transportation, distribution, and/or sale of fuel to a Generation Unit.

Dry Chips: Mechanically reduced (chipped or ground) wood that has a moisture content of less than 35%. Drying may be active or passively achieved.

Green Chip: Mechanically reduced (chipped or ground) wood that has moisture content greater than 35%.

Generation Units Reporting Requirements

Any Owner or Operator of a Generation Unit which purchases fuel from a supplier on the Department's Biomass Suppliers List will need to submit to the Department Form 1- Simplified Fuel Report, for any quarter in which they wish to generate Alternative Energy Certificates (AECs). Form 1 can be found in Appendix B of this document.

Any Owner or Operator of a Generation Unit which purchases fuel from a supplier or distributor not on the Biomass Suppliers List will need to submit to the Department Form 2- Detailed Fuel Report, for any quarter they plan to generate AECs. Form 2 can be found in Appendix B of this document. Owners and Operators of a Generation Unit must also submit additional documentation to verify the feedstock of the fuel that is reported in Form 2- Detail Fuel Report. Acceptable documentation to verify the fuel source includes Form 5- Fuel Certificate Template, a certificate from the Department's Biomass Certificate Registry, or any other documentation the Department deems sufficient. Fuel verification documentation should include the amount of feedstock, the classification of feedstock according to 225 CMR 16.02, and harvest information.

All Owners or Operators of a Generation Unit must retain all fuel and feedstock documentation for 5 years.

Biomass Suppliers List Application

Per 225 CMR 16.05(4)(j), the Department shall establish and maintain a list of biomass suppliers and distributors which meet all requirements found in 225 CMR 16.05(4)(g) and the Department's *Guideline on Biomass, Biogas, and Biofuels for Eligible Renewable Thermal Generation Units*.

Biomass suppliers and distributors will need to submit an application to the Department in order to be placed on the Biomass Suppliers List. The Application can be found in Appendix A of this document. Prior to being approved, a representative from the Department will conduct a site visit of the supplier's or distributor's facility. All biomass suppliers and distributors will need to reapply annually to remain on the list. As part of the

Department's inspection program permitted under 225 CMR 16.11, additional site visits may be conducted by the Department to ensure compliance with 225 CMR 16.00.

Biomass Supplier and Distributor Reporting Requirements

On a quarterly basis, biomass distributors will need to submit to the Department Form 3- Biomass Distributors' Fuel Report and biomass suppliers will need to submit Form 4- Biomass Suppliers' Fuel Report. The Department will notify all fuel suppliers and distributors of the volume of fuel they must verify each quarter, based on reports submitted by Generation Units. Suppliers and distributors will only be held responsible for verifying enough feedstock to meet the total fuel reported by Generation Units. Suppliers of wood pellets will need to verify feedstock equivalent to 2 times the amount of fuel reported by Generation Units. Suppliers of dry wood chips will need to verify feedstock equivalent to 1.5 times the amount of fuel reported by Generation Units.

Quarterly Reporting Timeline

	Q1	Q2	Q3	Q4
Start	January-01	April-01	July-01	October-01
End	March-31	June-30	September-30	December-31
Fuel Reports from Generation Units due	April-15	July-15	October-15	January-15
Department notifies Distributors of obligation	May-01	August-01	November-01	February-01
Fuel Report from Distributors due	May-15	August-15	November-15	February-15
Department notifies Suppliers of obligation	June-01	September-01	December-01	March-01
Fuel Report from Suppliers due	June-15	September-15	December-15	March-15
Minting of AECs	July-15	October-15	January-15	April-15

For more information regarding the Biomass Reporting Procedures and documentation, please contact thermal.DOER@state.ma.us



APPENDIX A: BIOMASS SUPPLIER LIST APPLICATION

For more information regarding the Biomass Reporting Procedures and documentation, please contact thermal.DOER@state.ma.us



BIOMASS SUPPLIERS LIST APPLICATION

Instructions

Any biomass supplier or distributor which wishes to be included on the Department's Biomass Suppliers List must submit the following application to the Department. The Department shall review all applications and determine if suppliers and distributors meet all eligibility requirements prior to being placed on the list.

The completed and signed application must be sent electronically to thermal.DOER@state.ma.us. Include in the Subject line: APS Biomass Suppliers List Application - [Supplier or Distributor's Name].

Please note the Department reserves the right to audit all information provided in this form and request additional information as necessary.

Organization Name: _____

Biomass Supplier Biomass Distributor Both

Contact Name: _____

Email: _____ Phone: _____

Fuel Type: Wood Pellets Dry Wood Chips Other: _____

For Biomass Suppliers Only:

Please provide an estimate of the feedstock mix which will be used to produce the fuel delivered to Generation Units.

