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| **Covering form for amended Fuel Measurement & Sampling (FMS) Questionnaires under the Renewable Heat Incentive (RHI), Renewable Obligation (RO), Feed-in Tariffs (FIT), Renewable Energy Guarantees of Origin (REGO) and Smart Export Guarantee (SEG) schemes.** |

**Introduction**

This form should be completed by participants of the above schemes when submitting amended FMS procedures to Ofgem for review. The form will allow us to quickly identify the type of FMS amendment being proposed and it should be submitted alongside the relevant amended FMS questionnaire and any associated supporting documentation.

When answering the below questions, please ensure you consider our FMS guidance available on our website. Please also consider our list of common fuel classifications outlined in our guidance documentation, available of our website at the following links for RHI, RO, FITs and SEG:

* [RHI Sustainability Self-Reporting](https://www.ofgem.gov.uk/publications-and-updates/non-domestic-rhi-main-guidance) (Appendix 2)
* [RO Sustainability Criteria guidance](https://www.ofgem.gov.uk/publications-and-updates/renewables-obligation-sustainability-criteria) (Appendix 3)
* [Feed-in Tariffs: Guidance on sustainability criteria and feedstock restrictions](https://www.ofgem.gov.uk/system/files/docs/2018/06/sustainability_and_feedstock_guidance_version_2.pdf) (Appendix 2)
* [Guidance for Anaerobic Digestion generators: SEG sustainability criteria and reporting requirements](https://www.ofgem.gov.uk/system/files/docs/2019/12/seg_sustainability_guidance_final_0.pdf) (Appendix 2)

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| **1)** **Installation / generating station name** |  |
| **2) RHI number / accreditation ID** |  |
| **3) Technology type (e.g. Solid Biomass, Biogas, Gasification, Biomethane)** |  |
| **4) Please state the date that these amended FMS procedures will apply from** |  |
| **5) Is the installation / generating station adding a new consignment of fuel? Please state either ‘Yes’ or ‘No’ as your answer** |  |

**If your answer to question 5 is ‘Yes’, please complete the below questions 6 to 12.**

**If your answer to question 5 is ‘No’, please skip to questions 13.**

**If you are adding more than 1 consignment of fuel, please list the various consignments in answer to questions 6 to 12.**

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| **6) Consignment name and type (for example, ‘diesel fuel oil’ or ‘biomass – wood pellets’)** |  |
| **7) Fuel state** **(e.g. Solid or liquid)** |  |
| **8) Will the additional consignment(s) follow the currently agreed FMS procedures in place at the installation / generating station? If the procedures for capturing the quantity, Gross Calorific Value (GCV) and contamination procedures will change for the additional consignment(s), please outline what changes will be made** |  |
| **9) Please list the proposed fuel classification of the additional consignment(s) (e.g. product, processing residue or waste)** |  |
| **10) Is the proposed fuel classification stated above in line with our common fuel classifications published in our guidance? If not, we will likely require you to submit a ‘Fuel Classification Considerations’ questionnaire.** |  |
| **11) If adding a fuel under the RHI, please outline if the additional consignment is approved under the Biomass Suppliers List or Sustainable Fuel Register.** |  |
| **12) Will the additional consignment contain fossil derived contaminants?** |  |

**If your answer to question 5 is ‘No’ or you are making further changes to your FMS procedures, please answer the below questions. If the answer to any of the below questions is ‘Yes’, please provide a brief description of the changes being proposed in your answer.**

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| **13) Are you proposing any changes to the weighing methodology to obtain the quantities of fuels reported?**  |  |
| **14) Are you proposing any changes to your mass balance procedures?** |  |
| **15) Are you proposing any changes to the sampling and determination of the GCV of fuels (either for the final fuel or for the feedstock used to create the final fuel)?** |  |
| **16) Are you proposing any changes to the sampling and determination of any contamination of the fuels?** |  |
| **17) Are you proposing any changes to the determination of biogas yields?** |  |
| **18) Are you proposing any changes to the use of fossil fuels or any fossil fuel reporting?** |  |
| **19) Please provide any further information which may assist in our review of the amended FMS procedures** |  |

**Please note:** The Fuelling and Sustainability team will use this document to process the amended FMS submission. The submission of this document does not guarantee the approval of an amended FMS and we will review the information provided. If we identify any queries or have any questions over the information provided, we will outline these to you. Please submit this completed document and your amended FMS Questionnaire to the following emails:

**Non-Domestic RHI:** rhi.biomass-sustainability@ofgem.gov.uk

**RO, FITs, REGO and SEG:** FuellingandSustainability@Ofgem.gov.uk