

A generating unit (GU) represents a generation facility that has been registered in WREGIS.

Generating unit registration is a multi-step process. All steps must be complete before a WREGIS Administrator may approve the GU. GUs must be approved before generation data can be reported and certificates issued. Only WREGIS Account Holders with an account in “approved” status are eligible to register GUs.

### The Generating Unit Registration Process



## 1. Complete the Generating Unit Registration Form

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The GU registration form contains a range of information, including generation facility details, contact information, metering and reporting, and state/provincial/voluntary program participation. When you submit the form, the WREGIS Administrator will be notified. You will receive a confirmation email within one business day.

**Completing the form is only the first step.** Your GU will not be eligible for certificates until all steps in the registration process are complete.

Every generation facility has qualities and characteristics that make it unique. Those characteristics may require a specific registration format. If you have questions about how your facility should be registered, please contact the WREGIS Administrator ([wregisadmin@wecc.org](mailto:wregisadmin@wecc.org)).

## 2. Submit the Documentation Package

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You must submit a standard documentation package for each GU registration. Other documents may be required according to the characteristics of the registered facility, such as facility size (nameplate capacity), fuel type (Multi-Fuel, Incremental Efficiency Hydro, Cogeneration/Thermal), Qualifying Facility status (PURPA Act of 1978), and other factors.

The [Generating Unit Registration Guide - Documentation](#) lists the documentation requirements and provides instructions on how to submit documentation.

### 3. WREGIS Administrator Review

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After you have submitted the registration form and documentation package, the WREGIS Administrator will review the materials. During the review process, the WREGIS Administrator may have questions about the information included on the registration form, the documents submitted, characteristics of the facility, or the Account Holder registering the unit. All questions must be resolved for the GU to be eligible for approval.

The review and approval process can be lengthy and it depends on the completeness and accuracy of the GU registration form, the quality of the documentation package, Account Holder responsiveness, and the time needed to resolve questions.

GU review and approval is a two-stage process:

1. **Preliminary Review:** After you complete and submit the GU registration form, you must submit documentation. WREGIS staff will review submitted documentation *within 10 business days of receipt*. During this review, WREGIS staff will contact you if other documentation or information is needed. Such requests may delay the review process.
2. **Approval Queue:** After the preliminary review is complete, the GU is placed in the approval queue. GUs in the queue are reviewed *within 10 business days* on a first-in, first-out basis. WREGIS staff will contact you if more information is needed for approval.

Once the approval queue review has been completed, the WREGIS Administrator will change the GU status to “Approved” or “Rejected.” If an asset is rejected, WREGIS will provide you with details about the rejection.

### 4. Generating Unit Maintenance

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GUs require maintenance, including ad hoc updates and an annual review. Any changes to a GU must be made in the Generator Information section (i.e., the GU registration form) in WREGIS.

- **Ad hoc Updates:** Account Holders update the GU registration form as changes to the generation facility occur.
- **GU Annual Review:** Account Holders must complete an annual review for each GU. The annual review deadline is based on the date the GU is approved in WREGIS. Instructions for [Completing the GU Annual Review](#) can be found on the WREGIS website.

While certain information may be updated by the Account Holder, key fields may only be modified by the WREGIS Administrator. Please contact the WREGIS Administrator ([wregisadmin@wecc.org](mailto:wregisadmin@wecc.org)) to complete updates including nameplate capacity, revenue meter ID, fuel type, ownership, qualified reporting entity, aggregation of GUs to a single meter, decommissioning, or repowering. WREGIS may require documentation to complete updates. See the [WREGIS Operating Rules](#) for more information.



## Appendix A: Generating Unit Status

Contact the WREGIS Administrator if you have questions about the status of a GU registration.

Status	Definition
Pending	The online registration form has been completed, but the asset has not yet been approved or rejected.
Approved	The asset is registered in WREGIS and eligible for certificate creation.
Needs Info	WREGIS requires additional information.
Suspend Certificate Creation	Certificate issuance has been suspended until further action is taken.
Rejected	The online registration form has been completed, but the registration did not meet WREGIS requirements.
Inactive	Account Holder no longer wants to track Certificates for the asset through WREGIS, or the asset is in long-term maintenance mode.
Terminated	Asset has been decommissioned or is permanently inoperable.

