

Please read through these documents carefully before completing and submitting the application package for the Bioenergy Producer Program. These forms provide valuable information and tips for completing the application package.

Contents

- Guideline – General Application Form
- Guideline – Schedule A – Bioenergy Production
- Guideline – Schedule B – Biomass Feedstock Eligibility
- Guideline – Schedule C1-2 – Bioenergy Product Eligibility
- Guideline – Agreement and Declaration

Note: Guideline for Schedule D is included within the Life Cycle Emission Guideline.

Please note: the following guideline may be updated from time to time.

All applicants must complete the application form and relevant schedules

Section on Form		Tips for Applicants
1. Application and Representatives		
a.	Facility Owner(s) Corporate Registration	Identify the legal name of the company that owns the facility applying under this program. Attachments are optional. Examples: certificate of incorporation, corporate registry search result, report showing inter-corporate relationships.
b.	Name and Address of Facility Owner Representative	Identify the senior official representing the facility owner who will sign the agreement. Joint owners may wish to sign jointly, but there should be only one set of contact information (mailing address, etc.) Alternatively, joint owners may submit a letter with the application authorizing one of the owners to sign the agreement on behalf of the others.
c.	Name and Address of Designate	A signed letter from the facility owner(s) is required only if the main contact, for the purposes of producer credit invoicing and reporting, is not a representative (employee or principal) of the facility owner company.
2. Facility and Bioenergy Products		
a.	Facility or Project	This information, along with the required copy of the land title and land survey plan, is necessary to confirm the definition and boundaries of a facility for the purposes of the grant agreement.
b.	Facility Description and Outputs	A brief description of the type of facility including products and approximate annual output.
c.	Facility and Production Status	To determine the status of the facility.
d.	Bioenergy Product Applied For	A brief summary is sufficient. You will provide more detail in the schedules.
e.	Environmental Attributes	Applicants must indicate if the environmental attribute of the applied for product is already captured through other climate focused initiatives, regulations or programs. Furthermore, applicants should take note of the following Greenhouse Gas Emissions Reductions requirements to be confirmed in the Schedule D and Life Cycle Emission Verification Report. Liquid Biofuels: On an energy-equivalent life cycle basis, the Bioenergy Product demonstrates 25 per cent fewer emissions than the equivalent fossil fuel, consistent with the emission reductions required for renewable fuels supporting compliance with the Renewable Fuels Standard Regulation under the <i>Climate Change and Emissions Management Act</i> (Alberta). Electricity: Compare emissions against the grid displacement factor published in the Technical Guidance for Offset Protocol Developers in support of the Specified Gas Emitters Regulation, Carbon Competitiveness

Section on Form		Tips for Applicants
		Incentive Regulation and Alberta's <i>Climate Change and Emissions Management Act</i> , as amended from time to time.
f.	Public Funding Summary	This is to identify facilities with previous bioenergy and other provincial grant agreement(s) (e.g. BPCP, BIDP, etc.) and/or received funding from other provincial or federal sources (e.g. CCEMC, Alberta Innovates) who wish to apply for grant funding for a bioenergy product. Such applicants are asked to provide information from their previous or ongoing grant agreement(s).
g.	Green Jobs	This is to identify the number and types of jobs associated with the bioenergy product. Please only include jobs directly related to the bioenergy product.
Schedules		
The application is comprised of this form and all schedules and attachments submitted by the applicant. Check off the schedules to confirm which schedules have been completed as part of this application.		
Comments		
Use this area to add any necessary comments (e.g. to explain fluctuations in committed production from one Program Period to the next).		

Please note: the following guideline may be updated from time to time.

