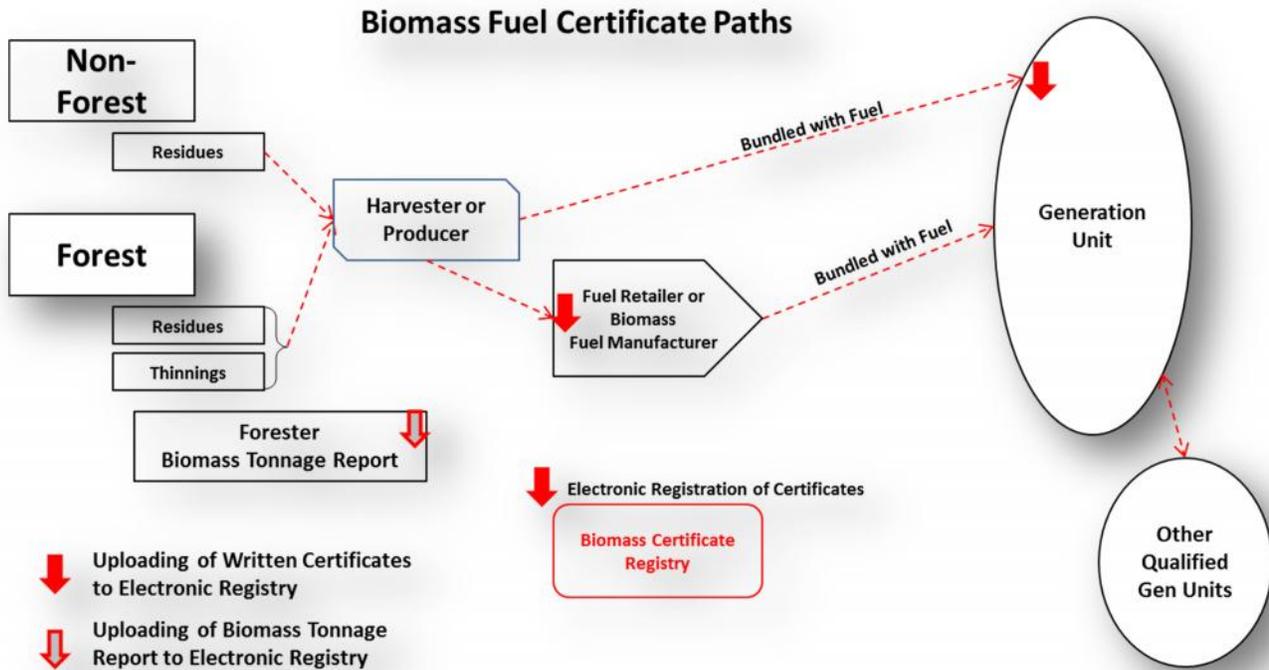# Biomass Certificate Registry User Guide

The **Biomass Certificate Registry** Application allows users to perform all required actions for the Biomass Registry to support the biomass requirements of the Massachusetts Renewable Energy Portfolio Standard (RPS) Class I regulation (225 CMR 14.00).

A. Biomass Fuel Certificate Paths

B. Account Types

The different Account Types are listed below. Access to the Biomass Certificate Registry System is controlled by a User Role. The different User Roles and their access rights are shown below:

Account Type	Can Upload Certificates and Issue BFCs?	Can hold BFCs?	Can receive BFCs?	Can Retire BFCs?	Register Harvest Site	Register Non-Forest Derived Biomass Source	Can upload Biomass Tonnage Reports	Can view and approve all Accounts
Regulator/ Administrator	Yes	Yes	Yes	Yes	No	No	Yes	Yes
Professional Forester	No	No	No	No	Yes	No	Yes	No
Fuel Retailer	Yes	Yes	Yes	No	No	Yes	No	No
Generation Unit	Yes	Yes	Yes	Yes	No	Yes	No	No

C. Create Asset – Harvest Site

Every Biomass Fuel Certificate is linked to a specific Asset which is represented by a Harvest Site.

