



**FORM EIA-63C
DENSIFIED BIOMASS
FUEL REPORT
INSTRUCTIONS**

OMB No. xxx-xxx
Approval Expires: xx/xx/xxxx
Burden Hours: 1.5

General Instructions and Due Date

Complete one report for each facility producing or planned to produce within the next twelve months, a densified biomass fuel product(s). Do not report products for grilling, animal bedding, or uses other than fuel. Report monthly for manufacturing plants with a capacity to produce 10,000 tons per year or more. Smaller plants, with a production capacity of less than 10,000 TPY report Part 1 and Part 2 only, once a year (annually) due by the last business day of February for the prior year's data. Planned or Under Construction facilities complete only Part 1, and Part 2. Do not leave fields blank unless specifically directed as an option. Report a zero where appropriate. Static information will be preprinted on the report after the initial collection. Provide comments as needed to clarify or explain your data where appropriate on each part of the form.

For those plants reporting monthly, data are to be completed for each calendar month. Reports are due the last day of the month following the reporting month, or the next business day. For example, June data are due July 31 or the next business day. Small plants reporting annually should submit the survey approximately the end of February each year.

PART 1. IDENTIFICATION and CONTACT INFORMATION

1.1 Please verify the legal name and mailing address of the reporting facility.

Verify or provide an update to the legal name of the facility, as well as the mailing address, including city, state and zip code. After initial collection, this information will be preprinted on the form.

1.2 Where is the facility physically located?

Verify or provide an update to the physical location by county or city and state where the facility is located. After initial collection, this information will be preprinted on the form.

1.3 Please verify the parent company legal name and mailing address (if different from facility name and address above).

If the facility in Question 1.1 is owned by a parent company, please verify or provide an update to the legal name and address for the parent company. After initial collection, this information will be preprinted on the form.

1.4 Please verify the primary contact information.

Please verify or provide an update to the name, telephone, FAX, company name, email and address for the primary contact for this form. This should be the person EIA would send the form information to and be able contact for questions regarding the data on the form. After initial collection, this information will be preprinted on the form.

1.5 Please verify the supervisor contact information.

Please verify or provide an update to the name, telephone, FAX, company name, email and address for a supervisor at the facility that EIA may contact in the event the primary contact is not available. After initial collection, this information will be preprinted on the form.

PART 2. FACILITY INFORMATION

2.1 What is the operational status of the facility at the end of the reporting period?

Select from the dropdown list:

- Currently Operating - facility is producing and/or selling densified fuel products.
- Temporarily Not in Operation - facility is closed down for less than a year and is expected to resume operations.
- Ceased Operation - facility is closed and is not expected to resume operations.
- Under Construction/Planned - facility is currently in a planning or construction phase and will likely be operating within the next twelve months.
- Sold - facility has been sold. Please provide new owner company, contact name, and telephone and/or email address.

After initial collection, this information will be preprinted on the form. If a change in status occurs, please update the information.

2.2 What month and year did the facility begin or is expected to begin commercial operation?

Report the month and year that the facility first began or is expected to begin producing densified biomass fuel product(s) for commercial sale. If the original date is unknown, please report the date the current owner began operations and put a note in the comment section to that effect. After initial collection, this information will be preprinted on the form.

**2.3 What is the current maximum annual production capacity at this facility?
If the entire facility is in a planning or construction phase, skip to Question 2.6.**

Report the maximum annual production capacity possible with the presently installed equipment, in short tons per year.

**2.4 What is the total installed horsepower of the pellet extrusion machinery at this facility?
If the entire facility is in a planning or construction phase, skip to Question 2.6.**

Report the sum of the installed horsepower for extrusion machinery at the plant.

**2.5. If the pellet extrusion machinery was not fully utilized during the month, choose the applicable explanations. Choose all that apply.
If the entire facility is in a planning or construction phase, skip to Question 2.6.**

Choose an explanation for a significant discrepancy between potential production based on available machinery as measured by HP and maximum annual capacity as measured in tons per year. Limiting factors include shortage of raw materials, drying capacity, grinding capacity, pelletizing capacity, and/or lack of market. Other reasons may be written in.