All applicants must complete Schedule A

Section on Form	Tips for Applicants
1. Bioenergy Product	
a. Product Applied For	<p>Check the bioenergy product being applied for under the applicable category. Attachments to support Question 1 are optional (e.g. to describe the product because the applicant is unsure of the appropriate category).</p> <p>Applicants may apply for one bioenergy product (e.g. 1st generation ethanol and biodiesel).</p> <p>Applicants must demonstrate eligibility of the product applied for by completing a Schedule B, a Schedule C (C1 or C2), and a Schedule D (D1 or D2). The form identifies which C and D Schedule is required for each bioenergy product, i.e.:</p> <ul style="list-style-type: none"> • C1 and D1 – Liquid Biofuels; • C2 and D2 – Electricity; <p>Note that the program is intended to support commercial bioenergy production. This is confirmed by meeting eligibility requirements, subject to the Alberta Climate Change Office’s discretion.</p>
Liquid Biofuels	<p>For biodiesel or other renewable diesel, provide the commonly used term for the product (e.g. FAME biodiesel, renewable diesel, pyrolysis oil).</p> <p>Ethanol is accepted provided the applicant can provide an industry standard (CGSB or ASTM) for use as a fuel.</p> <p>Other renewable fuel alcohols may also be considered by the Alberta Climate Change Office on the same basis as ethanol.</p>
Biogas to Electricity	<p>If applying for biogas to electricity, biogas must be produced from farm-based anaerobic digester (mainly using agricultural and animal farming residue).</p> <p>Electricity generated from biogas acquired from another facility is not eligible to receive credits.</p> <p>Electricity must be generated by a producer of biogas from a farm-based anaerobic digester (mainly using agricultural and animal farming residue) that is a market participant in Alberta’s interconnected electric system, has a nominal capacity of at least 150 kilowatts and is not an approved micro-generator under the Micro-Generation Regulation.</p>
Electricity from Combustion and/or Gasification of Biomass	<p>If applying for electricity, the electricity must be produced from a combustion and/or gasification process from the stand-alone facility.</p> <p>Electricity must be generated from combustion or gasification of woody biomass in a stand-alone facility by a market participant in Alberta’s interconnected electric system, which has a nominal capacity of at least 5 megawatts and is not an approved micro-generator under the Micro-Generation Regulation.</p> <p>Any facility where the primary purpose or revenue stream is not electricity generation from biomass, such as a pulp mill or sawmill (including a pulp mill or sawmill that owns and operates an adjacent cogeneration facility) is out of scope for the program.</p>

Section on Form		Tips for Applicants
		Electricity from co-firing biomass with coal is not considered an eligible product.
2. Bioenergy Production		
a.	Bioenergy Product	Identify the bioenergy product for which Questions 2 and 3 (a and b) are being completed.
	Unit of Measure	Provide the appropriate unit of measure used for the program period production forecasts in Question 2 and past bioenergy production in Question 3.
	Committed Production and Forecast	<p>Program Period Committed Production</p> <p>State the quantity of bioenergy production that the applicant commits to produce during the following program periods:</p> <ul style="list-style-type: none"> • Program Period 1 – October 1, 2017 to March 31, 2018 • Program Period 2 – April 1, 2018 to March 31, 2019 • Program Period 3 – April 1, 2019 to March 31, 2020 <p>For applicants applying for electricity, include net usable electricity generated from biomass inputs only. The following component must be deducted to get net usable electricity:</p> <ul style="list-style-type: none"> • Parasitic load (electricity inputs consumed directly in electricity generation). • Other inputs for electricity generation, such as natural gas, solar energy or wind energy, must be deducted. • Produced electricity that is used on-site. <p>Attachments showing method of calculation are required with Schedule C2.</p> <p>Please note the following when deciding on a committed production amount:</p> <ul style="list-style-type: none"> • If the period grant offered by the Alberta Climate Change Office is not sufficient to support the committed production applied for, then the approved committed production will be less than the quantity applied for. • The committed production applied for by the applicant does not need to be the same every program period. • If a producer fails to achieve 75 per cent of the committed production in a given program period, as set out in the grant agreement, the Alberta Climate Change Office may reduce the period grant in a subsequent period. • If a producer fails to achieve 25 per cent of the committed production in a given program period, as set out in the grant agreement, the agreement may be terminated. <p>Estimated Quantity to be Sold in or Outside of Alberta</p> <p>Please indicate the portion of the committed production that will be sold/consumed in or outside of Alberta. This will not impact the committed production applied for.</p>
3. Past Bioenergy Production		
a.	Past Bioenergy Production	<p>Past bioenergy production is required in order for a facility to be eligible for funding under the program.</p> <p>Applicants must have been in production for a minimum of three consecutive months prior to their application being submitted.</p> <p>Use the unit of measure for production identified in Question 2.</p> <p>Information provided in response to Question 3 is used by the Alberta Climate</p>

Section on Form		Tips for Applicants
		Change Office to help confirm that: <ul style="list-style-type: none"> • a facility has recently demonstrated production, and; • a producing facility is capable of achieving the level of committed production applied for.
Comments		
Use this area of the form to provide any necessary comments (e.g. to explain fluctuations in committed production from one Program Period to the next).		

