

Non-Domestic Renewable Heat Incentive (RHI)

www.ofgem.gov.uk

February 2016

Non-Domestic

Easy guide to Periodic Data Submissions

Taking and submitting meter readings are part of your ongoing obligations. You need to make sure you get the timing right and that the readings are submitted correctly, as they determine how much you get paid. Continued late submission of data and / or the failure to take readings at the required time may result in compliance action being taken.

Like anything, it's easy when you know how. This guide will help you get it right. It includes:

- what you need to submit to Ofgem
- getting the timing right – when to take and submit your meter readings
- checks you should do when taking and submitting meter readings
- how payments are calculated and when you'll receive them
- action you may need to take to make sure you're complying with your other ongoing obligations.



Taking meter readings and submitting meter readings at the right time

The starting point

Subject to compliance with all your on-going obligations, your RHI periodic payments start accruing from your date of accreditation. The date of your accreditation (titled 'Effective accreditation date') can be found in the letter you receive from us when you've been accredited to the scheme.

All participants need to take and submit meter readings in kWhth periodically, using Ofgem's RHI Register, starting from your date of accreditation. These meter readings will be used to calculate the heat output data, including the Eligible Heat Output (EHO) for your installation. The EHO determines the payments you will receive.

If you have a heating system with an installed capacity below 1MWth, you need to take and submit meter readings quarterly from this date. For example, if your date of accreditation was 10 April 2015, the quarterly meter reading date for your first reading would be 9 July 2015.

People with heating systems with an installed capacity of **1MWth and above** are required to **take and provide meter readings monthly**.

When to take meter readings

For each quarterly meter reading date (or monthly date if your installation has an installed capacity of 1MWth or above) you have a three day window either side of it to take the meter reading. For example, if your quarterly meter reading date was 10 July 2015 you could take the meter reading any date between the 7 and 13 July 2015.



Checks when taking meter readings

- Check your meter is configured to take readings in kWhth (kilowatt hours of heat). All meter readings must be provided in kWhth but some heat meters measure in MWhth (megawatt hours of heat). If your meter is measuring in MWhth, you need to convert the reading to kWhth. See the table below to help you do this.
- Check the meter display is showing the correct screen – it should be displaying cumulative heat energy, in units of kWhth. On some meters you may need to press a button to scroll past other readings showing volumes, temperatures, power data, or historical readings.
- Check the number of decimal places on the meter and compare with the previous reading that was taken on the same meter.
- Check that the meter serial number is the same as the one on your application form, to make sure you're recording a reading from the right meter. It may be helpful to have the schematic diagram of your installation to hand as a useful reference.

Converting MWh to kWh

Use this table to help you convert MWh (megawatt hours) to kWh (kilowatt hours)

Your meter reading says	Your meter reads in	Conversion to what we require (kWhth)	Reading in kWhth (no decimals)
1,000	kWhth	No conversion	1,000
1,000.1	kWhth	No conversion	1,000
10	MWhth	Multiply by 1,000	10,000
10.00	MWhth	Multiply by 1,000	10,000
100.10	MWhth	Multiply by 1,000	100,100
1,001	MWhth	Multiply by 1,000	1,001,000
1,001.50	MWhth	Multiply by 1,000	1,001,500

When to submit meter readings

You must submit meter readings on the RHI Register within one calendar month, at the very latest, from your quarterly meter reading date. So if your quarterly meter reading date was 10 July 2015, the latest date to submit the meter readings would be 9 August 2015.

To avoid missing date deadlines, use our data submission [Date Calculator](#) spreadsheet. All you need to do is enter your date of accreditation and click anywhere on the spreadsheet. It then automatically populates all the dates on which you must take meter readings and when they need to be submitted by.



How to submit meter readings (as of 14/09/2015)

To submit meter readings, follow these easy steps:

- ✓ Sign in to the RHI Register.
- ✓ Select the **'Periodic Data'** tab at the top of the screen.
- ✓ Select **'View/Submit/Edit Periodic Data and Fuel Measurement'** option to add periodic data.
- ✓ Select the relevant installation and submission period from the drop down menu and then select **'Continue'**.
- ✓ Select **'Record/Submit'** to add periodic data. You will see a meter grid based on your accreditation application where you should fill in the meter readings and dates for each meter.
- ✓ After you enter your meter reading information you should select **'Calculate EHO/Payment Details'** to calculate your heat output data, including eligible heat output and payment.
- ✓ If any exceptions are raised by the system you must provide a response prior to submitting the data.
- ✓ Select the **'Enter Sustainability Information'** section at the top of the screen and enter the relevant fuel information for the quarter (relevant to biomass, biogas and biomethane only). Click **'Back to Periodic Submission Page'**.
- ✓ Finally, select **'Submit'** and your submission will be sent to Ofgem for review.