The **Asset Management** module is used to create and manage Biomass Fuel Assets. Before creating a new Asset, make sure the Asset you are registering does not already appear on the list of previously registered Assets.

Harvest Site

1. To register a New Harvest Site, click on 'Register New Asset' link under the **Asset Management** module.

Asset Management

Total Assets 10

NAR ID	Asset	NAR Meter ID	Status	Reporting Entity	Reporting Unit ID	Asset Type	Review Data /Self-Report	Annual Review Date	Documents/ Attestation
BHS306	Land - BTR 987		Approved		N306	BHS	2013	08/11/2014	View/Update
BHS307	home tract - harvest site		Approved		N307	BHS	2013	08/12/2014	View/Update
BHS308	chopper1 - 100		Approved		N308	BHS	2013	08/12/2014	View/Update
BHS309	Choppy Patch - 1,000,000		Approved		N309	BHS	No Data	11/11/2014	View/Update
BHS310	Brady Farms - 4456		Approved		N310	BHS	2013	10/01/2014	View/Update
BHS311	Silver Lining Trees - 2115166		Approved		N311	BHS	2013	10/02/2014	View/Update
BHS315	rizzo home - ma 2013		Approved		N315	BHS	No Data	11/11/2014	View/Update
BHS318	The Weeknd - 1234324		Approved		N318	BHS	No Data	11/11/2014	View/Update
BHS321	Wrecking Ball - 23423		Approved		N321	BHS	No Data	11/11/2014	View/Update
BHS322	Two Chains, Inc. - 444444		Approved		N322	BHS	2013	11/11/2014	View/Update

Register New Asset

2. In the New Asset Registration screen, fill in all the required Asset information and select the applicable Eligible Woody Biomass Type(s). Once complete, click on the 'Next' button to continue with the registration.

3. In the Generator/Project Information screen, the User is required to enter the Total Eligible Biomass Fuel for each Eligible Woody Biomass Type selected in the previous screen.

   a. If there is only one Eligible Woody Biomass Type selected, enter the Total Eligible Biomass Fuel for the single Eligible Woody Biomass Type selected.

b. If there is more than one Eligible Woody Biomass Types selected, enter the 'Total Eligible Biomass Fuel' for each single Eligible Woody Biomass Type.

New Generator/Project Registration		
Eligible Woody Biomass types Selected:	Forest Derived Biomass - Residues	Forest Derived Biomass - Thinnings
Total Eligible Biomass Fuel – Residues/Thinnings Supply Mix:	5222	225
* Required Field		
	Back Save Submit for Approval Cancel	

4. After all the data has been entered, click on the 'Submit for Approval' button to create the new Asset.

New Generator/Project Registration		
Eligible Woody Biomass types Selected:	Forest Derived Biomass - Residues	Forest Derived Biomass - Thinnings
Total Eligible Biomass Fuel – Residues/Thinnings Supply Mix:	5222	225
* Required Field		
	Back Save **Submit for Approval** Cancel	

5. After User clicks on 'Submit for Approval',a confirmation message appears to inform the User that the Asset has been approved by the NAR Administrator.

Home | Welcome, TESTFORESTER | Account: Test Forester 1

Congratulations, the North American Renewables Administrator has approved your 99999999999 Asset (NAR Asset ID: 334).You can now begin loading data and creating certificates.

Note: At any time during this process, the User can click the 'Save' button and return to the Asset to complete the registration at a later time. The User should only click on the 'Submit for Approval' button when all the necessary information is filled out and is ready for Project to be created.

Non-Forest Derived Biomass Source

1. To register a Non-Forest Derived Biomass Source, click on 'Register New Asset' under the **Asset Management** module.

2. Fill in all required fields for Non-Forest Derived Biomass Source and click on 'Edit Source Category' to select the Source Category.

