

WREGIS Generator Transfer Guide

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Follow this guide to transfer a generator from one WREGIS organization to another. If you have questions about transferring a generator from an external (non-WREGIS) certificate tracking system, contact WREGIS staff at wregisadmin@wecc.org.

Transferring a Generator

A generator transfer follows these steps:

1. Receiving organization and sending organization determine the transfer schedule.
2. Receiving organization submits required documentation to WREGIS staff.
3. WREGIS staff reviews supporting documentation and confirms the transfer schedule.
4. WREGIS transfers the generator.
5. Receiving organization updates generator information and WREGIS staff re-approves it.

Generator transfers can take several weeks to complete. To make the process as quick and efficient as possible, we recommend an initial call with WREGIS staff to discuss the details.

Transfer Schedule, Generation, and Certificates

The transfer schedule is the final vintage (month/year) reported under the sending organization and the first vintage that will be reported under the receiving organization. The transfer schedule depends on generation reported in WREGIS, not necessarily a contract date.

The sending organization must review and confirm reported generation and certificate issuance prior to transfer. After a generator is transferred, the sending organization cannot report adjustments for prior generation periods.

Any generation remainder (i.e., less than 1 MWh) attached to a generator is forfeited upon generator transfer. Certificates are not transferred as part of the generator transfer process and should be addressed separately through certificate transfers.

Required Documentation*

The receiving organization must submit the following documentation:

- [WREGIS Generator Transfer Form](#),
- Power purchase agreement (PPA),
- [WREGIS Acknowledgment of Station Service Form](#), and
- Documentation supporting reason for transfer.

* WREGIS reserves the right to require the submission of any additional documentation WREGIS staff deems necessary for the generator transfer process. All documents must be legible, complete, and official.

Reasons for the transfer may include generator acquisition, a change in management responsibilities, or other administrative changes. Examples of supporting documentation may include an acquisition contract or management agreement.

If transferring a multi-fuel generator, you must also submit a multi-fuel method (see Appendix A in the [WREGIS Operating Rules](#) for more information).

Post-transfer Updates and Reapproval

After the generator is transferred, the receiving organization must review the generator's information, update required fields, and submit any additional supporting documentation requested by WREGIS staff. For example, if a generator's meter has changed, you must update generator's meter ID and upload supporting documentation. When updates are complete, submit the generator for WREGIS staff review and reapproval. After the generator is reapproved, generation may be reported as determined by the transfer schedule.