

The generating asset (generator) document package is required to register a generator in WREGIS. A standard document package must be submitted for each generator, and registration may require other documents according to the characteristics of the generator. These include nameplate capacity, 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 generator registration process. Documents 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 generators, 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 a utility's or Balancing Authority's interconnection or transmission department or similar authority that gives final, non-conditional approval for the generator 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 generator. For certain generators, 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. This may also be called as-built specifications.

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, mark “No” in the generator registration form in the **Do you have a PPA?** field.

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 generator registration form. Examples include photo(s) of the physical meter, screenshot(s) of the metering software system (which must also include the generator 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 Assets 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 generator 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 generators less than 1 MW or those located outside the U.S.



Generating Assets registering as a Qualifying Facility (QF)

Qualifying Facility Form 556

- If the generator is a QF according to the Public Utility Regulatory Policies Act of 1978 (PURPA), you may indicate this in the generator 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 A: Documentation Requirements for Multi-fuel Generating Units.
- Become familiar with how to enter fuel allocations. Instructions can be found on www.wregis.org.
- This is not required for any generator that is hydro only with multiple types of hydro selected.

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 on www.wregis.com.
- For states that accept IEH but do not have an approved intake form, an order from the PUC or similar regulatory body may be substituted.

Cogeneration Electricity/Thermal fuel type

Cogeneration Electricity/Thermal Fuel Type Intake Form

- Review the WREGIS Operating Rules Appendix C: Thermal Renewable Energy Certificate (TREC).
- 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 on www.wregis.com.



Distributed Generation (DG) Groups

- Review WREGIS Operating Rules Appendix D: Distributed Generation Groups.
- Preapproval for DG Group registrations is required. To qualify, you must contact the WREGIS Administrator at wregisadmin@wecc.org or by phone at (888) 225-4213.
- You will be unable to create DG Group registrations or submit documentation for this type of registration until you have been preapproved by the WREGIS Administrator.

Submitting Documentation

Once a full documentation package is uploaded and the registration form is complete, you may submit the form for WREGIS Administrator review. Registrations with an incomplete documentation package will not be reviewed.

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

