

Carbon Audit Rules and Procedures

1 Introduction

Reducing greenhouse gas (GHG) emissions from agriculture is essential for Scotland to meet its carbon reduction commitments and to improve farm efficiency and profitability. Farms with a low carbon footprint are generally the most efficient.

Your carbon audit will be undertaken using the Agricultural Resource Efficiency Calculator (AgRE Calc[©]), this tool estimates the type, source and extent of GHG emissions produced from a whole farm, individual farm enterprises and products.

AgRE Calc[©] compares your carbon footprint results with that of similar enterprises in Scotland and this highlights areas where there is the potential for improvements to be made to improve the efficiency of your farm business.

The three main GHGs assessed by AgRE Calc[©] and their sources include:

- nitrous oxide (N₂O), released during the application of synthetic and organic fertilisers to the soil, from urine deposition by grazing animals and from crop residues;
- methane (CH₄), produced as a natural by-product of enteric fermentation during ruminant digestion and from management of organic manure;
- carbon dioxide (CO₂), produced by burning fossil fuels, embedded in purchased inputs and in waste disposal.

AgRE Calc[©] calculates emissions from the above sources up to the farm gate, including emissions associated with purchased inputs. Emissions that arise after outputs have left the farm are not included.

Calculated emissions are typically displayed in terms of CO₂ equivalent (CO_{2e}) as an emissions intensity (that is, CO_{2e} per unit of output), commonly known as a carbon footprint. Presenting emissions in this way enables direct comparisons to be made with the performance other farms or enterprises.

PLEASE TAKE TIME TO READ THIS DOCUMENT BEFORE REACHING A DECISION ON WHETHER OR NOT YOU WISH TO PARTICIPATE IN THE CARBON AUDIT SCHEME.



2 Scheme rules and conditions

Eligibility

Any farmer, crofter or crofting township/grazing committee who is registered in Scotland with the Integrated Administration and Control System (IACS) is eligible to receive one carbon audit per year (between 2016 and 2020). Grants will be offered on a first-come first-served basis to eligible businesses that apply, up to the limit of £500 funding per first carbon audit and £250 for each subsequent annual review.

The role of the adviser and your responsibility

The carbon audit must review a full 12-month period and be completed by an adviser accredited under the Farm Business Adviser Accreditation Scheme for Scotland (FBAASS).

The adviser must not, in relation to the business under review, be:

- a partner in the business;
- a director or shareholder in that business (if the business is constituted as a limited company);
- a close family member of such a partner, director or shareholder, or of the sole trader running that business;
- a person otherwise having a direct financial interest in that business.

The adviser must carry out the carbon audit no more than 4 months from the date of the offer letter. It is up to you to select a FBAASS accredited adviser and agree a price for delivering the service. The register of accredited advisers is maintained by Lantra, the sector skills council for Scotland's land-based, aquaculture and environmental conservation industries. Details of accredited advisers are available from the online register at: <https://www.scotland.lantra.co.uk/fbaass-search> For assistance, please telephone 0300 323 0161 or send an email to advice@fas.scot

To get the most out of the service, it is essential that you are fully involved in the process and that you provide all the information needed to give a full picture of your business. To facilitate this, it is a requirement that the adviser visits the farm business to undertake the carbon audit, or if circumstances do not allow this, that another suitable location is agreed at which you and your adviser can meet to discuss the results face-to-face and agree an action plan.

Summary of data required to prepare a carbon audit

Land and crops

- area of crops grown and woodland;
- type and quantity of fertiliser, imported organic manure and lime applied to each crop;
- area treated with pesticides and number of treatments;
- dry matter of crops;
- crop yields, including straw yields;
- quantity of home-grown feed and bedding used on the farm or sold;
- allocations of grazing land and crops used on the farm for livestock enterprises (that is, proportion to dairy, beef, etc).

Livestock

- average number of livestock on the farm and average live weights;
- number and weight of purchased and sold animals;
- quantity of wool sold (sheep);
- quantity of milk sold, and proportion of butterfat in milk (%) and protein (%);
- quantity of eggs sold (poultry);
- calving, lambing, (beef, dairy, sheep);
- daily live-weight gains (beef, dairy, pigs, poultry);



- type and quantity of purchased feed and bedding used.

Energy and waste

- quantity of electricity (kWh) and amount, in litres, of red diesel, white diesel, petrol, kerosene used on the farm (exclude private use);
- quantity of plastics waste produced (if known);
- allocation of energy used by enterprises on the farm that generate products that are sold.

It is a requirement of the carbon audit grant that you:

- follow the instructions set out in this explanatory document and in the offer letter;
- complete the Feedback and Declaration form (one document) and send it to the Farm Advisory Service as soon as you receive the adviser's final carbon audit report.

3 Confidentiality of information obtained

3.1.1 What we do with your information

- **Data and results.** Your data and results may be accessed by us or other parties (where you have given permission) to prepare aggregated benchmark data. This information will remain confidential.
- **Statistical analysis.** Your internet protocol (IP) address and the other details we collect about your use of our website may be used by us to perform technical diagnosis of our website's performance and to analyse traffic data (to gauge interest in the service, and to measure the use of the pages and features on our website).
- **Recognising you.** We may use cookies to recognise you to increase the efficiency of our website by, for example, tailoring the website to meet your preference and saving you from having to re-enter text.
- **Keeping you informed.** If you give us your consent, we may send you information by email from time to time that we believe may be of interest to you, such as newsletters and information concerning our current promotions.
- **Sharing your personal data.** If you give us your consent, we may share information so we can inform you of other services available to you via the Farm Advisory Service
- **Other disclosures.** We may also share your information with others where:
 - we have your permission;
 - we have to do so or are allowed to do so by law;
 - we have a duty to the public to reveal the information;
 - our legitimate interests mean we must share the information.