Types of Eligible Biomass Woody Fuel	Percentage	Description of Fuel To the extent known, include dominant sources (companies/harvesters), and location/state of harvests
Forest Derived Thinnings		
Forest Derived Residues		
Forest Salvage		
Non-Forest Derived Residues: <i>Forest Products Industry</i>		
Non-Forest Derived Residues: <i>Land Use Change- Agricultural</i>		
Non-Forest Derived Residues: <i>Wood Waste</i>		
Non-Forest Derived Residues: <i>Agricultural Wood Waste</i>		
Total	100%	-

For Biomass Distributors Only:

Please provide an estimate of where you plan to purchase the fuel delivered to Generation Units.

Types of Eligible Biomass Woody Fuel	Percentage	Biomass Fuel Supplier	On the Department's Biomass Suppliers List? (Y/N)
Total	100%	-	

Certification

I certify that I have been granted authority to submit this application on behalf of the Biomass Supplier or Distributor. Furthermore, I hereby certify, under pains and penalties of perjury that I have personally examined and am familiar with the information submitted herein, and based upon my inquiry of those individuals immediately responsible for obtaining information; I believe the information is true, accurate, and complete. I am aware that there are significant penalties, both civil and criminal, for submitting false information, including possible fines. My certification below certifies all information submitted in this application, including all required attachments.

Signature: _____

Date: _____

For Internal Use Only

Date of Site Visit: _____

Approved to be placed on Biomass Suppliers List? Yes No

Fuel Class: Class I Class II Class III

Comments: _____

Signature: _____



APPENDIX B: REPORTING FORMS AND DOCUMENTS

For more information regarding the Biomass Reporting Procedures and documentation, please contact thermal.DOER@state.ma.us



FORM 1: SIMPLIFIED FUEL REPORT

Instructions

Any Generation Units utilizing Eligible Biomass Woody Fuel purchased from a biomass supplier or distributor on the Department's Biomass Suppliers List must complete, sign, and submit this form to the Department of Energy Resources every quarter they wish to receive AECs. **This form is only to be used by Generation Units that are purchasing fuel from an organization listed on the Biomass Supplier List.**

The completed and signed Simplified Fuel Report must be sent electronically to thermal.DOER@state.ma.us. Include in the Subject line: APS Simplified Fuel Report - [Generation Unit Name].

Please note the Department reserves the right to audit all information provided in this form and request additional information as necessary.

Generation Unit Name: _____ Generation Unit APS ID: _____

Compliance Year: _____ Quarter: Q1 Q2 Q3 Q4

Contact Name: _____ Organization (If Applicable): _____

Email: _____ Phone: _____

Affiliation to Generation Unit: Owner Operator Authorized Agent

Fuel Type: Wood Pellets Dry Wood Chips Other: _____

Biomass Supplier or Distributor: _____

Total Amount of Fuel Purchased: _____

Date of Purchases: _____

Certification

I certify that I am the Generation Unit Owner, or have been granted authority to submit this Fuel Report on behalf of the Generation Unit Owner. Furthermore, I hereby certify, under pains and penalties of perjury that I have personally examined and am familiar with the information submitted herein, and based upon my inquiry of those individuals immediately responsible for obtaining information; I believe the information is true, accurate, and complete. I am aware that there are significant penalties, both civil and criminal, for submitting false information, including possible fines, and de-certification of a Statement of Qualification. My certification below certifies all information submitted in this Fuel Report, including the report and all required attachments.

Signature: _____

Date: _____

FORM 2: DETAILED FUEL REPORT

Instructions

Any Generation Units utilizing Eligible Biomass Woody Fuel not purchased from a biomass supplier or distributor on the Department's Biomass Suppliers List must complete, sign, and submit this form to the Department of Energy Resources every quarter they wish to receive AECs. **This form is only to be used by Generation Units that are NOT purchasing fuel from an organization listed on the Biomass Supplier List.**

The completed and signed Detailed Fuel Report must be sent electronically to thermal.DOER@state.ma.us. Include in the Subject line: APS Detailed Fuel Report - [Generation Unit Name].

Please note the Department reserves the right to audit all information provided in this form and request additional information is necessary.

Generation Unit Name: _____ Generation Unit ID: _____

Compliance Year: _____ Quarter: Q1 Q2 Q3 Q4

Contact Name: _____ Organization (If Applicable): _____

Email: _____ Phone: _____

Affiliation to Generation Unit: Owner Operator Authorized Agent

Total Fuel Delivered

Below is the amount of fuel delivered by the Generation Units.

Type of Fuel	Tons of Fuel delivered to Generation Units
Wood Pellets	
Dry Wood Chips	
Green Wood Chips	
Other	
Total	

Total Feedstock Purchased

The following table with the types of feedstock purchased must be completed. Detailed definitions of Eligible Biomass Woody Fuel can be found in 225 CMR 16.02. Note the total amount of feedstock listed must be equal to the amount of green chips listed above, 1.5 times the amount of dry chips listed above, or 2 times the amount of wood pellets listed above.

