**Standard Fuel Measurement and Sampling Questionnaire**

**Section A – Application Information**

This section gathers general information regarding your generating station and the fuels to which these procedures relate. The answers must match those stated on your accreditation application.

1. Check the box to confirm that you have read our [guidance note](https://www.ofgem.gov.uk/publications-and-updates/standard-fuel-measurement-and-sampling-fms-questionnaire-and-guidance-note) on how to complete your Standard FMS questionnaire **🏱**
2. Name of generating station (as stated on the Register) **🏱**



1. Declared net capacity (DNC) of the generating station (kW) **🏱**



1. Total installed capacity (TIC) of the generating station (kW) **🏱**



1. Fuels to which the procedures below relate **🏱**



1. Confirm fuel state **🏱 *Choose Item***

**Section B – Version History**

This section should only be completed for any revisions made **after the initial approval of procedures** has been given by Ofgem.

1. Indicate the version number of these FMS procedures N.B. Rev 0 is the procedures as originally approved. ***Version Number***
2. State the purpose of this latest revision and indicate the changes made (making reference to specific questions e.g. D3) in the space provided below.



**Section C – Fuel Classification**

Please refer to table 1 in our [guidance note](https://www.ofgem.gov.uk/publications-and-updates/standard-fuel-measurement-and-sampling-fms-questionnaire-and-guidance-note) on how to complete your Standard FMS questionnaire to see whether you need to complete this section, given your station size and fuel type. This section gathers information on whether you are applying a fuel classification with associated exemptions. This is to identify whether the fuel/process is already accounted for in the [Sustainability Criteria guidance](https://www.ofgem.gov.uk/publications-and-updates/renewables-obligation-sustainability-criteria-england-wales-and-scotland). We suggest you read chapter 3 of this guidance to help you answer questions **C1** and **C2**.

1. Do you consider each fuel stated in **A5** to be a product or co-product? ***Choose Item***

If you have answered **‘No’** to **C1**, answer **C2**.

1. Are the fuels that you do not consider to be products or co-products, already identified in Appendix 3 of the Sustainability Reporting guidance? ***Choose Item***

If you have answered **‘No’** to **C1** and **C2**, a member of the team will be in touch to discuss the classification.

**Section D – Consignment Assessment and Tracking Sustainability Information**

For more information about this section, including whether you need to complete it given your station size and fuel type, please refer to our [guidance note](https://www.ofgem.gov.uk/publications-and-updates/standard-fuel-measurement-and-sampling-fms-questionnaire-and-guidance-note) on how to complete your Standard FMS questionnaire.

**Consignment Assessment**

Questions **D1–D8** help determine whether the fuels specified in **A5** are single or multiple consignments.

1. With reference to the sustainability characteristics listed in Chapter 6 of theSustainability Reporting guidance, do you consider each fuel named in **A5** to be a single consignment? ***Choose Item***
2. If you have answered **‘No’** to **D1**, list the consignments that make up the fuels given in **A5**.



1. If wood pellets are used as a fuel at the station, do they contain binders?

***Choose Item***

If you have answered **‘Yes’** to **D3**, go to **D4**. If you have answered **‘No’** or **‘N/A’** to **D3**, go to **D5**.

1. Is the binder ≤ 2% by weight of any wood pellet consignment used at the station? ***Choose Item***

We require evidence to demonstrate that binder is ≤ 2% by weight of any wood pellet consignment. If applicable, tick the box to confirm that you have provided this evidence.

N.B. If binders contribute >2% of a wood pellet consignment’s weight then the sustainability criteria of the binder will need to be reported on a consignment basis.

1. Are consignments mixed in the supply chain/before arriving at the generating station? ***Choose Item***
2. If you answered **‘Yes’** to **D5**, which of the consignments are mixed in the supply chain/before arriving at the generating station? This includes mixing with fossil fuel.



1. Are consignments mixed at the generating station? ***Choose Item***
2. If you answered **‘Yes’** to **D7**, which of the consignments are mixed at the generating station? This includes mixing with fossil fuel.



If you have answered **‘No’** to **D5** and **D7**, go to **Section E**.

