



# GGLS4 – Transaction and Product Certificate

## Green Gold Label Program

### Introduction & scope

The quality management system of GGL certified products is focussed on a tracing system for biomass from (residual) products (and its energy produced) back to the responsible source.

The proven responsible source of the biomass is realised in the GGL system by the following:

- declarations of certified suppliers which are verified;
- a certified quality management system at the supplier's end;
- certificates pertaining sustainability of sources;
- certificates of clean shipment and clean storage and transport space;
- Transaction Certificates that guarantee that claims of GGL-approved sustainability of the shipment have been made rightfully.

Biomass originating from (residual) products from agricultural, forestry and related branches can be accepted within the GGL standard scope. The biomass shall consist of organic material that comes from responsibly managed woods, (public) zones of vegetation and agricultural sources according to the GGL principles and standards.

A GGL Transaction Certificate is issued on a defined amount of material (such as a delivery within a contract) when it complies with the principles of GGLS4. If the sold batch of material consists of material that (partly) was covered by a previous Transaction Certificate, a Transaction Certificate can only be made when the previous Transaction Certificate has been revoked.

The GGLS4 standard consists of 2 functional parts (principles):

- Chain of custody
- Power plant

All necessary documents for transaction certification are collected in an (electronic) document file. This file is called the Green Gold Label file. A GGL file, which contains all necessary documentation, is the basis and forms the evidence for issuing a GGL Transaction Certificate.

### Confidentiality

The GGL file serves as the basis of the certificate. The information in the GGL file shall be treated as confidential by the Certification Body. A GGL file is kept for 5 years after approving or disapproving a GGL Transaction Certificate. The file can be used during accreditation audits or investigations initiated by the GGL foundation, such as arbitration. Only independent Certification Bodies that are accepted by the GGL foundation can perform these investigations after having signed a confidentiality agreement.

### Green Gold Label file

The delivered biomass/material shall be identified as:

- GGL-Certified
- GGL-Controlled

A Transaction Certificate can include both GGL-Certified or GGL-Controlled claimed material. Only GGL certified companies (participants) can apply for a Transaction Certificate.

The complete GGL file includes the following:

- Cover letter with reference to all evidences.
- Transaction Statement.
- Copy of Transaction Certificates of all delivering parties (N/A for the first part in the chain)
- Transport documents for all transports from the trader to the recipient

## GGLS4 – Transaction and Product Certificate

- Valid certificates of cleanliness of all means of transport and storage from origin to recipient
- Other document identified as relevant to the certificates.

A Transaction Statement is drafted by the applicable GGL participant and submitted to its Certification Body. After review and approval by the Certification Body is a Transaction Certificate issued for the specified transaction between two parties.

A Product Certificate is issued at the end of the supply chain when multiple Transaction Certificates and additional information (as a transaction statement) from the end-user (e.g. a power plant) is approved and reviewed by the Certification Body.

Storage facilities should always be included in the GGLS1 scope. In this case the following documents will be waived if procedures are in place for regular inspections by the party that is being audited:

- transport documents and cleanliness certificates for any transport between production facility and storage location,
- cleanliness certificate for the storage facility itself

The first participant in the chain of custody can apply for a Transaction Certificate (generally the biomass producer). The Transaction Certificate needs to be forwarded to the next party in the chain. Upon receipt, this party can request the next Transaction Certificate.



