



## Welcome to your latest Biomass Suppliers List (BSL) newsletter

Please find the Biomass Suppliers List January issue containing the latest news and updates on policy changes, statistics, ongoing developments and improvements within the scheme.

We have created a payment user guide for our suppliers to use when completing their quarterly reporting and/or paying their [membership fee](#).

The general BSL application user guide can be viewed on the Document Guidance page of the [BSL website](#).

We always like to hear from you. If you have any thoughts on this edition as well as what you would like to see covered in the future editions, you can email your feedback to [BSLHelpdesk@gemserv.com](mailto:BSLHelpdesk@gemserv.com).

## Updates to your BSL account and application

If there is a change to your account (e.g. an update to a user email address), you must inform the BSL Administrator immediately. We regularly contact our users regarding their BSL authorisation or account and for this reason it is imperative that contact details are kept up to date.

Some changes to your application can affect the validity of the fuel's authorisation, for example a material change might mean that the fuel no longer meets the RHI sustainability requirements. This may require you to submit a new application.

If there is a change to your fuel authorisation, you must inform the BSL Administrator within one month of the change or at the time of quarterly reports, whichever occurs first. Please see the [BSL Applications and Audit guidance](#) for the full list of what is considered a material change.

## Q4 - Quarterly Reports and/or Membership Fee is now due

The annual 2020 membership fee is now due for all registered Self-Suppliers and quarterly reporting is now due for Q4 2019 (relevant to Producer-Traders, Producers and Traders).

To continue to have your authorised fuels included on the BSL, you are required to submit your quarterly reporting data and/or pay your membership fees. For Producer-Traders, Producers and Traders, you are required to submit the total amount of woodfuel sold between 01/10/2019 and 31/12/2019 for each of your approved fuels on the BSL. Self-Suppliers are required to pay their full membership fee for 2020.

To do this, please log in to your BSL account in the 'Registered Suppliers' section of the BSL website by clicking [here](#) and click on the payment reminder link 'Membership fee is now due' or 'Quarterly Report is now due'.

The deadline for submitting your quarterly reports and/or membership fee is 15/02/2020. If you do not complete these activities by this date, your BSL authorised fuels will be removed from the List and your BSL number(s) will no longer be valid for claiming RHI payments.

## BSL fuel removal and reapplication

All BSL authorised suppliers are required to complete quarterly reports and/or membership payments. If your fuel authorisation number is removed because your payment is overdue, you will need to reapply to obtain fuel authorisation and pay the new application fee.

The BSL administrator will ask you to pay the outstanding fee before the new application is approved. You will be sent an invoice for the amount owed and will need to pay this fee via bank transfer.

Before your fuel authorisation is withdrawn (due to non-payment), we will notify you by email and offer you a final attempt to pay the outstanding fee(s).

To activate your BSL account, you can log into you BSL account via the [website](#), and there you can submit a new application and pay you application fee.

1

You have an active email address registered on the Application Portal.

2

Add BSLHelpdesk@gemserv.com and BSLApplications@gemerv.com to your safe sender list so that emails are not moved to spam

3

Complete all Quarterly Reports and Membership fees within the timeframe given

1

2

3

## Recording the moisture content of your wood fuel

As a registered supplier of wood fuel, fuel records must be kept and if selected for an audit, you are required to present this.

You must maintain a record of your fuel operation which includes the moisture content of raw materials (before drying) and wood fuel (after drying). If you purchased your fuel, the moisture content should be listed on your invoice, receipt or delivery note. If this is not stated in these documents, you should query this with your supplier as this may affect your RHI payment. If you process your own fuel, you will need to measure the moisture content and keep records of the results.

Self-Suppliers using fuel in their boiler should ensure that the moisture content does not exceed the maximum level allowed in the installation. Further information regarding the permitted fuel moisture content can be found in the RHI emission certificate.

## Measuring fuel moisture content

### Firewood

Firewood should be seasoned before use, usually before supply and preferably for 1-2 years. Logs that are well seasoned and fully air dried (typically around 25% moisture content) will have cracks and splits across the grain, and the bark comes off easily.

### Woodchip

Moisture probes about 50 cm to 1 m long are available to measure average moisture content in a pile of wood chips. Note: Pin meters are not effective on woodchips

Another technique of measuring the moisture content of your wood fuel is to weigh a sample of fuel, dry it thoroughly in an oven, and then weigh it again. The difference in weight will be due to water loss. For further information about how to use the oven method for measuring the fuel moisture content can be viewed [here](#).

## BSL Audits

The purpose of a BSL audit is to validate Suppliers' ongoing eligibility to gain or retain their status as BSL Authorised by ensuring that:

- The details entered on the application are correct;
- Record keeping and reporting are accurate, and;
- The application(s) is valid.