Please note: the following guideline may be updated from time to time.

All applicants must complete Schedule B

Section on Form		Tips for Applicants
1. Product Eligibility – Bioenergy Feedstock		
a.	Description of Feedstocks	<p>Attachments are acceptable if more space is needed to answer the questions.</p> <p>If you change to or add other feedstocks in the future which are not identified in this application, you must reconfirm bioenergy product eligibility with the Alberta Climate Change Office.</p> <p>Part C - Distance from facility can be measured in increments of: 10km, 20km, 25km, 50km, 75km, 100km, 150km, 200km, 250km, >250km.</p>
b.	Municipal Waste	<p>If municipal waste is identified as a feedstock, an attachment is required to describe in detail the processes and methodology that will be used to ensure the material contains at least 50 per cent biogenic carbon content by mass on an annual average basis.</p>
Comments		
Use this area of the form to provide any other necessary comments.		

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All applicants must complete at least one of the “C” schedules

The program is intended to support commercial bioenergy production. This is confirmed by meeting eligibility requirements, subject to the Alberta Climate Change Office’s discretion where eligibility requirements do not fully address a particular facility or product.

Section on Form		Tips for Applicants
1. Product Eligibility – Liquid Biofuels		
a.	Production Technology	Name the manufacturer (e.g. Bioenergy Manufacturers Inc.) and the production process (e.g. Transesterification). An attachment is optional to provide more detail on the production technology (e.g. product description published by the manufacturer).
b.	Co-product Capacity	This information is requested to better understand the bioenergy production at the facility. Please indicate what co-product(s) are produced at the facility. For example, canola meal and glycerol can be produced as a co-product at different stages of biodiesel production process.
c.	Validation Reference Number	This question pertains to the Renewable Fuels Standard Regulation and the Renewable Fuels Greenhouse Gas Emissions Eligibility Standard under the <i>Climate Change and Emissions Management Act</i> . For more information, please visit: <ul style="list-style-type: none"> • http://aep.alberta.ca/climate-change/programs-and-services/renewable-fuels-standard/default.aspx
2. Measurement and Calibration		
a.	Initial Measurement	This information is requested to confirm whether the initial unit of measure is different from the unit of measure used to calculate credits.
b.	Conversion and Standardization Factors	This information is requested to confirm consistency of assumptions in measuring and converting units of measure. An attachment is acceptable if needed to elaborate on calculations and standard assumptions.
c.	Point of Measurement	An attachment is optional to illustrate point of measurement in the facility’s bioenergy production and distribution system. For the purposes of the BPP, the bioenergy product should be measured at the point of metering for or by purchaser.
d.	Measuring Equipment	An attachment is required to confirm the equipment.
e.	Equipment Calibration	Complete this information to confirm by whom and how often the measuring equipment is checked and calibrated. System checks may be performed by technical and operating staff. Calibration should be conducted by a qualified organization (e.g. Measurement Canada) or a professional engineer. An attachment is optional to explain processes for calibration and

Section on Form		Tips for Applicants
		<p>measurement system checks in more detail.</p> <p>If the application is approved, the Alberta Climate Change Office may require a change in current practice as a condition of approval.</p> <p>On a go-forward basis, calibration by a third party is preferred.</p> <p>Attaching the last calibration certificate or an acceptable equivalent is optional, although it will be required with the first production invoice.</p>
3. Bioenergy Production Inventory		
a.	Inventory	<p>This question is to confirm timing of sale and distribution in relation to production.</p> <p>For credit invoicing purposes, the production date is considered to be the date sold or removed from the facility. Product placed and kept in inventory is not eligible for funding.</p>
4. Standards and Quality Assurance		
a.	Product Standards	<p>Liquid biofuels must be produced in accordance with fuel quality standards acceptable to the Alberta Climate Change Office.</p> <p>For ethanol and renewable diesel, applicants must demonstrate a life-cycle emissions intensity 25 percent below the equivalent fossil fuel, consistent with the emission reductions required for renewable fuels supporting compliance with the Renewable Fuels Standard Regulation under the <i>Climate Change and Emissions Management Act</i> (Alberta).</p> <p>Standards for other liquid biofuels such as methanol and pyrolysis oil must be an ASTM or CGSB standard for that product as a fuel product. For example, methanol standards for use as windshield wash are not acceptable.</p>
b.	Quality Testing	<p>Provide this information for the Alberta Climate Change Office's consideration and approval.</p> <p>If the application is approved, the Alberta Climate Change Office may require a change in current practice as a condition of approval.</p>
c.	Testing Service	<p>Provide this information for the Alberta Climate Change Office's consideration and approval.</p> <p>If the application is approved, the Alberta Climate Change Office may require a change in current practice as a condition of approval.</p>
Comments		
Use this area of the form to provide any other necessary comments.		