**Schematic overview of Transaction Certificates and Transaction Statements**

### Glossary

See GGL Glossary

## Principles

Principle 1	Chain of custody Transaction Statements
Criteria	<ol style="list-style-type: none"> <li>1.1 The Transaction Statement, as such made by the participant, shall comply with the following:             <ol style="list-style-type: none"> <li>1.1a The statement has to come from a GGLS1 certified participant.</li> <li>1.1b The statement shall indicate the same mass as the total weight of the physical shipment or batch.</li> <li>1.1c The statement has to be signed.</li> <li>1.1d It shall state the correct calculated total emissions from the use of the fuel (E) as covered under the GGLS1 calculation sheet.</li> <li>1.1e Shall use the template as shown in document 4a (transaction statement) of this standard.</li> </ol> </li> <li>1.2 The Transaction Statement (submitted by the participant to the Certification Body) shall be accompanied by one or more valid signed Raw Material Statements (document 1b), if applicable to the transaction.</li> <li>1.3 Transport documents for all transports from the seller to the recipient should be available. Only internationally and nationally recognized transport documents (e.g. “Bill of Lading”) are valid</li> <li>1.4 All relevant information shall be made available to the Certification Body regarding the claimed information on the Transaction Statement.</li> <li>1.5 Valid certificates of cleanliness of all transport and bulk handling equipment shall comprise the point from which the material leaves the GGLS1 system until the point at which the recipient receives the GGLS1 material as covered by the Transaction Statement.</li> <li>1.6 Valid certificates of cleanliness shall comply with one the following ways of issuance:             <ol style="list-style-type: none"> <li>1.5a Either via an independent ISO 17020 accredited inspection body</li> <li>1.5b Via a non ISO 17020 accredited inspection body meeting the same requirements. <i>Note: only possible after written approval by the GGL Foundation.</i></li> </ol> </li> <li>1.7 Copies of the Transaction Certificates from previous supplier(s) shall be included.</li> <li>1.8 The Transaction Certificate shall comply with all GHG and energy savings and data requirements as stipulated in GGLS 1 (principle 10) and instruction document 1a.</li> </ol>
Principle 2	Power company
Criteria	<ol style="list-style-type: none"> <li>2.1 The power company receiving GGL biomass and transferring it into energy shall request a product certificate based on the Transaction Certificate as an evidence that the material has actually been used to generate energy and not been sold on.</li> <li>2.2 In order to issue a Product Certificate, the following documents are required: Transaction Certificate, Transaction Statement and transport documents of all included shipments.</li> <li>2.3 A signed statement by the power company management that in the period to be covered by the product certificate the designated amounts of biomass mentioned on the specified Transaction Certificates has factually been fed into the energy plant.</li> <li>2.4 All product certificates shall comply with the following:             <ol style="list-style-type: none"> <li>2.4a The Transaction Certificates shall be issued to GGLS1 certified producers or GGLS1 certified traders.</li> <li>2.4b The requesting power plant shall be GGLS6 certified.</li> <li>2.4c The Product Certificate shall state the total amount of material sold in that batch. It shall also state the calculated total emissions from the use of the fuel (E).</li> </ol> </li> </ol>

## GGLS4 – Transaction and Product Certificate



- 2.5 The Product Certificate shall comply with all GHG and energy savings and data requirements as stipulated in GGLS 1 (principle 10) and instruction document 1a.

Note: if a power plant decides not to process the biomass material itself, but to sell it on to another party, the power plant will be considered as a trader and the documents as stated under principle 1 will apply.

### **Transaction & Product Certificate**

When the above-mentioned certificates, documents and statements fully comply with the relevant principles and criteria from this standard can a Certification Body issue a Transaction or Product Certificate The GGL file shall be kept by the approved Certification Body at least 5 years after the date of issuing the Transaction Certificate. Transaction and Product Certificates shall be drafted as shown in Annex A and B of this standard.