Types of Eligible Biomass Woody Fuel	Tons	Fuel Certificate Number
Forest Derived Thinnings		
Forest Derived Residues		
Forest Salvage		
Non-Forest Derived Residues: <i>Forest Products Industry</i>		
Non-Forest Derived Residues: <i>Land Use Change-Agricultural</i>		
Non-Forest Derived Residues: <i>Wood Waste</i>		
Non-Forest Derived Residues: <i>Agricultural Wood Waste</i>		
Total		-

Feedstock Percentage

Per 225 CMR 16.05(4)(g)1. And the Department’s *Guideline on Biomass, Biogas, and Biofuel for Renewable Thermal Generation Units*, an annual minimum of 30% of all feedstock delivered to Generation Units must come from Forest Derived Residues, Forest-Derived Thinnings, Forest Salvage, or residues derived from wood products manufacturing consisting of Clean Wood. The following table, to be completed by the Department, identifies the percentage delivered to date.

Quarter	Tons of Total Feedstock	Tons of the Required Feedstock Reported to the Department	Percentage	
			Quarterly	Cumulative
Q1				
Q2				
Q3				
Q4				
Annual				

Fuel Certificates

One of the following documentation sources must be provided along with the detailed fuel report for all feedstock stated in the Total Feedstock Purchased table above:

- The template Fuel Certificate found in the Department’s Biomass Reporting Procedures as Form 5;
- A list of fuel certificate numbers register with the MA Biomass Registry; or
- Other documentation providing similar information and approved by the Department may be submitted instead.

Certification

I certify that I am the Generation Unit Owner, or have been granted the authority to submit this Detailed Fuel Report on behalf of the Generation Unit Owner. Furthermore, I hereby certify, under pains and penalties of perjury, that I have personally examined and am familiar with the information submitted herein, and based upon my inquiry of those individuals immediately responsible for obtaining the information; I believe the information is true, accurate, and complete. I am aware that there are significant penalties, both civil and criminal, for submitting false information, including possible fines and de-certification of a Statement of Qualification. My certification below certifies all information submitted in this Detailed Fuel Report, including the report and all required attachments.

Signature: _____ Date: _____

For more information regarding the Biomass Reporting Procedures and documentation, please contact thermal.DOER@state.ma.us



FORM 3: BIOMASS DISTRIBUTORS' FUEL REPORT

Instructions

All Distributors of Eligible Biomass Woody Fuel on the Department's Biomass Suppliers List must complete, sign, and submit this form to the Department of Energy Resources on a quarterly basis to remain on the Department's list of eligible biomass distributors.

The completed and signed Distributor's Fuel Report must be sent electronically to thermal.DOER@state.ma.us. Include in the Subject line: APS Distributor's Fuel Report - [Distributor's Name].

Please note the Department reserves the right to audit all information provided in this form and request additional information as necessary.

Distributor Name: _____

Compliance Year: _____

Quarter: Q1

Q2

Q3

Q4

Contact Name: _____

Email: _____

Phone: _____

Total Fuel Delivered

Below is the amount of fuel sourced from the Distributor, as reported to the Department by the Generation Units.

To be completed by the Department:

Type of Fuel	Tons of Fuel delivered to Generation Units
Wood Pellets	
Dry Wood Chips	
Total	

Total Fuel Purchased

All distributors must provide below a summary, and proof of purchase from a Supplier(s) on the Department's Biomass Suppliers List, for the total fuel delivered that listed above.

Type of Fuel	Tons Purchased	Supplier	Date of Purchase
Total		-	-

Certification

I certify that I have been granted authority to submit this Distributors Fuel Report on behalf of the Biomass Distributor. Furthermore, I hereby certify, under pains and penalties of perjury that I have personally examined and am familiar with the information submitted herein, and based upon my inquiry of those individuals immediately responsible for obtaining information; I believe the information is true, accurate, and complete. I am aware that there are significant penalties, both civil and criminal, for submitting false information, including possible fines. My certification below certifies all information submitted in this Distributors Fuel Report, including the report and all required attachments.

Signature: _____

Date: _____



FORM 4: BIOMASS SUPPLIERS' FUEL REPORT

Instructions

All Suppliers of Eligible Biomass Woody Fuel on the Department's Biomass Suppliers List must complete, sign, and submit this form to the Department of Energy Resources on a quarterly basis to remain on the Department's list of eligible biomass suppliers.

The completed and signed Biomass Suppliers' Fuel Report must be sent electronically to thermal.DOER@state.ma.us. Include in the Subject line: APS Supplier's Fuel Report - [Supplier's Name].

Please note the Department reserves the right to audit all information provided in this form and request additional information is necessary.

