

## Climate Change Agreement for BMPA

# Note 07: Target Period 3 Reporting

Jan 2018

*The version of Guidance Note 7 is applicable to all companies that received the 'Quick Entry' version of the Target Period Data collection form. You can identify which version you received by looking at the screenshots contained later in this document.*

### **What is 'Target Period Reporting'?**

Each Target Unit (TU) that has a CCA has been given an energy saving target, which has been set as a series of efficiency improvements compared to a "base year".

Each "target period" is two calendar years in duration. At the end of each target period (TP) the energy efficiency performance of the TU is assessed and compared to the target that has been set. This is done by means of reporting energy and production data to the Environment Agency (EA) via a data collection form submitted to the BMPA CCA administrators at SLR Consulting Ltd. The forms will need to be completed and returned to [BMPA@slrconsulting.com](mailto:BMPA@slrconsulting.com).

If the target is achieved then the CCL discount is retained for the next two year period. Any surplus "CO2" that the TU surpasses its target by can be banked to offset any shortfalls should the TU fail to meet its target in future periods.

If you fail to meet a target all is not lost. There is a buy-out mechanism that allows a company that has failed its target to buy "CO2 allowances" to offset the extra CO2 emitted. Payment of this buy-out allows your TU to be recertified to claim the CCL discount for the next 2 year certification period.

The Target Periods (TP) are:

TP1: 1<sup>st</sup> January 2013- 31<sup>st</sup> December 2014

TP2: 1<sup>st</sup> January 2015- 31<sup>st</sup> December 2016

TP3: 1<sup>st</sup> January 2017- 31<sup>st</sup> December 2018

TP4: 1<sup>st</sup> January 2019- 31<sup>st</sup> December 2020

### **Who needs to report?**

- The companies owning the target unit should report for the entire target period, or for that part of the period when they were covered by the CCA.

- If a site/facility or Target Unit joined a CCA after the beginning of a target period, it should report data from the date it became active (date of assent), until the end of the target period.
- If a facility or Target Unit left the CCA before 31 December of the second year of a target period, then it does not have to report but can if the company wants it to.
- If a facility has a change of status for EU ETS then it should report for the whole 24 months as per the status of the facility on 31<sup>st</sup> December 2018.

### **What needs to be reported?**

- You will need to report energy streams into site and throughput (IT Energy) data.
- Fuels covered by EU ETS should not be reported.
- The same methodology as used for base year reporting should be used for target period reporting.

### **After you have reported...**

#### ***If you passed the target***

- No further actions on you.
- Data is submitted to the EA.
- EA list all sites on the new reduced rate certificate published in July 2019.

#### ***If you failed the target***

- Data is submitted to the EA.
- EA will send the MoA (i.e. buy-out invoice) to the Responsible Person.
- You need to pay the MoA (i.e. cash handed over) by 1<sup>st</sup> July 2019.
- EA list all sites on the new reduced rate certificate published in July 2019.

### **Target Period 3 Reporting deadlines**

March 2018	16 <sup>th</sup> - Deadline for returning completed data collection spreadsheets with 2017 included.
December 2018	Reporting spreadsheets issued to collect 2018 data. Invoices for 2019 fees issued.
January 2019	18 <sup>th</sup> – deadline for sites with Absolute targets to report their 2017/2018 production data, and for sites with energy disruptions to provide information
February 2019	22 <sup>nd</sup> – deadline for returning 2018 completed data collection spreadsheets
March 2019	29 <sup>th</sup> – deadline for correcting any data
April 2019	BMPA CCA submit all data to the Environment Agency
May 2019	Buy-out fees invoices issued where buy-out fees due
June 2019	28 <sup>th</sup> – deadline for the Environment Agency to receive the buy-out money
July 2019	1 <sup>st</sup> – recertified to receive CCL discount for next 2 years (as long as you pass or pay the buy-out)

## What happens if..... ?

*... I don't report at the target period?*

You could incur a penalty but will have the opportunity to report late. If you don't pay the penalty then your CCA will be terminated and you will lose all benefits.

*... I report the target period data late?*

You could incur a penalty but can still report. If you don't pay the penalty then your CCA will be terminated and you will lose all benefits.

*... I don't pay the buy-out?*

You will lose the entitlement to claim the CCL discount and exemption from CRC (if you're organisation is already in CRC).

*... a site closed down since we signed the CCA?*

- If it closed on or before 31<sup>st</sup> December 2018 then you do not have to report any data for that site.
- If it closed on or after 1<sup>st</sup> January 2019 then you must report data for the target period.
- If the site was sold before 31<sup>st</sup> December 2018 then we need to move it to the new owner and exclude it from the target period reporting.
- If the site was sold after 31<sup>st</sup> December 2018 then we will move it but it will not affect target period reporting (i.e. you still have to report it).

*... we had problems with metering during the target period?*

You can estimate energy use but keep records of how you have done this.

*... we find an error in our base year data?*

You must tell us ASAP so that we can get the target adjusted.

*... we had problems with our electricity supply?*

You must tell us ASAP so that we can look at the impact it had and get the target adjusted (this would have to be agreed with the EA before 31<sup>st</sup> January).

*... the responsible person or admin contact has changed?*

You must tell us ASAP so that we can update the records.

*... we find an error with our target period data after we have submitted it?*

You must tell us and we will correct the data and hence the result. If you fail by more then you will need to pay further buy-out costs. You could incur a penalty.

*... we have joined EU ETS since we signed our CCA?*

You must tell us ASAP so that we can get the target adjusted.