If you need more help, go straight to our [Guide](#) to using the RHI Register for step-by-step screenshots and instructions.

If your accreditation application has not yet been approved or is going through an amendment you can save your data in the Register. You are unable to submit data until you have been accredited.

If you're a biomethane producer, the requirement for submitting data is slightly different. The data you need to provide and the format will have been agreed during your registration to the scheme.

Sustainability Information

From 5 October 2015 the fuels you use must meet new RHI sustainability requirements, consisting of a greenhouse gas (GHG) emissions limit and specific land criteria. This is relevant to biomass and biogas installations, and biomethane producers. You will need to report details of the fuels you have used every quarter, along with your meter readings. Please see the Non-Domestic RHI Guidance [Volume 2](#), Chapter 4 for more details.

Additional requirement for heat pump installations only

In addition to providing meter readings required to calculate your heat output data and payments, you may also be required to submit meter readings for electricity meters that measure the seasonal performance factor (SPF) of your heat pump (in kWhth). You may also be required to submit meter readings for meters measuring the heat drawn from the ground (ground loop meter) if your installation provides simultaneous heating and cooling.

If you're required to submit electricity or ground loop meter readings, these should be taken and submitted at the same time. You will know if this applies to you from the metering information you entered in your application for accreditation.

What to do if you are unable to provide meter readings

If you're unable to provide your meter readings, for example if a meter breaks, you must contact us as soon as you're aware that there's a problem submitting accurate data for the period.

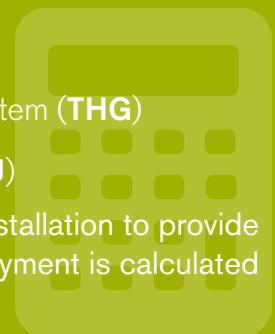
Please contact rhi.periodicdata@ofgem.gov.uk to agree the correct approach for submitting your meter readings. Please see the Non-Domestic RHI Guidance [Volume 2](#), Chapter 3 for more details on the potential provision of late data and use of estimates.

How payments are calculated

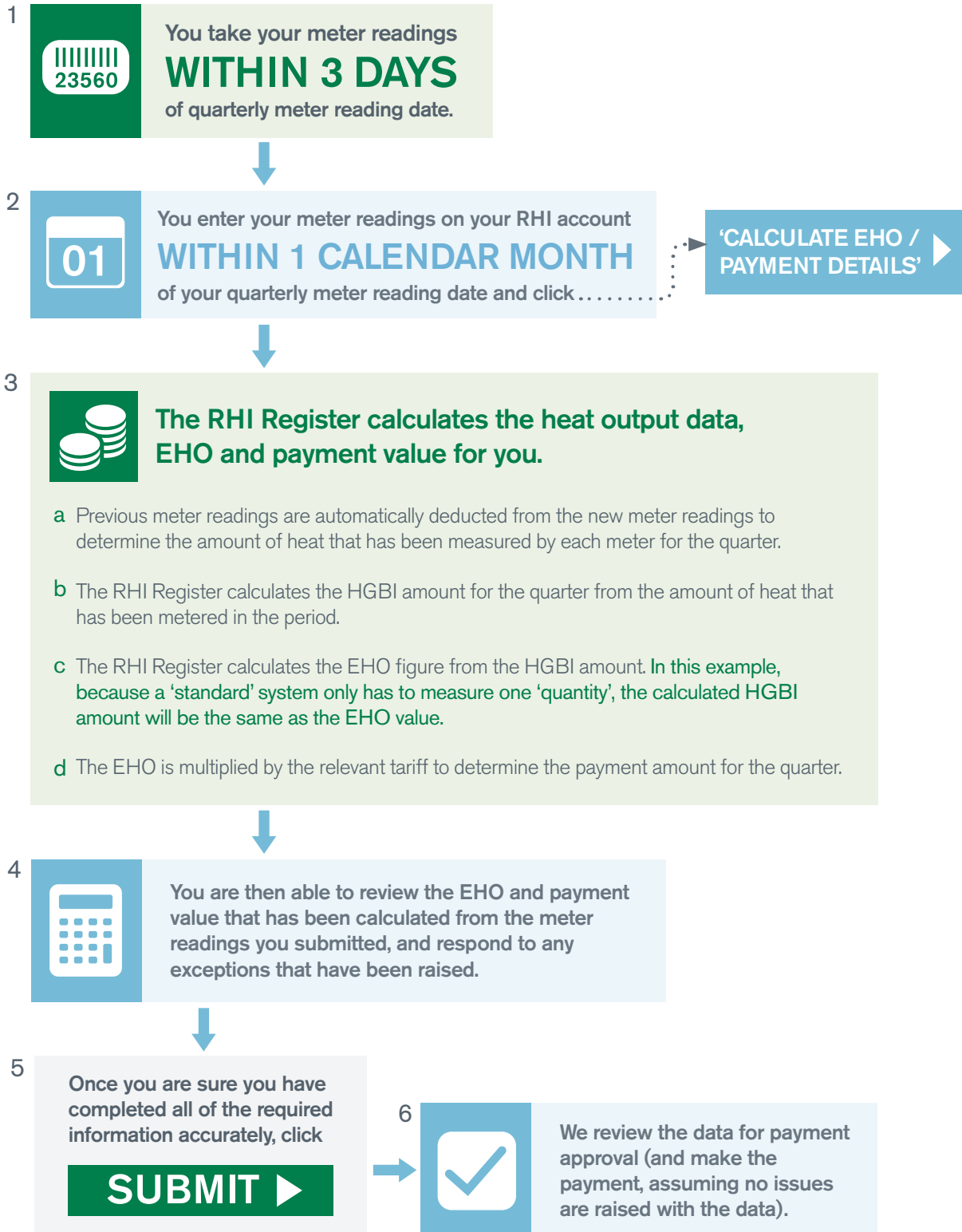
You are paid a certain amount per kilowatt hour (kWh) of Eligible Heat Output (EHO) in a quarter. How your EHO is calculated depends on your installation's metering arrangement. This classification determines what 'quantities' you have to measure in order for us to be able to calculate your EHO. These quantities include:

