**Fuel Measurement and Sampling Questionnaire – CCL only Waste Stations**

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| Fuel Measurement and Sampling (FMS) Questionnaire Guidance | |
| Overview: | The submission and approval of this questionnaire document forms part of the Climate Change Levy (CCL) accreditation process for generating stations using waste. These procedures are required in order to determine the renewable qualifying percentage of the waste stream for claiming Levy Exemption Certificates (LECs).  Before completing this questionnaire please read the associated guidance note for CCL only waste stations. This guidance can be downloaded from the Climate Change Levy page of the Ofgem website (accessible [here](http://www.ofgem.gov.uk/Sustainability/Environment/cclrenexem/Pages/CCLRenewablesExemption.aspx)). Ofgem is happy to discuss initial pre-application queries regarding FMS requirements by telephone.  After the first submission of your questionnaire, Ofgem will work with you as required in order to develop the procedures outlined in your initial proposal further. This is to ensure that, once agreed, the procedures are capable of providing accurate and reliable results to support your monthly LEC claims via the Renewables and CHP register (R&CHP register).  It is essential we have a concise record of your FMS procedures and as such this questionnaire document must be completed fully and approved by Ofgem as part of the CCL application process. |
| Questionnaire Completion: | Please provide a suitable level of detail when answering questions in order to clearly outline your procedures. This will aid Ofgem in the review of your proposal and reduce unnecessary delays in the approval process. The size of the text box available for response should indicate the length of reply expected. If additional space is required in order to answer a question, this is available in Section I.  Certain questions are compulsory for all generating stations. Compulsory questions must be answered and are marked with a **🏱** symbol.Some questions are only applicable in some cases and will not be relevant to all generating stations. In these cases you are welcome to state ‘not applicable (N/A)’ in the answer field or leave the answer blank where appropriate.  Some questions within this document are free text and a written answer is expected. Others are restricted and you should select a set option either from a drop down list, option button or provide confirmation through checking a tick box. Copy and pasting can be undertaken using the Ctrl+C (copy) and Ctrl+V (paste) keys (you cannot right click in text boxes to copy and paste).  When making reference to any industry standards please include the name, issuing body and reference number of the standard. |
| Questionnaire Submission: | If you intend to submit one FMS questionnaire, this can be uploaded alongside your application via the R&CHP Register. Should you have further supporting documentation for submission these can be sent via e-mail to: renewable@ofgem.gov.uk.  Ofgem will review your initial proposal and then make contact with you directly with a set of comments to be addressed. From this point forward updated versions can be submitted directly to the member of Ofgem’s staff dealing with your FMS procedures until no further comments are raised and an agreement is confirmed.  Please ensure the title of the FMS questionnaire document includes the generating station name (as appears on the R&CHP register application) and the version number e.g. revision (rev) 1. |
| Contacting Ofgem: | For general questions relating to FMS, the contact details for our fuelling team are as follows:   * E-mail: renewable@ofgem.gov.uk / Telephone: 020 7901 7310.   Once you have submitted the FMS questionnaire correspondence should take place directly with the member of staff handling your FMS procedures. |

**Section A. Application Information:**

Please provide the following general information regarding the generating station and fuels to which these procedures relate to.

1. Name of generating station (as appears on the R&CHP register) **🏱**:



1. Capacity of generating station (DNC[[1]](#footnote-1) kW) **🏱**: 
2. State waste types to which the procedures below relate **🏱**:



**Section B. Submission Type:**

1. Please select which of the following is applicable to your submission **🏱**:

**Choose an item**

If you select “Annual procedures” please continue to complete Sections C-G. If you select “Deeming of renewable content”, please go straight to Section H.

**Section C. Fossil Fuel Use:**

Please provide the following information in relation to any fossil fuel that is used alongside the waste stream (this is aside from the fossil fuel contaminants in the waste stream).

1. Is fossil fuel to be used at the station? **🏱** 

If you have answered ‘yes’ to question C1, then questions C2-C4 should also be answered.

1. Please outline the type of fossil fuel used at the generating station:



1. Please state the purpose of fossil fuel use[[2]](#footnote-2): **Choose an item**
2. If fossil fuel is being use for Regulation 47(10) purposes please state the specific purpose(s). Also clarify if the fossil fuel will lead to the generation of electricity or not; if not, how is this known:



If fossil fuel will result in generation, whether by 47(10) purposes or deliberately for generation, questions C5-6 should be answered.

1. Please indicate how the mass / volume of any fossil fuel used is known or will be measured:



1. Please indicate how the calorific value (CV) of any fossil fuel used is known or will be measured:



**Section D. Weight Procedures:**

1. Is waste sourced from a number of different waste streams? **🏱**



1. Please provide details of all waste stream(s) utilised in the generating station **🏱**:



1. Will you be measuring the total weight of waste used at the generating station each year? **🏱**



If you have answered ‘Yes’ to D3 then questions D4-D5 should also be answered. If you have answered ‘No’ go to D6.