## Annex A. GREEN GOLD LABEL TRANSACTION CERTIFICATE

1. Issuing body or authority (name and address) CONTROL UNION CERTIFICATIONS P.O. BOX 161 8000 AD ZWOLLE THE NETHERLANDS	2. Serial number of the certificate PPPPPP.2012.TC0000
3. Seller of the product (name and address) COMPANY STREET ZIP CODE, LOCATION COUNTRY	4. Trade name of the product WOOD PELLETS 5. Country of dispatch COUNTRY
6. Consignee (name and address) COMPANY STREET ZIP CODE, LOCATION COUNTRY	7. Country of destination COUNTRY 8. Address of destination STREET ZIP CODE, LOCATION, PORT
9. Marks and numbers. Container No.(s). Numbers and kind. Date on consignment: Date of Bill of Lading or transport documents: Shipment number : Vessel name (if applicable):	12. GHG emission-value (E) per batch GHG emission-value/MT Production Truck Train Sea
10. Gross mass (load port) XX,XXX.XXX MT	Total Average GHG emission/MT
11. Net mass (discharge port) XX,XXX.XXX MT	XX,XXX.XXX kg CO <sub>2</sub> /MT
13. Declaration of the body issuing the certificate This is to certify that the products designated above have been obtained in accordance with the appropriate Standard of the Green Gold Label Foundation, as set out and monitored by the control body mentioned in box 1. Notwithstanding this certificate, the legal owner of the product will remain accountable for the quality of the product and its compliance with applicable GGL requirements. Such accountability can under no circumstances be transferred to the Certification Body responsible for issuing this certificate, or the "Stichting Green Gold Label" as the legal owner of the GGL standards. Neither the certification body issuing this certificate nor the "Stichting Green Gold Label" can be held liable in any way based on this certificate. Only the consignee mentioned in this certificate (Box 6) is entitled to make a reference to the purchased Green Gold Label biomass, and only if in doing so the (aggregate) amount of purchased biomass is stated in tonnes. The seller of the product will not in any way be made liable for any incorrect claims that are made by its predecessors (in case of prior transactions).	
14. Place and issue of the certificate Date Name and signature of authorised person On behalf of the Managing Director	Stamp of issuing body

**\*Explanatory notes**

Box 1: Control Body for the compliance with GGLS4 Standard of the Green Gold Label Foundation.

Box 3: The Company that carried out the last operation (processing, packaging, labelling) on the batch.

Box 6: The address of the company where the batch will be delivered.



**Annex B. GREEN GOLD LABEL PRODUCT CERTIFICATE**

2. Issuing body or authority (name and address) CONTROL UNION CERTIFICATIONS P.O. BOX 161 8000 AD ZWOLLE THE NETHERLANDS	2. Serial number of the certificate PPPPPP.2012.PC0000
3. Seller of the product (name and address) COMPANY STREET ZIP CODE, LOCATION COUNTRY	4. Trade name of the product WOOD PELLETS
	5. Country of dispatch COUNTRY
6. Consignee (name and address) COMPANY STREET ZIP CODE, LOCATION COUNTRY	7. Country of destination COUNTRY
	8. Address of destination STREET ZIP CODE, LOCATION, PORT
9. Marks and numbers. Container No.(s). Numbers and kind.  Date on consignment: Date of Bill of Lading or transport documents: Shipment number : Vessel name (if applicable):	12. GHG emission-value (E) per batch GHG emission-value/MT  Production Truck Train Sea
10. Gross mass (load port)  XX,XXX.XXX MT	Total
11. Net mass (discharge port)  XX,XXX.XXX MT	Average GHG emission/MT  XX,XXX.XXX kg CO <sub>2</sub> /MT
13. Declaration of the body issuing the certificate  This is to certify that the products designated above have been obtained in accordance with the appropriate Standard of the Green Gold Label Foundation, as set out and monitored by the control body mentioned in box 1.  Notwithstanding this certificate, the legal owner of the product will remain accountable for the quality of the product and its compliance with applicable GGL requirements. Such accountability can under no circumstances be transferred to the Certification Body responsible for issuing this certificate, or the "Stichting Green Gold Label" as the legal owner of the GGL standards.  Neither the certification body issuing this certificate nor the "Stichting Green Gold Label" can be held liable in any way based on this certificate.  Only the consignee mentioned in this certificate (Box 6) is entitled to make a reference to the purchased Green Gold Label biomass, and only if in doing so the (aggregate) amount of purchased biomass is stated in tonnes.  The seller of the product will not in any way be made liable for any incorrect claims that are made by its predecessors (in case of prior transactions).	
14. Place and issue of the certificate  Date  Name and signature of authorised person  On behalf of the Managing Director	Stamp of issuing body

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