

# MASSACHUSETTS ALTERNATIVE ENERGY PORTFOLIO STANDARD

## BIOMASS REPORTING PROCEDURES

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### Introduction

This document provides guidance on both 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).<sup>1</sup> 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 (timber harvester, 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 Eligible Biomass Woody Fuel to a Generation Unit.

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

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

### Biomass Suppliers List Application

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

Biomass suppliers and distributors will need to submit a Biomass Form A- Application to the Department in order to be considered for the Biomass Suppliers List. Biomass Form A can be found in the Appendix 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.

### Generation Units Reporting Requirements

Any Owner or Operator of a Generation Unit which purchases fuel from a supplier or distributor on the Department's Biomass Suppliers List will need to report this fuel purchase via the Massachusetts Clean Energy Center's online Production Tracking System (PTS) for any quarter in which they wish to generate Alternative Energy Certificates (AECs).

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 Biomass Form B - Detailed Fuel Report for any quarter they believe to have generated AECs. Biomass Form B can be found in the Appendix of this document. Such Owners and Operators of a Generation Unit must also submit additional documentation to verify the feedstock of the fuel that is reported in Biomass Form B. Acceptable documentation to verify the fuel source

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<sup>1</sup> 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*.

includes a certificate from the Massachusetts Biomass Registry. Fuel verification documentation should include the amount of feedstock, 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.

Per 225 CMR 16.12, any owner or operator of an APS Alternative Generation Unit that fails to comply with 225 CMR 16.00 will be notified of non-compliance. The Department reserves the right to take corrective action, including but not limited to, the rescission of minted AECs.

## **Biomass Supplier and Distributor Reporting Requirements**

On a quarterly basis, woody biomass distributors will need to submit Biomass Form C - Biomass Distributors' Fuel Report to the Department. Biomass Form C can be found in the Appendix of this document. Additionally, also on a quarterly basis, biomass suppliers will need to register tonnage of Eligible Biomass Woody Fuel with the online Massachusetts Biomass Registry to sufficiently account for all fuel used by the Generation Units. 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 that actively dry their feedstock will need to verify feedstock equivalent to 1.5 times the amount of fuel reported by Generation Units. Suppliers of dry wood chips that passively dry their feedstock will need to verify feedstock equivalent to the amount of fuel reported by Generation Units.

On a quarterly basis, the Department will verify that adequate tonnages of eligible feedstock were registered through the Massachusetts Biomass Registry to account for the fuel being vended by suppliers and distributors to Generation Units.

Per 225 CMR 16.12, any owner or operator of an APS Alternative Generation Unit that fails to comply with 225 CMR 16.00 will be notified of non-compliance. The Department reserves the right to take corrective action, including but not limited to, the rescission of minted AECs.

## **Quarterly Reporting Timeline**

	<b>Q1</b>	<b>Q2</b>	<b>Q3</b>	<b>Q4</b>
Start	January-01	April-01	July-01	October-01
End	March-31	June-30	September-30	December-31
Statement of Qualifications Applications due	May-15	August-15	November-15	February-15
Fuel Reports from Generation Units due	May-15	August-15	November-15	February-15
Department notifies Distributors of obligation	May-22	August-22	November-22	February-22
Fuel Report from Distributors due	June-5	September-5	December-5	March-5
Supplier fuel registry 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@mass.gov](mailto:thermal.DOER@mass.gov)



**APPENDIX:**  
**BIOMASS FORMS, DOCUMENTS & APPLICATIONS**

*For more information regarding the Biomass Reporting Procedures and documentation,  
please contact [thermal.DOER@mass.gov](mailto:thermal.DOER@mass.gov)*



# **BIOMASS FORM A. BIOMASS SUPPLIERS LIST APPLICATION**

## **Instructions**

Any biomass supplier or distributor that 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@mass.gov](mailto:thermal.DOER@mass.gov). 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: \_\_\_\_\_ Address: \_\_\_\_\_

City/Town: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

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.

<b>Types of Eligible Biomass Woody Fuel</b>	<b>Percentage</b>	<b>Description of Fuel</b> 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>		
<b>Total</b>	<b>100%</b>	

*For Biomass Distributors Only:*

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

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

**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: \_\_\_\_\_

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*For Internal DOER 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: \_\_\_\_\_



# BIOMASS FORM B. 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@mass.gov](mailto:thermal.DOER@mass.gov). 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	
<b>Total</b>	

## 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 or dry chips (for passively dried feedstock) listed above, 1.5 times the amount of dry chips (for actively dried feedstock) listed above, or 2 times the amount of wood pellets listed above.

Types of Eligible Biomass Woody Fuel	Tons	Fuel Certificate Numbers
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>		
<b>Total</b>		

**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
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:

- A list of fuel certificate numbers registered with the Massachusetts 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@mass.gov](mailto:thermal.DOER@mass.gov)



# **BIOMASS FORM C. BIOMASS DISTRIBUTORS' FUEL REPORT**

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## **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@mass.gov](mailto:thermal.DOER@mass.gov). 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.

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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:*

<b>Type of Fuel</b>	<b>Tons of Fuel delivered to Generation Units</b>
Wood Pellets	
Dry Wood Chips	
<b>Total</b>	



**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
<b>Total</b>			

**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: \_\_\_\_\_