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All applicants must complete at least one of the “C” schedules

The program is intended to support commercial bioenergy production. This is confirmed by meeting eligibility requirements, subject to the Alberta Climate Change Office’s discretion where eligibility requirements do not fully address a particular facility or product.

Section on Form		Tips for Applicants
1. Product Eligibility – Electricity from Biomass Combustion/Gasification or Biogas		
a.	Production Technology	Name the manufacturer (e.g. Bioenergy Manufacturers Inc.) and the production process (e.g. Transesterification). An attachment is optional to provide more detail on the production technology (e.g. product description published by the manufacturer).
b.	Facility Interconnection	To be eligible under the BPP, electricity generation from biomass combustion/gasification must be interconnected to the Alberta electric system and have a nominal capacity that is greater than five Megawatts. The electricity generating facility must be interconnected to the Alberta electric system. Applicants must provide proof of interconnection into Alberta’s electric system (must be registered with AESO), a link to a copy of the application, or a copy of the application for an interconnection, if available at the time of applying under the BPP.
c.	Generating Capacity	To be eligible under the BPP, in addition to interconnecting to the Alberta electric system, the system generating electricity from biomass combustion or gasification must have a nominal capacity that is greater than 5 Megawatts. The nominal capacity of the electricity generating facility from biogas must be greater than 150 Kilowatts. An attachment is optional to provide more information on the generating capacity and how it has been determined.
2. Measurement and Calibration		
a.	Point of Measurement	For Schedule C2, an attachment is required to illustrate the point of measurement in the facility’s bioenergy production and distribution system. The attachment must be signed off by a professional engineer. For the purposes of the BPP, the bioenergy product should be measured at the point of metering for or by the purchaser.

Section on Form		Tips for Applicants
b.	Measuring Equipment	<p>An attachment is required to confirm the equipment.</p> <p>For Schedule C2, equipment used for measuring electricity generation must be acceptable to the Alberta Electric System Operator (AESO) and Measurement Canada.</p>
c.	Conversion and Standardization Factors	<p>This information is requested to confirm consistency of assumptions in measuring and converting units of measure.</p> <p>For Schedule C2, an attachment is required to support calculation of net usable electricity generated from biomass. The attachment must be signed off by a professional engineer. Deductions from the electricity generated include (but are not limited to):</p> <ul style="list-style-type: none"> • electricity generated from natural gas and other non-biomass-inputs; and/or parasitic load; • or the quantity of electricity consumed to generate electricity from biomass.
d.	Equipment Calibration	<p>Complete this information to confirm by whom and how often the measuring equipment is checked and calibrated. System checks may be performed by technical and operating staff.</p> <p>Calibration should be conducted by a qualified organization (e.g., Measurement Canada) or a professional engineer.</p> <p>An attachment is optional to explain processes for calibration and measurement system checks in more detail.</p> <p>If the application is approved, the Alberta Climate Change Office may require a change in current practice as a condition of approval.</p> <p>On a go-forward basis, calibration by a third party is preferred.</p> <p>Attaching the last calibration certificate or an acceptable equivalent is optional, although it will be required with the first production invoice.</p> <p>In the case of electricity meters, a receipt of letter confirming the last date that the meter was exchanged as required by Measurement Canada is an acceptable alternative to a calibration certificate.</p>
3. Bioenergy Output – Distribution and Sales		
a.	Product Consumption	<p>This question pertains to where the bioenergy product is consumed. To be considered eligible, production must be sold in to the market. On-site consumption is not considered eligible.</p>
Comments		
Use this area of the form to provide any other necessary comments.		

Section on Form		Tips for Applicants
Agreement and Declaration		
a.	Signatures	The application will be rejected as incomplete if not signed by an appropriately authorized applicant and witnessed.
b.	Submission	<p>Email is the required method of delivery. Only these submissions will be considered official applications. Applications must be sent to:</p> <ul style="list-style-type: none"> • BPP@gov.ab.ca <p>The time of receipt of submissions is based on when the submission is received by the Alberta Climate Change Office, not the time it was sent by the applicant.</p>