2.6 What is the planned maximum annual production capacity at this facility?

Report the maximum annual production capacity possible that is planned to be operational within the next twelve months in short tons per year. If no new or additional capacity is planned, report the same value as Question 2.3.

2.7 What is the planned total installed horsepower of the pellet extrusion machinery at this facility?

Report the sum of the planned installed horsepower for extrusion machinery at the plant.

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PART 3. DENSIFIED BIOMASS PRODUCTION AND INVENTORY INFORMATION

3.1 For each type of feedstock received during the reporting period, what is the volume in short tons and the total delivered cost in whole U.S. dollars (USD)?

Select the Feedstock Type, the Wood Type (hardwood or softwood), the Wood Source, and the Units (bone dry or green) from the dropdown lists. Report the quantity received in short tons and the total delivered cost, including transportation and taxes, in whole U.S. dollars for each feedstock type received during the reporting period. If feedstock is sourced from entity owned forests, residual materials from onsite operations, or other resources without cost, report zero for cost. Aggregate by feedstock type, wood type, wood source and units. Report the feedstock actually received during the reporting period (month). Do not attempt to report the feedstock volumes actually used to produce products during the reporting period. If no cost is involved, report zero for cost. If the feedstock type is not listed, choose Other and provide the name of the feedstock in the space below.

Feedstock Types	Units	Wood Type	Wood Source
Roundwood (timber quality, typically ten inches diameter or more)	Green Short Tons	Softwood	Natural Forests (private)
Roundwood (pulpwood quality less than five inches in diameter at breast height)	Bone Dry Short Tons	Hardwood	Planted Forests (private)
Roundwood (pulpwood quality five inches or more in diameter at breast height)			Public Forests
Wood Chips from Chip Mill			Other (specify)
Wood Chips, Slabs, Sawdust or Edges from Sawmills Manufacturing			Unknown
Logging Residues (trimmings and limbs)			
Unmerchantable Wood (e.g. on-spec wood, diseased and rotted wood, etc.)			
Bark debris)			
Agricultural By-Products			
Dedicated Energy Crops			
Other (please specify below)			

3.2 In the reporting period, did the mill utilize any portion of the above feedstock for uses other than transformation into densified biomass products, such as to operate the mill, produce electricity (combined heat and power) or other beneficial use of energy produced (such as heating/cooling)?

If the feedstock reported in Question 3.1 is utilized for purposes other than conversion to a densified biomass product, report the tons used in the reporting period for mill operations, the megawatt-hours of electric power produced in combined heat and power operations, and/or state the type of beneficial use (such as heating or cooling, steam sales or other uses not associated with the densified biomass fuel manufacturing).

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3.3 What is the quantity and what are the characteristics of each type of densified biomass fuel product produced during the reporting period?

Select the Product Type from the dropdown list. Provide the Quantity in short tons. Provide the Thermal (heat) Content of the Product Type in Btu per pound. For help in converting units see Page 6, Additional Information. Provide the Ash and Moisture Contents as a percentage by weight. Use average values for thermal, ash, and moisture contents. Use as many lines as needed to accommodate all Product Types produced at the facility. If the product type is not shown in the list, choose Other and provide the product and any certifications in the space provided.

Product Type
 Wood Pellets Premium (PFI Certified)
 Wood Pellets Standard (PFI Certified)
 Wood Pellets Utility (PFI Certified)
 Wood Pellets Premium (not certified)
 Wood Pellets Standard (not certified)
 Wood Pellets Utility (not certified)
 Wood Pellets ENPlus A1
 Wood Pellets ENPlus A2
 Wood Pellets ENPlus B
 Compressed Bricks
 Compressed Logs
 Briquettes
 Other (please specify below)

3.4 How much product was stored as inventory at the facility or offsite, such as at ports, at the end of the reporting period?

