**APPENDIX B**

**SERVICE DESCRIPTION**

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# INTRODUCTION

## The Department for Transport’s Renewable Transport Fuel Obligation Unit is responsible for administering the Renewable Transport Fuel Obligations Order. This requirement seeks to gain a better understanding of dioxin contamination in the biofuel supply chain and the potential effects this may have on air quality.

# PURPOSE

## The DfT operate a process to recognise new waste biofuel feedstocks that benefit from double counting. This means that two renewable transport fuel certificates are eligible per litre of fuel supplied. Economic operators look to find novel waste materials to convert into biofuel. The DfT are aware that some of this material has been contaminated with, or is at risk of being contaminated with, a number of potentially harmful compounds. This requirement aims to gain a greater understanding of contaminants entering biofuel production pathways. Primary objectives as follows;

## Establish the potential sources and origins of dioxins in biofuel feedstocks

## Identify those feedstocks most at risk of dioxin contamination

* Establish the expected range of dioxin presence in a feedstock known to be contaminated

## Determine, through mathematical modelling, how much of the dioxin could be transferred into the finished fuel.

# background to the authority

## The Renewable Transport Fuel Obligation (RTFO) supports the government’s policy on reducing greenhouse gas emissions from vehicles and non-road mobile machinery by encouraging the production of biofuels that don’t damage the environment. The RTFO Unit sits within the Low Carbon Fuels Division of the Department for Transport’s Energy, Technology & International Directorate.

# Scope of Requirements

## What is to be delivered / outputs expectations

## A narrative literature review addressing;

## Potential sources of dioxin(s) and possible sources of dioxin(s) in biofuel feedstocks.

## Those feedstocks most at risk of dioxin contamination and the expected range of dioxin presence in a known to be contaminated feedstock.

## The concentrations that dioxins can reasonably be expected to occur in biofuels.

## Specific fuel production pathways that are most susceptible to dioxins being present in the finished fuel.

## Whether certain types of conversion plant could rule out the presence of dioxins, or others that would make them more likely.

## Whether there are tests available that can identify dioxin presence in the fuel. At what sort of scale they operate - consignment size, sample size, cost etc. To what extent would the dilution of the contaminated feedstock with other biofuels and blending with fossil fuels mitigate the situation?

## Whether any work has previously been done in this field i.e. literature reviews, modelling, fuel testing.

## Existing regulations or quality standards that control the emission of dioxins to the atmosphere from burning contaminated fuels in vehicle engines.

## Scenario modelling report addressing;

## The likely impacts of burning dioxin contaminated biofuels.

## Presentation of findings by potential provider to interested parties.

## To ensure the objectives are met;

## DfT to receive weekly updates from the potential provider.

## DfT to receive interim report detailing progress from the potential provider.

## DfT to receive a final report containing literature review and modelling scenarios.

## Potential provider to present findings to interested parties.

# service levels and performance

## The Authority will measure the quality of the Supplier’s delivery by:

### The Plan as at the effective date is set out below:

| Milestone | Deliverables  (bulleted list showing all Deliverables (and associated tasks) required for each Milestone) | Duration  (Working Days) | Milestone Date | Customer Responsibilities (if applicable) |
| --- | --- | --- | --- | --- |
| 01 | Provide DfT with weekly progress updates | Every 5 working days | Weekly | Ensure timely delivery of weekly update |
| 02 | Interim report (literature review) | After 23 working days | 13/05/15 | Ensure timely delivery of interim report |
| 03 | Contractor meeting (face-to-face) | After 28 working days | 20/05/15 | Arrange meeting |
| 04 | Modelling complete (draft report) | After 45 working days | 12/06/15 | Ensure timely delivery of draft report |
| 05 | Final report | After 57 working days | 30/06/15 | Ensure timely delivery of final report |
| 06 | Presentation of findings |  | 07/15 | Arrange a date for presentation |

### If so required by the Customer, the Supplier shall produce a further version of the Plan (based on the above plan) in such further detail as the Customer may reasonably require. The Supplier shall ensure that each version of the Implementation Plan is subject to approval. The Supplier shall ensure that the Implementation Plan is maintained and updated on a regular basis as may be necessary to reflect the then current state of the implementation of the Services.

### The Customer shall have the right to require the Supplier to include any reasonable changes or provisions in each version of the Implementation Plan.

### The Supplier shall perform its obligations so as to achieve each Milestone by the Milestone Date.

### Changes to the Milestones shall only be made in accordance with the variation procedure and provided that the Supplier shall not attempt to postpone any of the Milestones using the variation procedure or otherwise (except in the event of a Customer default which affects the Supplier's ability to achieve a Milestone by the relevant Milestone Date).]

* *Payment can only be made following satisfactory delivery of pre-agreed certified products and deliverables.*
* *Before payment can be considered, each invoice must include a detailed elemental breakdown of work completed and the associated costs.*

# [Additional Requirements]

## Payments will be made to the successful provider upon the satisfactory delivery of specific deliverables, namely the interim report (literature review), the draft report detailing modelling scenarios and a final report.

## The Potential Provider must grant a perpetual, irrevocable, worldwide, royalty free licence to the Department and the Crown, and any person authorised by either of them, to use, reproduce, publish, modify, adapt, enhance and otherwise deal with the results.

# [Location]

## The location of the services will be carried out at the premises of the successful provider.

# [PROJECT TIMETABLE]

## Key targets/milestones as follows;

|  |  |
| --- | --- |
| Key targets/milestones | Completion date |
| Work begins | 13/04/15 |
| Interim report (Literature review) | 13/05/15 |
| Contractor meeting | 20/05/15 |
| Modelling complete (draft report) | 12/06/15 |
| Final report | 30/06/15 |
| Presentation of findings | 07/15 |