We reserve the right to cooperate with law enforcement officials in the investigation of alleged unlawful activities.

- **Transfer abroad.** To enable you to use the service, we and our service providers may share your information with organisations outside the European Economic Area (which includes the European Union, Iceland, Liechtenstein and Norway). We will not do this unless we are satisfied that your information will be processed as securely as if we were processing it ourselves.

3.1.2 Your rights

- **Primary data and results.** You reserve the right to have your primary data and results removed from AgRE Calc © at any time by emailing or writing to us.
- **Rejecting cookies.** For information about cookies and how to set your web browser to reject cookies used by this website, please visit the website set up by the Interactive Advertising Bureau (Europe) (www.allaboutcookies.org). You may not be able to access parts of this website if 'cookies' are disabled.



- **More information.** You can find detailed information about your rights under UK data protection legislation on the UK Information Commissioner's website (www.ico.gov.uk).
- **Ownership of your data.** The primary data provided by you is your intellectual property.

We will always respect your personal privacy and the requirements of the law, in particular the Data Protection Act (DPA) and in agreement with the Scottish Government's privacy policy. Further information on how we look after our information can be found at <https://www.ruralpayments.org/publicsite/futures/privacy-policy/> or in hardcopy from your local Scottish Government Area Office.

4 The application process

You can apply on-line at <https://www.fas.scot/application-forms/carbon-audit-form/> or download an application form from <https://www.fas.scot/downloads/carbon-audit-application-form/> To request a hard copy, please telephone 0300 323 0161 or send an email to advice@fas.scot. Please complete the application form online, or email it to advice@fas.scot or send it to: Farm Advisory Service, Ricardo Energy & Environment, 2nd Floor, 18 Blythswood Square, Glasgow G2 4BG. If you have any queries regarding your application, please contact the service by telephone on 0300 323 0161 or send an email to advice@fas.scot

If your application is successful, you will receive a formal offer letter and a carbon audit acceptance of offer form. Once you receive the offer, you must promptly engage an FBAASS accredited adviser to carry out the carbon audit – details of accredited advisers are available from Lantra, details of advisers are available at: <https://www.scotland.lantra.co.uk/fbaass-search> or by calling 01738 310164. As soon as you have appointed an adviser, you must complete the relevant information on the carbon audit acceptance of offer form, sign and return one copy to the Farm Advisory Service within 28 days of the date of the offer letter. If you fail to do this, the offer may be withdrawn.

If your application is unsuccessful, you will be notified by letter.

5 The grant process

Grant assistance towards the cost of the carbon audit will be paid by the Farm Advisory Service direct to your adviser's company once evidence that your carbon audit has been completed. Therefore, on the **immediate** receipt of the adviser's final carbon audit report, you must complete the feedback and declaration form (one document) and return it **directly** to the Farm Advisory Service (see address details in Section 4) as evidence that you will undertake to pay the adviser business the balance of the service and the total VAT cost. The duplicate invoice you receive from the adviser will detail the cost breakdown and what you will be required to pay.

6 Grant rates

The Farm Advisory Service will pay the adviser's company £500 towards the cost of carrying out your first carbon audit and £250 for each annual review thereafter. You will be required to pay the balance of the cost and the total VAT* (you are required to pay the total VAT as it is your business that is receiving the service.)

**Excluding VAT, except for businesses which are not registered for VAT and will not reclaim the VAT from HM Revenue & Customs, in which case the grant will be based on the total cost inclusive of VAT.*



7 Required action by the adviser for claiming grant payment

Payment of the grant to the adviser's company will be based on the Farm Advisory Service receiving confirmation that the carbon audit is complete (receipt of the feedback and declaration form) and any non-grant element of the costs, plus the total VAT that has or will be paid by the participant. When issuing an invoice to the participant, the adviser should simultaneously complete the claim form, attaching a duplicate invoice, and forward the documentation to the Farm Advisory Service.

8 Required action by the scheme participant

Immediately following the completion of the carbon audit, the participant must complete the feedback and declaration form and email it to advice@fas.scot or send it to Farm Advisory Service, Ricardo Energy & Environment, 2nd Floor, 18 Blythswood Square, Glasgow G2 4BG.

9 Complaints and appeals procedure

If you have a complaint, please contact the Farm Advisory Service and your complaint will be referred to Caroline Wood, the Programme Manager for the One-to-One Service.

Address: Farm Advisory Service, Ricardo Energy & Environment, 2nd Floor, 18 Blythswood Square, Glasgow G2 4BG.

Telephone: 0300 323 0161

Email: advice@fas.scot.

The Farm Advisory Service will make every effort to resolve a complaint quickly and will make at least an initial response within 5 working days. It may be necessary that other relevant parties are contacted to give an account of the matters that are subject to the complaint.

An issues log is maintained to ensure that all complaints and actions taken to resolve an issue are tracked. This will be reviewed by the Service Director at monthly meetings to identify if additional action should be taken.

If you feel that the Farm Advisory Service did not reach the correct decision in your case or you do not fully understand the decision, you should contact the Farm Advisory Service for a fuller explanation. If you are not satisfied with the explanation given and wish the decision to be reviewed, you should ask for a review of the decision. A review of the decision will be carried out by a Scottish Government official not involved in the original decision. A request for such a review must be received within 30 calendar days from the date of the original decision letter.