Select the **Product Type** from the dropdown list. Provide the amount in **Inventory** stored in short tons. Include 'super sacks' in bulk inventory. If the product type is not listed, use Other and write in the product type in the space provided.

Report in short tons, the amount of bagged and bulk product stored onsite. Include 'super sacks' in bulk inventory. Include inventory held in offsite storage facilities owned by the company, such as at port silos. Do not double count inventory at offsite storage facilities serving multiple facilities. You may allocate offsite inventory among multiple facilities if appropriate, or provide a total offsite inventory on one facility's report and provide a comment to explain the value.

Product Type
 Premium Bulk
 Premium Bagged
 Standard Bulk
 Standard Bagged
 Utility Bulk
 Bricks
 Logs
 Briquettes
 Other (please specify below)

3.5 How many Full-time Equivalent (FTE) direct employees were employed in the densified biomass fuel production operations at this facility during the current reporting period? Only operating facilities should report employee numbers; planned or under construction facilities should not report this.

Report the number of FTE direct employees employed in the densified biomass fuel product manufacturing plant. Do not include employees indirectly supporting the plant, such as in logging or transporting of feedstock.

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PART 4. PRODUCT SALES AND REVENUE INFORMATION

4.1 Of the products sold in the U.S. domestic market, what was the quantity sold at retail and at wholesale during the reporting period, and what was the associated revenue?

Select the **Product Type** from the dropdown list. Report the quantity in short tons of densified biomass fuel sold for consumption within the U. S. Report the revenue received as Free On Board at the plant (excludes transportation to customers). Report the total revenue received (not averages) in whole U.S. dollars (USD). Retail sales are to direct end users of the products. Wholesale sales are to entities intending to resell the product within the U.S.

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<p>Product Type</p> <p>Wood Pellets Premium (PFI Certified)</p> <p>Wood Pellets Standard (PFI Certified)</p> <p>Wood Pellets Utility (PFI Certified)</p> <p>Wood Pellets Premium (not certified)</p> <p>Wood Pellets Standard (not certified)</p> <p>Wood Pellets Utility (not certified)</p> <p>Wood Pellets ENPlus A1</p> <p>Wood Pellets ENPlus A2</p> <p>Wood Pellets ENPlus B</p> <p>Compressed Bricks</p> <p>Compressed Logs</p> <p>Briquettes</p> <p>Other (please specify below)</p>

4.2 Of the products sold in the export market, what was the quantity sold at retail and at wholesale during the reporting period, and what was the associated revenue, export port and destination country?

Select the **Product Type** from the dropdown list. If the Product Type is not listed, choose Other and provide the Product Type in the space below. Report the **Quantity** in short tons at **Retail** (directly to the end user) and at **Wholesale** (for resale). Report the **Revenue** received for each sale as Free On Board at the plant (excludes transportation to customers, port costs/fees or other costs associated with export). Report the total revenue (not averages) in U.S. whole dollars (USD). Report the **name of the Port of Export** and the **Destination Country**. If the country cannot be determined, report **UNKNOWN**.

Use as many lines as needed to describe each Product Type sold, the type of sale and the destination port or country for shipments made during the reporting period.

<p>Product Type</p> <p>ENPlus A1 Bulk</p> <p>ENPlus A2 Bulk</p> <p>ENPlus B Bulk</p> <p>Other (please specify below)</p>

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DEFINITIONS

Ash - Noncombustible matter contained in the densified biomass fuel product. The amount of ash, measured on a percentage by weight basis, affects the burning characteristics of a fuel. In general, utility grade densified biomass fuel is higher in ash than premium grades.

British Thermal Units (Btu) -The quantity of heat required to raise the temperature of 1 pound of liquid water by 1 degree Fahrenheit at the temperature at which water has its greatest density (approximately 39 degrees Fahrenheit).

Commercial Operation - Original month and year the facility began production of products for sale.

Conversion from Metric to Short Tons - One metric ton equals 1.1023 short tons.

