



Steven McLaughlin
Hamilton Waste & Recycling Ltd
West Fortune Farm
Drem
North Berwick
East Lothian
EH39 5LL

BSL Administrator
Gemserv Ltd
8 Fenchurch Place
London
EC3M 4AJ

8 January 2016

Dear Steven,

Application Reference: 1271643

I am writing in relation to the above application to have the following fuel authorised under the DECC RHI Biomass Suppliers List:

Supplier type: Producer-Trader
Fuel type: Chip - waste
Depot address: Smeaton Bing
 Carberry Road
 Whitecraigs
 East Lothian
 EH22 2NN

I am pleased to tell you that your application has been approved.

The fuel's BSL Authorisation Date is: 08/01/2016

The fuel's BSL Authorisation Number is: BSL0443043-0001



If you are contacting us in future about this fuel or promoting this fuel for sale then please refer to it by the above Authorisation Number, as you no longer need the Application Reference number.

The consequences and next steps following this authorisation are:

- You may now promote this fuel as BSL authorised
- We will add this fuel to the list of authorised fuels published on the BSL website.
- We will add this fuel to the BSL Applications Portal, so that Traders applying to the BSL may select it as one of their fuel sources.
- If you are an RHI participant who produces this fuel by processing raw materials purchased from suppliers for use in your own installation, you will need to retain proof that your fuel is authorised on the BSL for the purposes of demonstrating compliance to Ofgem once the RHI Biomass Sustainability regulations come into force.
- You are now eligible to use the 'BSL Authorised' Mark, as issued with this authorisation letter. It has been developed for use to show authorisation of individual fuels at particular locations (depots or production sites) This Mark must not be used to imply authorisation of an organisation. It can only be used in conjunction with authorised fuel(s). Compliance with the brand guidelines (found at <http://biomass-suppliers-list.service.gov.uk/>) is a condition of continued use of the Mark(s). Misuse may result in withdrawal of permission to use the BSL Authorised Marks, and other action including litigation, arbitration, and/or other actions including removal from the BSL.
- Remember that we will require updates from you should the characteristics of the fuel change materially, and we will also require quarterly submission of certain reporting data. We may in future audit you in relation to this fuel. Details of the records you need to keep for audit are enclosed with this letter.
- If selling to end-consumers, you are also required to provide proof of purchase to your consumers that shows the fuel's BSL Authorisation Number and other relevant information. This was part of the Terms and



Conditions you agreed to during the applications process. Details of those requirements are also enclosed with this letter.

If you have any questions about this letter, or about any other matter related to the administration of the Biomass Suppliers List, please contact the BSL helpdesk:

Telephone: 020 7090 7769

Email: bslhelpdesk@gemserv.com

Finally, please note that we will in future send all correspondence regarding the Biomass Suppliers List to the email address you used in your application. It is important that you regularly check that email account.

Kind regards

Jessica Tull

BSL Administrator (Gemserv Ltd)



Periodic submission of information

Once per quarter, beginning three months following the fuel's authorisation date, you will be required to submit information on the volume of that fuel produced / traded in the previous quarter. We will contact you in advance of the information being required to remind you when it is due and explain how to submit it. We will send such reminders to the email address you used when applying, so it is important you regularly monitor that mailbox.

Record keeping, documentation and audit for Biomass Suppliers List

Producers, Producer-Traders and Traders of BSL-authorised fuels must retain and make available to the BSL Administrator or its auditor on request, auditable, verifiable records of the following information. Records must be retained for a minimum of 5 years.

a. Application process checks

- Contact and business details
- Fuel types produced/traded
- Location(s) the company operates from
- Validity of any claimed membership of any quality or sustainability schemes

b. Reporting requirements checks

- Total fuel type supplied - tonnes per year supplied on a wet basis and how it is calculated
- Moisture content of timber coming in (if this is measured – if not, then time from felling to moving to depot)

c. Greenhouse gas emissions checks

- B2C2 calculator or BSL calculator data entered
- Types of raw material and quantity purchased
- For virgin timber only



- Distance of raw material source to depot and how the “average distance” submitted to BSL is calculated
- How the fuel/raw material is dried and if force dried what fuel (if any) is used to dry it
- How the raw material is processed
- How the moisture content is measured
- Moisture content of raw material when received (this can be an estimate based on species and time since it has been felled but records will be checked)
- For waste raw materials used as a blend with virgin raw materials:
 - Records of quantities produced or supplied
 - Moisture content of the raw materials
 - At what point in the production process are the raw materials or fuels blended
- Moisture content of final fuel product and how this is measured
- Additional requirements for virgin and waste-virgin blend fuels:
 - How the final product is sold including delivery options offered (waste fuels exempt)
 - If selling pellets, proportion that is sold as bagged pellets
 - Distance from depot to customer and how the average distance is calculated and tracked to demonstrate compliance
 - Total quantity delivered and how this is tracked
- How the fuel is sold: by volume, weight or heat

d. As set out in the Terms and Conditions you agreed to when applying, Producer-Traders and Traders when selling BSL- authorised fuels must provide customers with receipts and invoices containing at least the following information, and must retain copies for audit and for issue to customers in case of the customer requesting such at a later date:

- Producer-Trader / Trader’s name
- The BSL Authorisation Number of the fuel in question



- Quantity or volume sold to the customer in tonnes/kg/m³/net heat/gross heat
- Moisture content (% on a wet basis)¹ of the final product
- Fuel type
- Date sold²
- Date delivered/collected³
- Customer name
- Delivery address

e. Additional checks

Beyond the record keeping and traceability of the fuel you are producing and/or trading, if you are chosen for audit we will be looking for confirmation that:

- Your depot is suitable for the production or trading of fuel and fuel is stored appropriately
- Where appropriate your depot and fuel processing is compliant with health and safety regulations
- Your knowledge and understanding of the fuel you are trading ensures your customers are enabled to meet their obligations for purchasing RHI compliant fuel suitable for their biomass boiler
- Where complaints are received they are handled and acted upon appropriately.

The above may be confirmed at audit and, together with any other information received in relation to the company and the fuel, will be part of judging the accuracy and integrity of the given claimed GHG figures. Non-compliance observed at audit may jeopardise your BSL authorisation.

¹ This must be on either the invoice or contract

² Invoice or receipt date

³ A delivery note is sufficient