3. Select the Non-Forest Derived Biomass Source, and click 'Select'.

Selected	Short Description	Description
○	Land use change	Land use change (e.g. clearing for development or agriculture)
○	Tree maintenance	Tree maintenance (e.g. utility lines, parks, non-fores properties)
○	Residues	Residues from primary and secondary forest products industry
●	Forest Salvage	Forest Salvage, including Fire-Adapted Forest Ecosystems (Provide detail on official event designation or certification)
○	Wood waste	Wood waste (e.g. clean pallets)
○	Dedicated Energy Crops	Dedicated Energy Crops
○	Other	Other (Explain)

Select | Cancel

Select one

Note: If Forest Salvage or Other is selected, the User must enter requested details under 'Source Category Additional Info' field in the Asset Registration screen.

4. Once all the Asset Registration information is complete, click the 'Next' button to go to the next page.

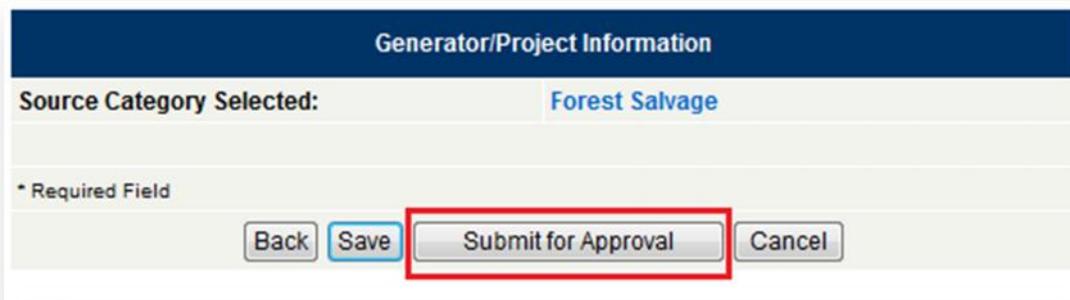| New Asset Registration	
Asset Type	
Asset Type: *	● Non-Forest Derived Biomass Source
Name/Description of Source: *	NFD Biomass
Location (Town): *	Boston
Country: *	UNITED STATES ▼
Location (State/Province): *	MASSACHUSETTS ▼
Source Category: *	Forest Salvage Edit Source Category
Source Category Additional Info: **	123456789 (required when 'Other' or 'Forest Salvage' Source Category selected)

*/** Fields marked with an asterisk are required   + Fields marked with a plus sign are copyable

Save Next Cancel

5. Click on the 'Submit for Approval' button to create the new Asset.

Generator/Project Information

Source Category Selected:	Forest Salvage

* Required Field

Back | Save | **Submit for Approval** | Cancel

6. After the User clicks on 'Submit for Approval', a confirmation message appears to inform the User that the Asset has been approved by the NAR Administrator.

Home | **Welcome**, testfuelretailer1 | **Account:** Test Fuel Retailer 1

Congratulations, the North American Renewables Administrator has approved your NFD Biomass Asset (NAR Asset ID: 333). You can now begin loading data and creating certificates.

Note: At any time during this process, the User can click the 'Save' button and return to the Asset to complete the registration at a later time. The User should click on the 'Submit for Approval' button when all the necessary information is filled out and is ready for Project to be created.

D. Biomass Generation Upload and Certificate Issuance

The Aggregator or Representative of the registered Asset will upload data from one or more Paper Certificates to the Biomass Registry which will result in the issuance of Electronic Certificates in the their Biomass Registry account. There are 2 ways to load data into the Registry, Asset by Asset using the User-interface, or via Batch Process, a file upload for multiple Assets at once. Each is described below:

Loading Data via the User-Interface:

1. Under the **Asset Management** module, click on either the 'Year' or 'Upload Data' link under the Review Data / Self Report column to begin uploading data for an Asset.