- Heat **G**enerated **B**y your RHI Installation (**HGBI**)
- Heat **U**sed by **E**ligible **P**urposes on the system (**HUEP**)
- Total Heat **G**enerated by all the plants supplying heat to the heating system (**THG**)
- Total Heat **U**sed on the system for eligible and ineligible purposes (**THU**)

Once calculated, your EHO is multiplied by the relevant tariff(s) for your installation to provide your payment amount for that quarter. More information about how your payment is calculated can be found in the Non-Domestic RHI Guidance [Volume 2](#), Chapter 6.



Payment example for a system classified as 'standard' that has no ineligible heat uses



Worked payment examples for systems classified as 'standard' or 'multiple' for metering purposes can be found in the Non-Domestic RHI Guidance [Volume 2](#), Chapter 6.

When you'll receive payment

Subject to your complying with all your on-going obligations you'll normally receive payment into your nominated bank account by BACS transfer within six weeks of submitting accurate data.



Make sure you comply with your ongoing obligations

Remember that to comply with the requirement of the Non-Domestic RHI Regulations there are a number of things you have to do on an ongoing basis in addition to taking and submitting meter readings. These include:

- Providing information on the RHI Register about the fuel(s) you used, and where applicable, from 5 October 2015, demonstrating each quarter that each consignment of fuel used meets the sustainability requirements. Our [Easy Guide to Sustainability](#) provides more information.
- Keeping a log of the quantity of fuel used and keeping fuel receipts for biomass heating systems **OR** keeping a log of deliveries made to the boiler house, including a record of where the harvesting has taken place **if you are sourcing your own fuel**. You will need to keep this information as part of the sustainability requirements.
- Carrying out regular maintenance of your equipment and meters in line with manufacturer instructions and keeping a record of this maintenance schedule including keeping service receipts.
- Notifying us of any changes to your heating system or heat use.

You can find out more about all of this in the Non-Domestic RHI Guidance [Volume 2](#), Chapter 4.

You may be selected for audit and / or a site inspection

You must make an annual declaration to us confirming compliance with your ongoing obligations under the RHI Regulations. Any participant may be selected for an audit and / or a site inspection.



This Easy Guide is applicable to applicants and participants on the GB Non-Domestic scheme. If you're an applicant or participant on the Northern Ireland Non-Domestic scheme then please refer to the [Northern Ireland Renewable Heat Incentive](#).

Contact us

If you have a query or need help please contact us:

By telephone: **0300 003 2289**

The Non-Domestic RHI enquiry line is open Monday to Thursday 9am-5pm and 9am to 4.30pm on Fridays.

Note: calls may be recorded.

By email: rhi.enquiry@ofgem.gov.uk

Please have your RHI application reference number to hand if you are calling or put it in the subject line of your email.