

The Generating Unit (GU) Documentation Package is a required step in the GU registration process. A standard documentation package must be submitted for each GU, and registration may require other documents according to the characteristics of the generation facility. These include facility size, fuel type, Qualifying Facility status, and other factors as described below. **All documents must be legible, complete, and official.**

WREGIS reserves the right to require the submission of any other documentation that the WREGIS Administration deems necessary for the GU registration process. Documentation submitted to WREGIS must be complete. Redactions are not permitted except for financial information; any exceptions require approval of the WREGIS Director. For more information about guidelines, requirements, and rules governing GUs, see the WREGIS Operating Rules.

Standard Documentation Package—All Generating Units

1. Commercial Operation Date

- The Commercial Operation Date (COD) is a document issued by the utility's or Balancing Authority's interconnection or transmission department or similar authority that gives final, non-conditional approval for the GU to interconnect and produce commercial energy. This may also be known as Permission to Operate (PTO), Notice of Substantial Completion, Commenced Operation Date, etc.
- Generally, the required document does not reference a Purchase Power Agreement (PPA) and is not issued by the generator owner or the installer.

2. Utility Interconnection Agreement

- Agreement with the utility to interconnect the GU. For certain GUs, this may also be the Net Metering Agreement.

3. One-line Diagram

- The engineer's one-line (or single-line) diagram of the generation facility.

4. Purchase Power Agreement

- Contract pertaining to the purchase and sale of electricity. The rights to environmental attributes may be specified in this document.

- If no PPA or other electric-power-oriented contract or agreement exists, notification of no PPA is required.

5. Rights to Environmental Attributes

- Document showing rights to the environmental attributes. These are commonly found in a PPA and may be in other documents as well.
- If rights are held by an entity that is not the Account Holder, an explanation of the relationship between the entities must be submitted along with supporting documentation.
- If no documentation of registration rights is available, the [WREGIS Assignment of Registration Rights Form](#) may be used.

6. Revenue Meter ID

- Evidence of the revenue quality meter that will be used to report generation data to WREGIS. Documentation must include the meter ID, which must match the ID entered in the GU registration form. Examples include photo(s) of the physical meter, screenshot(s) of the metering software system (which must also include the GU name), or other similar documentation.
- WREGIS will not accept a drafted document (such as an email, Word, or Excel document) in which the meter ID is listed.

7. WREGIS Acknowledgement of Station Service

- By completing the [WREGIS Acknowledgement of Station Service](#) (WASS), the registering Account Holder acknowledges:
 - Certificates will not be issued for station service.
 - Certificates will only be issued for defined fuel/technology categories in WREGIS.
- The [WREGIS Program Administrator \(PA\) Advice Letter](#) contains more information on station service. Review this before completing and submitting the WASS.

Generating Units 1 MW (AC) nameplate capacity or greater, in the U.S.

EIA 860 Annual Report

- Report issued by the U.S. Energy Information Administration (EIA). If the GU has achieved Commercial Operation Date (COD) within the past year, and no annual report is available, submit the application document **and** an email from the U.S. EIA confirming the facility name and plant code.
- This document is not needed for GUs less than 1 MW or those located outside the U.S.



Generating Units registering as a Qualifying Facility (QF)

Qualifying Facility Form 556

- If the GU is a QF according to the Public Utility Regulatory Policies Act of 1978 (PURPA), you may indicate this in the GU registration form.

Multiple fuel types (excluding Incremental Efficiency Hydro)

Multi-fuel Methodology

- Review 5.3.4 of the WREGIS Operating Rules and submit a multi-fuel method that meets all requirements detailed in the WREGIS Operating Rules Appendix B-3.
- Become familiar with the [WREGIS Account Holder Multi-Fuel and Aggregated Meter Allocation](#) document.

Incremental/Efficiency Hydroelectric Water fuel type

Incremental/Efficiency Hydroelectric Water (IEH) Intake Form

- An approved intake form from one or more state, provincial, or voluntary programs in the WECC region. The Program Administrator must submit the Intake Form directly to the WREGIS Administrator. Contact information for WREGIS state, provincial, or voluntary program administrators can be found in the [WREGIS Active Account Holders](#) report.

Cogeneration Electricity/Thermal fuel type

Cogeneration Electricity/Thermal Fuel Type Intake Form

- Review Appendix G Thermal Renewable Energy Certificate (TREC) of the WREGIS Operating Rules.
- An approved intake form from one or more state, provincial, or voluntary programs in the WECC region. The Program Administrator must submit the approval documents directly to the WREGIS Administrator. Contact information for WREGIS state, provincial, or voluntary program administrators can be found in the [WREGIS Active Account Holders](#) report.

Small-Scale Aggregate (SSA) Groups

- Review Appendix F of the WREGIS Operating Rules.
- Preapproval for SSA registrations is required. To qualify as a Small-Scale Aggregator, you must contact the WREGIS Administrator at wregisadmin@wecc.org or by phone at (888) 225-4213.



- Do not create SSA registrations or submit documentation until you have been preapproved by the WREGIS Administrator.

Submitting Documentation

Upload all documents through your WREGIS account using the Secure Document Upload tool. See the [Account Holder Secure Document Uploading](#) guide for step-by-step instructions.

If you have questions, please contact us by email at wregisadmin@wecc.org.