Supplier Name: _____

Compliance Year: _____ Quarter: Q1 Q2 Q3 Q4

Contact Name: _____

Email: _____ Phone: _____

Total Fuel Supplied

Below is the amount of fuel sourced from the Supplier, as reported to the Department by the Generation Units and Distributors.

To be completed by the Department:

Type of Fuel	Tons of Fuel, as delivered to Generation Units
Wood Pellets	
Dry Wood Chips	
Other	
Total	

Total Feedstock Purchased

The following table must be completed by the Supplier, noting the types of feedstock for the total fuel delivered that is listed above. Detailed definitions of Eligible Biomass Woody Fuel can be found in 225 CMR 16.02.

Types of Eligible Biomass Woody Fuel	Tons	Fuel Certificate Number
Forest Derived Thinnings		
Forest Derived Residues		
Forest Salvage		
Non-Forest Derived Residues: <i>Forest Products Industry</i>		
Non-Forest Derived Residues: <i>Land Use Change-Agricultural</i>		
Non-Forest Derived Residues: <i>Wood Waste</i>		
Non-Forest Derived Residues: <i>Agricultural Wood Waste</i>		
Total		-

Feedstock Percentage

Per 225 CMR 16.05(4)(g)1. And the Department’s Guideline on Biomass, Biogas, and Biofuel for Renewable Thermal Generation Units, an annual minimum of 30% of all feedstock delivered to Generation Units must come from Forest Derived Residues, Forest-Derived Thinnings, Forest Salvage, or residues derived from wood products manufacturing consisting of Clean Wood. The following table, to be completed by the Department, identifies the percentage delivered to date.

Quarter	Tons of Total Feedstock	Tons of the Required Feedstock Reported to the Department	Percentage	
			Quarterly	Cumulative
Q1				
Q2				
Q3				
Q4				
Annual				

Fuel Certificates

One of the following documentation sources must be provided along with the detailed fuel report for all feedstock stated in the Total Feedstock Purchased table above:

- The template Fuel Certificate found in the Department’s Biomass Reporting Procedures as Form 5;
- A list of fuel certificate numbers register with the MA Biomass Registry; or
- Other documentation providing similar information and approved by the Department may be submitted instead.

Certification

I certify that I have been granted authority to submit this Suppliers’ Fuel Report on behalf of the Biomass Supplier. Furthermore, I hereby certify, under pains and penalties of perjury that I have personally examined and am familiar with the information submitted herein, and based upon my inquiry of those individuals immediately responsible for obtaining information; I believe the information is true, accurate, and complete. I am aware that there are significant penalties, both civil and criminal, for submitting false information, including possible fines. My certification below certifies all information submitted in this Supplier’s Fuel Report, including the report and all required attachments.

Signature: _____ Date: _____

For more information regarding the Biomass Reporting Procedures and documentation, please contact thermal.DOER@state.ma.us



FORM 5: FUEL CERTIFICATE TEMPLATE

To be completed by the forester or Biomass Supplier:

Total Tons of Feedstock: _____

Breakdown of Feedstock:

Feedstock Classification	Percent of Total Harvest	Feedstock Classification	Percent of Total Harvest
Forest Derived Thinnings		Non-Forest Derived Residues: Land Use Change	
Forest Derived Residues		Non-Forest Derived Residues: Wood Waste	
Forest Salvage		Non-Forest Derived Residues: Agricultural Wood Waste	

Harvest Certification: Please complete one section

<input type="checkbox"/> Harvested in Massachusetts	Forester Name: _____ DCR Cutting Plan #: _____
<input type="checkbox"/> Harvested Outside of Massachusetts Location: _____	<input type="checkbox"/> Forester Attestation Forester Name: _____ Affiliation: _____ License or Certification #: _____ Or <input type="checkbox"/> Third Party Certification Scheme Name: _____ Identification Number: _____

I hereby certify, under pains and penalties of perjury that I have personally examined and am familiar with the information submitted herein, and based upon my inquiry of those individuals immediately responsible for obtaining information; I believe the information is true, accurate, and complete. I am aware that there are significant penalties, both civil and criminal, for submitting false information, including possible fines. My certification below certifies all information submitted in this Fuel Certificate, including any required attachments.

Signature: _____ Date: _____

To be completed upon delivery to Generation Unit or Eligible Biomass Woody Fuel Supplier:

Date: _____

Generation Unit/Supplier Name: _____

Compliance Year: _____ Quarter: Q1 Q2 Q3 Q4

Fuel Type: Wood Pellets Wood Chips, moisture content upon delivery: _____% Other: _____

Tons of Fuel Delivered*: _____

* Tons of fuel delivered for green chips should be equal to the tons of feedstock listed above. Tons of fuel delivered for pellets or dry chips may be less than total tons of feedstock listed above due to fuel processing.