**Tracking Sustainability Information**

Questions **D9** and **D10** gather information on how you will determine the quantity of each consignment used at the generating station where consignments are mixed.

1. Which type of mass balance system do you use to determine the quantity of each consignment used at the generating station? ***Choose Item***
2. Explain how you will use a mass-balance system, including:

* where in the supply chain and/or generating station the method will be used,
* which consignments it will apply to,
* how you will use the system to determine the quantity of each consignment used in a month.



**Section E - Fossil Fuel Use**

For more information about this section, please refer to our [guidance note](https://www.ofgem.gov.uk/publications-and-updates/standard-fuel-measurement-and-sampling-fms-questionnaire-and-guidance-note) on how to complete your Standard FMS questionnaire.

1. Is fossil fuel used at the generating station for any purpose? **🏱 *Choose Item***

If you have answered **‘Yes’** to question **E1**, then questions **E2-E4** should also be answered. If you have answered **‘No’**, go to **Section F**.

1. What fossil fuels are used at the generating station?



1. Does the fossil fuel result in the generation of any of the generating station’s gross output? ***Choose Item***
2. If fossil fuel use does not result in generation, explain how you know this to be the case.



1. State the purpose(s) of the fossil fuel use, including whether these fall inside of the Permitted Ancillary Purposes[[1]](#footnote-1).



If fossil fuel will result in generation, whether for Permitted Ancillary Purposes or deliberately for generation, questions **E6** and **E7** should be answered, otherwise go to **Section F**.

1. How will you determine the quantity of fossil fuel used in a month? State any equipment used and its accuracy (as a percentage or using units e.g. +/- X% or X kg). Include in your answer how you will demonstrate this figure to us on a monthly basis and provide an example as part of your submission.



1. How will you determine the GCV of fossil fuel used in a month? Make reference to any standards used to sample and test the fossil fuel for GCV. Include in your answer how you will demonstrate this figure to us each month and provide an example as part of your submission.



**Section F – Determining the Quantity of Fuels Used**

For more information about this section, please refer to our [guidance note](https://www.ofgem.gov.uk/publications-and-updates/standard-fuel-measurement-and-sampling-fms-questionnaire-and-guidance-note) on how to complete your Standard FMS questionnaire.

1. Select the most relevant of the following options for measuring the quantity of fuels used in a calendar month. **🏱*****Choose Item***
2. Expand in more detail regarding the proposed approach for measuring the quantity of fuels used? Refer to the location at which quantity is measured, any equipment used and measures taken to ensure the result is accurate. **🏱**



1. How accurate is the equipment used for measuring quantity (as a percentage or using units eg +/- X% or X kg)? Also outline steps taken to ensure accuracy is maintained, such as calibration undertaken on a periodic basis (including relevant standards this would be conducted to). **🏱**



1. If any fuel is carried over from one month to the next, how will this quantity be accounted for? **🏱**



1. If you will use a visual stock level assessment, what steps will be taken to ensure this is accurate and reliable? For example, using wall markers, provision of guidance for staff, ensuring the same staff undertake visual assessments for consistency, levelling of stock prior to assessment or other industry best practice. **🏱**



1. How will you measure the quantity of any combusted fuel that does not result in generation (eg that used for start-up prior to synchronisation), so that you are able to deduct this from the figure reported on the Register? If this is not applicable, state why this is the case. **🏱**



1. How will biomass fuels will be stored on site? In particular, comment on any steps taken to ensure fuels are protected from the elements and average residence time in storage prior to combustion. **🏱**



1. Tick this box to confirm that the quantity figure reflects the fuel used in a month to within twelve hours either side of midnight on the last day of the month, with measurement undertaken at the same time each month. **🏱**
2. What monthly evidence will you send us to substantiate the quantity figure for each fuel submitted on the Register? Provide an example as part of your submission. **🏱**



**Section G – Determining the Gross Calorific Value of Fuels Used**

For more information about this section, please refer to our [guidance note](https://www.ofgem.gov.uk/publications-and-updates/standard-fuel-measurement-and-sampling-fms-questionnaire-and-guidance-note) on how to complete your Standard FMS questionnaire.