Conversions to Btu per Pound - To convert from kilojoules (KJ) per metric ton to Btu per pound:

1 KJ = (.947817) Btu
1 Metric Ton = (1.1023*2000) pounds
To convert from million Btu per ton (MMBtu/ton) to Btu per pound:
MMBtu per ton /.002 = Btu/lb

Densified Biomass Fuel Product - Raw biomass that has been condensed into a high energy density and homogenously sized product, such as wood pellets, intended for use as fuel.

Destination Country - Country where exported product is destined to arrive.

Export Port - Domestic port where product is loaded for export.

Feedstock Types - Raw biomass intended for densification purchased and received at the facility during the reporting period. Report the volume as received, not the volume actually converted into product in the reporting period.

Roundwood (timber quality, typically ten inches diameter or more) - Roundwood typically classified as timber, can be five to ten inches in diameter

Roundwood (pulpwood quality less than five inches in diameter at breast height) - Roundwood, whole-tree chips, or wood residues used for the production of wood pulp, typically less than five inches in diameter.

Roundwood (pulpwood quality five inches or more in diameter at breast height) - Roundwood, whole-tree chips, or wood residues used for the production of wood pulp that is five inches or more in diameter.

Wood Chips from Chip Mill - Chips produced at a chipping mill of unknown origin.

Wood Chips, Slabs, Sawdust or Edges from Sawmills - Sawmill residues in the form of sawdust, chips, shavings, slabs or edges.

Residual Wood Chips, Shavings, or Sawdust from Wood Product Manufacturing - Residual wood material from consumer product manufacturing facilities.

Logging Residues (trimmings and limbs) - Residual trimmings, limbs, chips, or sawdust from logging activities.

Unmerchantable Wood (e.g. off-spec wood, diseased and rotted wood, etc.) - Wood otherwise unsalable.

Bark - Bark from all sources.

Post-Consumer Wood Products (pallets or crates, construction debris) - Wood from pallets, crates or other post-consumer biomass waste.

Agricultural By-Products - Straw, corn cobs or stalks, or other crop residues or by-products.

Revenue Free on Board (FOB) at Plant - Revenue received for sales of product, excluding costs or revenue due to transportation to or from plant, sales taxes, tax incentives, rebates, insurance, etc.

Full-time Equivalent (FTE) Direct Employees - The full-time equivalent of the employees onsite at a production facility, directly employed by the company which owns and/or operates the facility

Moisture - The water content of a substance (a solid fuel) as measured under specified conditions being the "dry basis." Moisture content in densified biomass fuel is significantly reduced from the raw biomass feedstock, creating a higher density and thermal energy product. Moisture content should be reported as percentage by weight.

Product Types - Densified products such as pellets, bricks, logs or biquettes and the grade or certification standard met for the product.

Reporting Period - Calendar year and month covered in a single submitted report. Data reported should be inclusive of the calendar month for the report. If data are based on other than a calendar month, please provide a comment to describe the reporting period covered by the data.

Retail Sales (to end users) - Sales of product directly to the end user. Retail sales do NOT include sales to distributors, brokers or other entities with intent to resell the products.

Short Tons - Two thousand pounds.

Thermal (Heat) Content - The quantity of heat expressed in Btu contained in one unit of fuel. For the purposes of this report, Btu per pound of densified biomass fuel should be reported. Commonly, the value will fall between 5,000 and 12,000 Btu per pound (Btu/lb).

Total Delivered Cost (for feedstocks) - Cost of feedstock delivered to plant including all cost components (transportation, commodity costs, taxes, handling, etc.).

Units - Green Ton (GT) = 2,000 lbs of fresh cut woody material at a "green" moisture content
Bone Dry Ton (BDT or DT) = 2,000 lbs of woody material at 0% moisture content

Wholesale Sales (for resale) - Sales of products to entities that will resell the products to end users.

Wood Type - Softwood - Gymnosperm (seeds produced without covering, usually in cones) trees
Hardwood - Angiosperm (seeds produced with a covering) trees