The spreadsheet will open on the 'Quick data entry and result' worksheet which looks like this.

1. Enter data into the green cells.

*If you wish to see what you have submitted previously for any site, please click on the blue box.*

2. If we think there are any obvious data gaps, we will try to flag it in the pink box.
3. If we think any data looks unusual, we will flag it in the purple box.
4. When all data looks like it has been submitted, your result will be shown in the orange box.

Please return your completed form with 2017 and 2018 data by email to:  
[BMPA@slrconsulting.com](mailto:BMPA@slrconsulting.com)  
by **22<sup>nd</sup> February 2019**.



**CCA**  
**Quick Entry**

British Meat Processors Association

↓ **Instructions** ↓

1. Enter data into green cells for each site
2. Check any obvious areas of data that we think might be missing
3. Check any concerns we've spotted in the pink cells and trend graphs
4. Your result is displayed in the orange cells when all data has been entered

Production (tonnes) →  
Grid Electricity (kWh) →  
Natural Gas (kWh) →  
Total Primary Energy (kWh) →  
Relative Energy (kWh/tonne) →

CCA Status  
EU ETS Status  
CHP SRM

### 1. 70/30 Status

For further information please [click here](#)

Please state the 70/30 status of the facility during the period

### 2. Production Information

For further information please [click here](#)

Please state the total production of the site during the period  
(do not apply the CHP SRM at this stage)

### 3. Energy from Utility Companies (not covered by EU ETS)

For further information please [click here](#)

Electricity from the grid  
Electricity from on site PV, wind, hydro  
Natural Gas  
Heavy Fuel Oil  
Medium Fuel Oil  
Gas Oil/Diesel  
Coal  
Propane/LPG  
Kerosene  
Diesel  
Renewable fuel (e.g. pure biomass)

*if other fuels are used on site and cannot be reported using the categories above, please contact the help line*

### 4. Imported Energy Substitutes

For further information please [click here](#)

Liquid Nitrogen  
Liquid CO2

### Comments

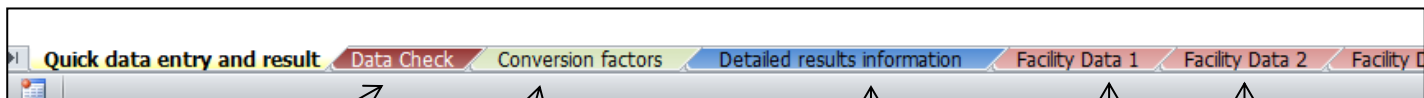
*if you wish to make any comments to the CCA Help Line team about the data submitted or historical data presented, please use this comments box.*

**Your result will appear here once all data has been entered below.**  
Please refer to the pink cells for help to complete.

Facility Data 1	Facility Data 2	Facility Data 3
<a href="#">Click to view historical data (Facility Data 1)</a>	<a href="#">Click to view historical data (Facility Data 2)</a>	<a href="#">Click to view historical data (Facility Data 3)</a>
No data entered	No data entered	No data entered
BY 2013 2014 2015 2016	BY 2013 2014 2015 2016	BY 2013 2014 2015 2016
Approved	Approved	Approved
Not in the EU ETS	Not in the EU ETS	Not in the EU ETS
Not Applicable	Not Applicable	Not Applicable
1 Jan to 31 Dec 2016 	1 Jan to 31 Dec 2016 	1 Jan to 31 Dec 2016 
This site has historically passed	This site has historically passed	This site has historically passed
1 Jan to 31 Dec 2016 tonnes 	1 Jan to 31 Dec 2016 tonnes 	1 Jan to 31 Dec 2016 tonnes 
1 Jan to 31 Dec 2016 (kWh) 	1 Jan to 31 Dec 2016 (kWh) 	1 Jan to 31 Dec 2016 (kWh) 
1 Jan to 31 Dec 2016 (kWh) 	1 Jan to 31 Dec 2016 (kWh) 	1 Jan to 31 Dec 2016 (kWh) 
1 Jan to 31 Dec 2016 (kWh) 	1 Jan to 31 Dec 2016 (kWh) 	1 Jan to 31 Dec 2016 (kWh) 

## How to complete the QE data collection spreadsheet (DCS) (cont'd)

The spreadsheet contains other worksheets which you may find useful:



### **Data Check**

Our analysis of all the numbers that have been submitted and whether we think they look acceptable.

### **Conversion factors**

The conversion factors used to convert between:

- units of usage and energy,
- units of energy used and primary energy,
- primary energy and carbon.

### **Detailed result information**

A summary of all the data submitted for the agreement/target unit, the performance at each Target Period including results.

### **Facility Data**

A summary of all the data submitted for each site.

***For further information please contact SLR's BMPA CCA helpdesk:***

+44 (0)844 800 1880

[BMPA@slrconsulting.com](mailto:BMPA@slrconsulting.com)

or visit [www.slrconsulting.com/BMPA](http://www.slrconsulting.com/BMPA)

The full suite of BMPA CCA Guidance Notes are listed below and can be accessed via contacting the helpdesk or visiting the website.

Guidance Note	Title
1	What is a CCA
2	Applying for a CCA
3	BMPA CCA Administration Charges
4	Completing HMRC PP10 and PP11 Forms
5	Timetable of BMPA CCA Activities
6	Obligations under your CCA including audits
7	Reporting data at each Target Period
8	How CCAs interact with other schemes
9	Glossary and Abbreviations
10	What happens if...
11	NOVEM target
12	Stringency tests on targets