1. How will you extract a representative sample of the fuels used for GCV analysis? State the location from which the sample is taken and make reference to any apparatus used, the size of the sample extracted (eg in kg) and if sample extraction is in line with any recognised standards. **🏱**



1. How frequently will samples be taken (eg from every delivery, once a day, continuously)? **🏱**



1. If composites are formed from the original samples, explain how they are formed? Outline the number of composites produced per month and the size of any composites samples produced (eg in kg). In addition, state if the production of composites is in line with any recognised standards. **🏱**



1. How will you account for the energy content of fuel carried over from one month to the next? This is only relevant if not sampling immediately before combustion. **🏱**



1. Where will the samples be analysed for GCV (eg sent to a laboratory or analysed in house)? If sent to a laboratory, state any accreditations it holds and what test will be conducted on the sample to give a GCV, mentioning any relevant standards. **🏱**



1. Where more than one sample / composite of the same fuel type is analysed per month, how will the final figure be calculated from multiple sample results (eg average taken)? **🏱**



1. What monthly evidence will you send us to substantiate the GCV for each fuel submitted on the Register? Provide an example as part of your submission. **🏱**



**Section H – Fossil Derived Contamination**

For more information about this section, please refer to our [guidance note](https://www.ofgem.gov.uk/publications-and-updates/standard-fuel-measurement-and-sampling-fms-questionnaire-and-guidance-note) on how to complete your Standard FMS questionnaire.

1. Will the fuels contain any fossil derived contamination? **🏱 *Choose Item***

If you have answered **‘Yes’** to **H1** answer **H2 – H4**. If there is no fossil derived contamination present in your fuels go to **H5**. Where there is no fossil derived contamination present we will require a fuel specification, contract or official letter from your supplier(s) confirming that the fuel in question is ‘100 per cent biomass and is free from fossil fuel and fossil derived contamination.’

1. What types of fossil derived contamination are present in your fuels?



1. How will you determine the percentage of fossil derived energy content in the fuel? State how you will produce a sample, name the test used to give the contamination percentage, and make reference to any relevant standards used in sampling and testing as well as any accreditations held by the laboratory. State also if contamination analysis will be undertaken on the representative sample of fuel produced for GCV analysis based on the procedures outlined in **Section G**.



1. What monthly evidence will you send us to substantiate the contamination percentage submitted on the Register?



1. Other than any fossil derived energy content in the fuel itself, have any other sources of potential contamination been identified (eg shared storage or delivery vessels between fossil derived materials and biomass fuels)? **🏱** Choose an item
2. If you have answered **‘Yes’** to question **H5**, how will you manage these to limit potential contamination of the fuels?



**Section I - Additional Information**

Use this space to include any other details you feel are relevant to your application. If you are using the answer space to expand on any of the answers provided above, make clear reference to the question you are answering by including the question number at the start of your response e.g. D3. Additional supporting documents may be provided but should also be clearly referenced in the question you are answering.



## 

## Section J - Confirmation 🏱

I can confirm that all the information provided is correct, to the best of my knowledge and belief.

I am aware that I need to notify Ofgem where any of the procedures detailed in this document and/or the fuels change.

Name and position held at generating station



Thank you for completing the Standard FMS questionnaire. Please review your answers and ensure you have answered all compulsory questions (marked with **🏱** symbol) and a suitable level of detail has been provided.

A member of the Fuelling and Sustainability team will make contact with you in due course.

E-mail – [FuellingandSustainability@ofgem.gov.uk](https://www.ofgem.gov.uk/environmental-programmes/renewables-obligation-ro/information-generators/biomass-sustainability) / Telephone: 020 7901 7310

1. Permitted Ancillary Purposes, as defined in the RO Order: (i) cleansing of other fuels from the generating station’s combustion system prior to using fossil fuel or waste to heat the combustion system to its normal temperature; (ii) the heating of the station’s combustion system to its normal operating temperature or the maintenance of that temperature; (iii) the ignition of fuels of low or variable calorific value; (iv) emission control; or (v) standby generation or the testing of standby generation capacity. (vi) corrosion control; or (vii) fouling reduction. [↑](#footnote-ref-1)