All applicants must agree to the scheme Terms and Conditions, which include being subject to periodic audits. If selected for an audit, the applicant should be willing to accept the date of the audit and openly answer questions.

Once the supplier has been selected for an audit, the auditor (Woodsure) will contact the supplier via email (to the email address registered on the BSL Application Portal) with a two weeks' notice that an audit will take place. Details of the audit procedure and requirement will be included in the email.

Where the audit identifies issues, including minor and major non-compliances, the applicant must agree to rectify the non-compliance within the timeframe given.

Suppliers may be removed from the BSL if they do not agree to the audit or do not respond to the email. Please ensure that your BSL account contact information is up to date.

To prepare you for an audit, read the fuel authorisation letter as details of the records you need to keep for audit are covered in the letter. The letter is included in your formal application approval email.

## What is a Material Change?

A material change is any change which may affect the validity of the fuel's authorisation – i.e. a change that might mean that the fuel no longer meets the RHI sustainability requirements (e.g. moved depot, changed the distance the fuel traveled or there is a change in the fuel process). This may require you to submit a new application. A material change must be informed to the BSL Administrator within one month of the change or at the quarterly report, whichever is earlier. Failure to do so may result in removal from the BSL. The BSL Administrator will advise whether a new application is required.

Please read section 7.1.1 of [Applications and Audit Guidance](#) for examples of material change.

If you are simply buying multiple loads of the same raw material, you do not need to submit a new application for every load purchased. One application is only necessary if you reference on your application the total purchased amount in a calendar year.

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## Meetings

The Advisory Panel provides recommendations to BEIS to ensure value for money and continuous service improvement to better support BSL suppliers. It consists of elected supplier members, Government and relevant industry bodies.

### Panel Meeting 13 Summary

The first meeting of 2020 included updates from BEIS and Ofgem, the structure of the BSL post RHI closure, BSL fee structure as well as Self-Supplier issues.

- There has been a joint approach with Ofgem supporting BEIS on the RHI consultation document which is still being developed.
- The BSL Administrator has been referring BSL applicants to Ofgem that may not be complying with RHI regulations. These installations and suppliers have been flagged with Ofgem and will be audited in due course. This knowledge sharing between the two organisations is due to grow stronger this year to flag non-compliant suppliers/ applicants.

BEIS are due to publish the response to the air quality consultation later on this year.

- The BSL Advisory Panel considered how the structure of the BSL may look like once the RHI closes to new capacity in 2021. This included the potential to expand services to capture a wider target audience. The Panel will be consulting with the wider industry.
- The BSL fee structure was discussed and considerations will be made later on in the year on if the fees should increase.
- Self-Supplier issues were discussed in reference to a fuel quality framework and how they can comply.

The Decision and Actions reports for the January meeting will be accessible via the BSL website 20 working days following the meeting.

## Total Authorised Fuels

The reduction in authorisation in October was mainly due to the removals of suppliers that had outstanding membership payments.

In October 231 authorisation numbers were removed from the List due to suppliers not completing their quarterly reporting, paying their membership fee and major non compliance.

In December, 830 authorisation numbers were removed due to suppliers not paying their outstanding fees.



<b>Producer-Traders</b>	3,017
<b>Traders</b>	2,792
<b>Self-Suppliers</b>	3,095
<b>Producers</b>	267

Month	Total Authorised Fuels
<b>Jan 19</b>	10,088
<b>Feb 19</b>	10,076
<b>Mar 19</b>	10,056
<b>Apr 19</b>	10,110
<b>May 19</b>	10,153
<b>Jun 19</b>	10,191
<b>Jul 19</b>	10,099
<b>Aug 19</b>	10,188
<b>Sep 19</b>	10,181
<b>Oct 19</b>	10,010
<b>Nov 19</b>	10,018
<b>Dec 19</b>	9,171

## BSL Audits

The objective of an audit is to validate a supplier’s ongoing eligibility to gain or retain its status as BSL authorised.

To ensure that you are following your ongoing BSL obligations, records must be kept, and comprehensive documentation must be made available during a BSL audit. The full list of required documents is available on your authorisation letter and within the [Applications and Audit Guidance](#).

Number of Desk Based Audits	Number of Site Audits	Fuel removals due to major non-compliance at an audit
<b>October 2019</b>	<b>October 2019</b>	<b>October 2019</b>
17	2	5
<b>November 2019</b>	<b>November 2019</b>	<b>November 2019</b>
18	5	15
<b>December 2019</b>	<b>December 2019</b>	<b>December 2019</b>
10	6	6

## Newsletter Feedback?

Please send your thoughts to [BSLhelpdesk@gemserv.com](mailto:BSLhelpdesk@gemserv.com)

### Contact the Biomass Suppliers List for further information

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