Asset Management

Total Assets 17

NAR ID	Asset	NAR Meter ID	Status	Reporting Entity	Reporting Unit ID	Asset Type	Review Data /Self-Report	Annual Review Date	Documents/ Attestation
BHS306	Land - BTR 987		Approved		N306	BHS	2013	08/11/2014	View/Update
BHS307	home tract - harvest site		Approved		N307	BHS	2013	08/12/2014	View/Update
BHS308	chopper1 - 100		Approved		N308	BHS	2013	08/12/2014	View/Update
BHS309	Choppy Patch - 1,000,000		Approved		N309	BHS	Upload Data	11/11/2014	View/Update
BNF317	NFD Biomass		Approved		N317	BNF	Upload Data	11/11/2014	View/Update
BHS318	The Weeknd - 1234324		Approved		N318	BHS	Upload Data	11/11/2014	View/Update
BNF319	Tunechi		Approved		N319	BNF	Upload Data	11/11/2014	View/Update
BNF320	Waynes World		Approved		N320	BNF	Upload Data	11/11/2014	View/Update
BHS321	Wrecking Ball - 23423		Approved		N321	BHS	Upload Data	11/11/2014	View/Update
BHS322	Two Chains, Inc. - 444444		Approved		N322	BHS	2013	11/11/2014	View/Update
BHS323	New Harvest Site - 99999999		Pending		N323	BHS	Upload Data		View/Update

Register New Asset

> **Note:** Under the Review Data/ Self-Report column, 'Upload Data' appears when no data has been uploaded for the Asset.

2. In the Self-Reporting/Facility/Project Output Data review screen, click on the 'Add New Output' button to enter data for Credit creation.

3. In the Self-Reporting/Facility/Project Output Data Accept-Dispute screen, enter
   a. Vintage
   b. Quantity of Certificates
   c. Date/Time Certificate is minted
   d. Type of Eligible Woody Biomass

4. When all the fields are entered, click on the 'Submit' button to upload the Certificates.

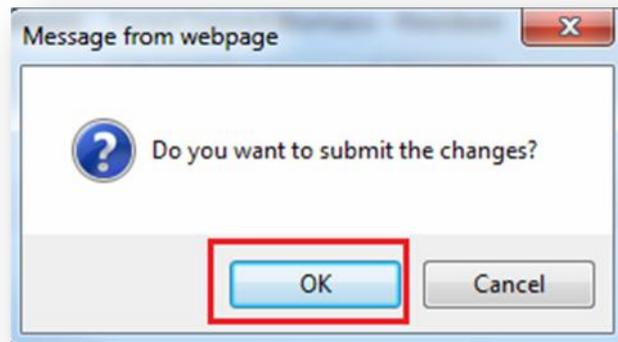| Self-Reporting/Facility/Project Output Data Accept-Dispute	
Facility/Project ID - Name:	BHS323 - New Harvest Site - 99999999
Vintage:	2013
Quantity of Certificates:	100
Date/Time Certificate is minted:	6 / 13 / 2013 6 : 8 ● AM ○ PM
Type of Eligible Woody Biomass:	Forest Derived Biomass - Residues
	Submit Delete Cancel

5. After clicking 'Submit', a pop-up will appear asking user to confirm action. Click on the 'OK' button to create the Certificates.

Message from webpage

Do you want to submit the changes?

OK   Cancel

Note: Generation data that is submitted will automatically be placed in "NAR Accepted" status. The user can then choose to either, create the Certificate immediately, delete the Generation data, or wait for a nightly process to run that will automatically create the Certificates.

E. Batch Biomass Generation Upload Process

Users also have the ability to utilize the **Meter Data Loading** module in NAR to batch upload generation data via CSV file for both Single Woody Biomass Type and Multiple Woody Biomass Types.

1. Batch Biomass Generation Upload for Single Woody Biomass Type
    a. The fields in the CSV file must contain:
        i. Account ID
        ii. NAR ID
        iii. Vintage
        iv. Quantity
        v. MintDate
        vi. MintTime
        vii. WoodyBiomassType – Required for Harvest Sites only (Use abbreviation)
            1. For Forest Derived Biomass – Residues, use FDBR
            2. For Forest Derived Biomass – Thinnings, use FDBT

	A	B	C	D	E	F	G	H
1	Account ID	NAR ID	Vintage	Quantity	MintDate	MintTime	WoodyBiomassType	
2	999	BNF9999	2013	21	1/2/2013	9:31 AM	FDBT	
3								
4								

    b. Under the **Meter Data Loading** module in NAR, select the vintage year being uploaded, and click on the 'Browse' button to locate the file.