1. Please explain the proposed approach to measuring the weight of the waste. Refer to the location at which weight is measured, any equipment utilised and measures taken to ensure that the result is accurate:



1. Please state the accuracy of any equipment utilised for weight measurement (as a percentage or using units e.g. +/- X% or X kg). Please make reference to any steps taken to ensure ongoing accuracy, such as any calibration undertaken on a periodic basis (including relevant standards this would be conducted to):



1. If you propose not to measure the amount of waste used at the station each year, please provide your reasoning below:



**Section E. Energy Content Procedures:**

1. Which measurement will you be using for your energy content? **🏱**



1. Which method will you be using to provide energy content values? **🏱**



If you answered ‘Literature Values’ to question E2, questions E3-E4 should be answered. If you have answered ‘Analysis’ to question E2, questions E5-E8 should be answered.

1. Please provide the name of the source you are referencing for your literature values:

You will need to provide a copy of this evidence, in English, for which you are referencing. Please check this box to confirm this has been submitted .

1. Please provide an explanation demonstrating why these values are applicable to the waste stream(s) used at your generating station:



1. Outline how you will extract a representative sample of the waste(s) for energy content analysis. State the location from which the sample is taken and make reference to any apparatus utilised, the size of the sample extracted (e.g. in kg) and if sample extraction is in line with any recognised standards:



1. If you have multiple waste streams, will you be sampling each of these waste streams proportionately?



1. How will you ensure these are sampled proportionally by the amount of waste used from each stream? Please include details regarding the number of individual samples that will be taken over a period of time (i.e. ‘x’ number of samples over a given time period, e.g. 2 days)



1. Please state which test(s) will be conducted on the sample to give a energy content value, mentioning any relevant standards:



**Section F. Biogenic Content Procedures:**

1. Which method will you be using to provide energy content values? **🏱**



If you answered ‘Literature Values’ to question F1, questions F2-F3 should be answered. If you have answered ‘Analysis’ to question F1, questions F4-F8 should be answered

1. Please provide the name of the source you are referencing for your biogenic content:

You will need to provide a copy of this evidence, in English, for which you are referencing. Please check this box to confirm this has been submitted .

1. Please provide an explanation demonstrating why these values are applicable to the waste stream(s) used at your generating station:



1. Will your analysis for biogenic content be from the same samples taken for energy content analysis?



If ‘Yes’, please move on to F8. If ‘No’, please answer F5-F7.

1. Outline how you will extract a representative sample of the waste(s) for biogenic content. State the location from which the sample is taken and make reference to any apparatus utilised, the size of the sample extracted (e.g. in kg) and if sample extraction is in line with any recognised standards:



1. If you have multiple waste streams, will you be samping each of these waste streams proportionately?



1. How will you ensure these are sampled proportionally by the amount of waste used from each stream? Please include details regarding the number of individual samples that will be taken over a period of time (i.e. ‘x’ number of samples over a given time period, e.g. 2 days)



1. Please state which test(s) will be conducted on the sample to give the biogenic content, mentioning any relevant standards:



**Section G. Annual Review of Evidence:**

1. What do you propose to submit on an annual basis as supporting evidence for your annual renewable qualifying percentage? e.g. Laboratory reports, spreadsheets etc.**🏱**



You may wish to provide a template example of this evidence by email. Please check this box to confirm if this has been submitted .

1. Please provide reasoning to validate that the annual process you are undertaking is providing representative results for the waste combusted within the year? **🏱**



**Section H. Deeming Waste**

Please note that if you are submitting these procedures as part of your initial accreditation application you will still need to provide some initial evidence to Ofgem to demonstrate that the fossil content of your waste is not greater than 50%. Please see the Guidance Note for CCL only Waste Stations for further details.

1. Please state the last obligation year which you undertook annual procedures (e.g. 2010/2011):



1. When you last undertook annual procedures what was your renewable content?



N.B. If your renewable content was greater than or equal to 50% you can deem your waste in future years at 50%. If your renewable content was less than 50% you can only claim on this lower percentage unless you chose to undertake annual procedures once again.

**Section I. Additional Information and Answer Space:**

1. Please use the box below to expand on any of the previous answers if you require further space. Make clear reference to the question you are answering by including the question number at the start of you reply e.g. D4.



Many thanks for completing the Ofgem E-Serve Fuel Measurement and Sampling Procedures 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 Ofgem’s staff will make contact with you in due course.

1. Declared Net Capacity: The maximum electrical generation capacity at which a station could be operated for a sustained period without causing damage to it, less the amount of electricity that is consumed by the plant [↑](#footnote-ref-1)
2. Regulation 47(10) purposes, as defined in the CCL REG: (a)the ignition of gases of low or variable calorific value; (b)the heating of the combustion system to its normal operating temperature or the maintenance of that temperature; (c)emission control; [↑](#footnote-ref-2)