Meter Data Loading

Total Reporting Entity Unit 0

Reporting Entity Unit ID	NAR ID	Asset	Account Holder	State/Province	Last Upload Date

No Records!

Year: 2013

File to upload: [   ] Browse... Upload

c. After User selects the file, click on the 'Upload' button to load the generation data.

d. User will receive a confirmation after the upload.

Generation Upload Report	
File Name	NAR_Jan2013.csv
Loading for Vintage	2013
Adjustment	No
Total Lines of File	5
Lines Loaded	4
Comment	

OK

Note: If there is an issue with the uploaded file, an error message will appear in the Comment section and the file will not be uploaded.

2. Batch Biomass Generation Upload for Multiple Woody Biomass Types
    a. The fields in the CSV file must contain:
        a. Account ID
        b. NAR ID
        c. Vintage
        d. Quantity
        e. MintDate
        f. MintTime
        g. FDBT (For Forest Derived Biomass – Thinnings)
        h. FDBR (For Forest Derived Biomass – Residues)

	A	B	C	D	E	F	G	H
1	Account II	NAR ID	Vintage	Quantity	MintDate	MintTime	FDBT	FDBR
2	999	BHS9999	2014	37	5/1/2014	9:31 AM	14	23
3	140	BHS453	2014	39	5/2/2014	10:31 AM	15	24
4	140	BHS453	2014	41	5/3/2014	11:31 AM	16	25
5	140	BHS453	2014	43	5/4/2014	12:31 PM	17	26
6								

b. Under the **Meter Data Loading** module in NAR, select the vintage year being uploaded, and click on the 'Browse' button to locate the file.

c. After User selects the file, click on the 'Upload' button to load the generation data.

d. User will receive a confirmation after the upload.

Generation Upload Report	
File Name	Biomass Upload Template FDBT FDBR New.csv
Loading for Vintage	2014
Adjustment	No
Total Lines of File	14
Lines Loaded	26
Comment	
OK	

Note: If there is an issue with the uploaded file, an error message will appear in the Comment section and the file will not be uploaded.

F. Biomass Fuel Certificate Transfers

NAR will be utilized to effectuate transfers (with mutual bi-lateral approval required) and retirements of Biomass Fuel Certificates.

1. In the **Account Status** module, click on the quantity in the Active row in the Account Activity section.

2. Check the checkbox(es) for each batch to transfer. Edit the amount from each batch to be transferred in the "Transfer Quantity" column for each batch. Once the batch(es) have been selected, click on the 'Batch Transfer' button.

3. The Transfer Certificates screen allows Users to transfer Biomass Fuel Certificates to:
    a. Another Account Holder
    b. Account Holder's Active folders
    c. Retirement

Transfer Certificates						
Certificate Serial Numbers	Quantity	Transfer Quantity	Asset	Fuel/Project Type	Vintage	Date/Time Certificate is minted
NAR-BFC-310-MA-01122013-3517-1 to 25	25	25	Brady Farms - 4456	Forest Derived Biomass - Residues	2013	1/12/2013 10:50:00 AM
NAR-BFC-306-MA-12052012-3501-1334 to 12333	11000	1000	Land - BTR 987	Forest Derived Biomass - Thinnings	2012	12/5/2012 1:23:00 AM

Transfer [1025] certificates to:

⦿ **Another Account Holder**   [Select an Account Holder ▾]

○ **Active**   [DefaultACT ▾]

○ **Retirement**   [Select a retirement subaccount ▾]

Retirement Details

Year/Quarter: [Select Year ▾] [Select Quarter ▾]
Additional Details: [   ]

[Submit] [Cancel]

4. Click the appropriate transfer option button, select the appropriate drop down, and click on the 'Submit' button to initiate transfer.

5. After clicking 'Submit', a pop-up will appear for User to confirm action. To execute the Biomass Fuel Certificate transfer, click on the 'OK' button to execute the Biomass Fuel Certificate transfer.
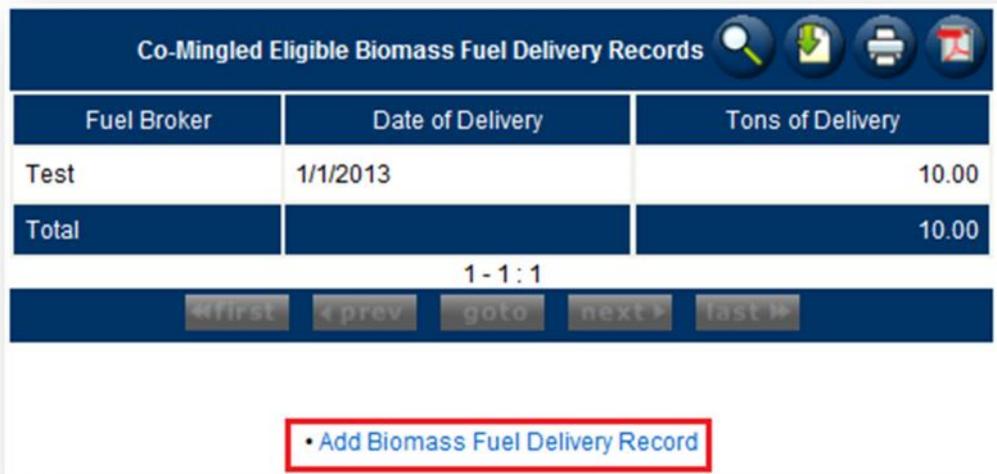
G. Co-Mingled Eligible Biomass Fuel Delivery Records

This report displays the Co-Mingled Eligible Biomass Fuel Delivery Records. User can add additional Biomass Fuel Delivery Record from this screen.
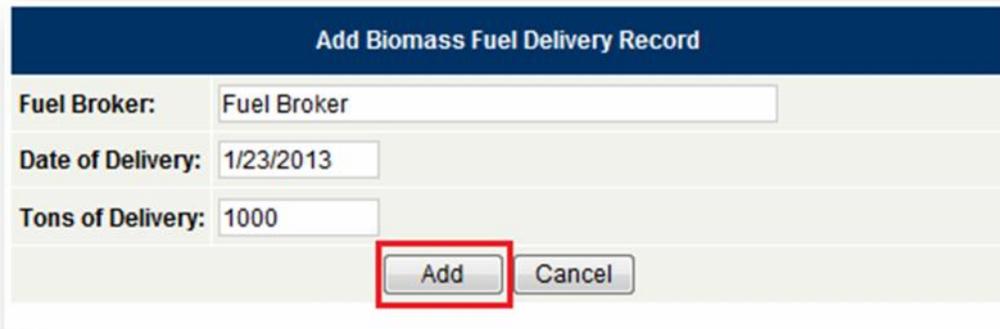
1. Under **Account Holder Reports** module, click on 'Co-Mingled Eligible Biomass Fuel Delivery Records' Report.

2. To add new record, click on 'Add Biomass Fuel Delivery Record'.

3. In the Add Biomass Fuel Delivery Record screen, enter Fuel Broker, Date of Delivery (mm/dd/yyyy), and Tons of Delivery. Click the 'Add' button to create the Co-Mingled Eligible Biomass Fuel Delivery Record.

4. After clicking the 'Add' button, the New Co-Mingled Eligible Biomass Fuel Delivery Record will be displayed on the report.

H. Reports

Under the **Account Holder Reports** module, Users will find specific reports accessible to only Account Holder, their designated Agents, Regulators, and the NAR Administrator. Click on any report to view up-to-date data in these reports at any time.

Account Holder Reports

- My Event Log
- My Sub-Accounts
- My Certificate Transfers
- My Account Holder Registration History
- My Asset Registration History
- My Generation Activity Log
- My Generation Report
- Retirement Compliance Report
- Co-Mingled Eligible Biomass Fuel Delivery Records