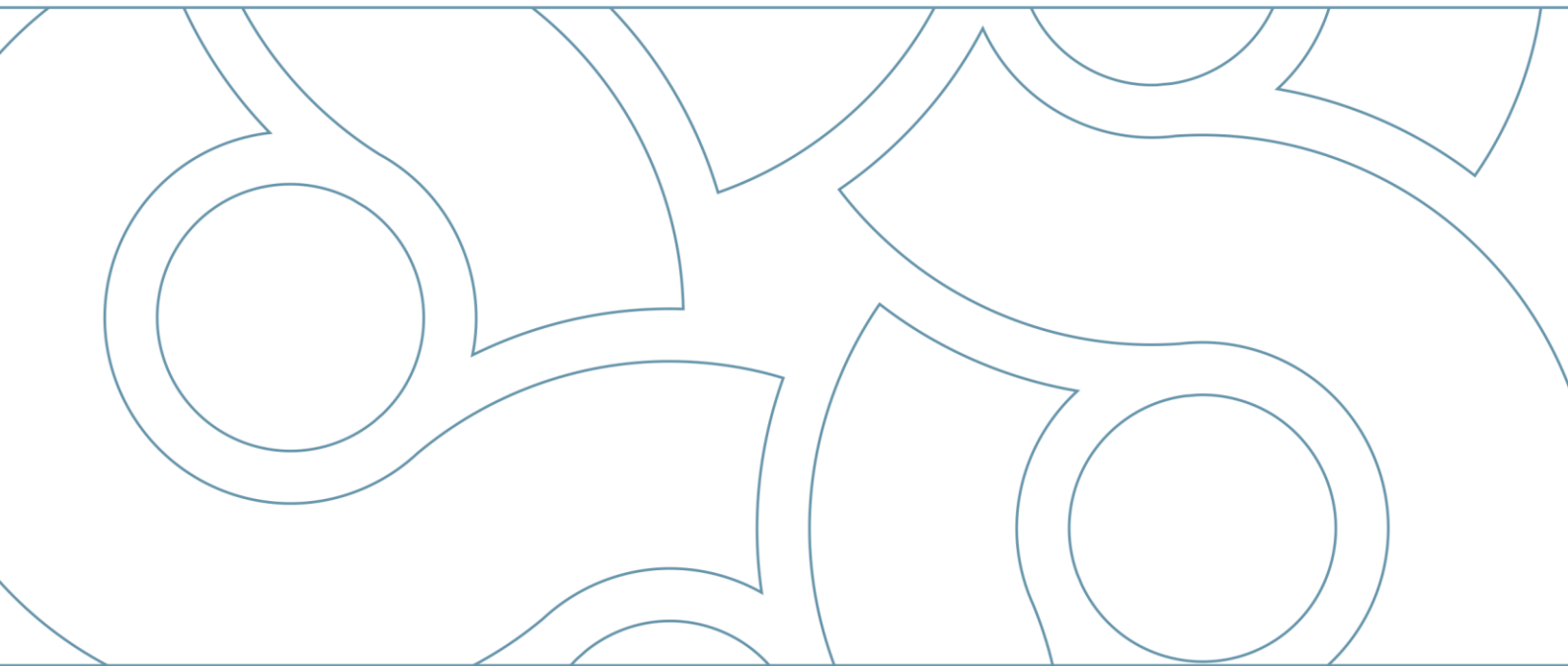


I-REC Code Subsidiary Document 02

Production Device Registration



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Document Control

Version	Originator	Approval	Date
1.0	C Pooley	I-REC Services	26.03.2014
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Change History

Version	Description
1.0	Initial issue version
1.1	Clarification of relationship with carbon offsets
1.2	Setting of the registration date (CP 2015-01). Housekeeping changes and the addition of public support in the application form.

1. Introduction

1.1 The I-REC Service

The I-REC Service is a global electricity environmental attribute tracking system. It is designed to facilitate reliable Scope 2 carbon accounting consistent with various international accounting standards. I-RECs allow all electricity users to make a conscious and evidence-based choice for renewable electricity, in any country around the world.

1.2 The I-REC Code

The I-REC Code is a statement of principles and a description of how the I-REC Service operates at high level. Detailed descriptions of procedures are contained in Code Subsidiary Documents such as this document.

1.3 This document

This document sets out the process for registering a Production Device in order to receive I-RECs.

2. Definitions

Unless specified in the table below, all capitalised terms shall have the meaning ascribed to them in the I-REC Code.

Term	Definition

3. Process description

3.1 Context

In order to have I-RECs Issued for tracking the environmental attributes of electricity produced by a Production Device, that Production Device must first be registered on the I-REC Registry. Registration is administered by an Issuer. Each country will have at least one Issuer able to provide services. Please consult the I-REC website for the current list of Issuers. Where no Issuer is listed, the default Rest of the World (RotW) Issuer can be activated.

For newly constructed devices, it is recommended to start the registration process prior to generation commencing, although it cannot be completed before the Production Device is substantially complete in engineering terms. Existing operational devices can be registered, but I-RECs cannot be Issued for dates prior to registration.

Once a Production Device has been registered, the Registrant must inform the Issuer of any changes to the Production Device that invalidate the standing information held on the I-REC Registry for that Production Device.

3.2 The procedure

A person wishing to register a Production Device initiates the procedure by completing the application form and selecting an independent verifier from a list of approved organisations. The application must be verified which will normally include a site inspection. Clearly, in countries where there is no existing I-REC Service in operation, there will need to be an establishment of service prior to registration.

Once the registration documentation is complete to the satisfaction of the Issuer, he will enter the Production Device details on the I-REC Registry. Only measured volume data provided for periods subsequent to the date of registration can be considered for I-REC Issuing.

It is possible for a Production Device to be registered for other tracking systems, but it must not receive more than one attribute tracking certificate for any MWh produced. Any existing registrations must be notified to the Issuer.

There is a separate process for registering an account as an I-REC Participant. A receiving account must be specified on an Issue Request.

4. Initiating the process

4.1 The Applicant

To register a Production Device, the applicant must be the owner of that Production Device or have the exclusive legal capacity to act for the owner in relation to the energy attributes of electricity generated by that Production Device. Proof of this status will be required. Such proof may be a copy of the legal ownership or consent from the owner as well as a legally certified translation into English of that document. The applicant will also need to be a Registrant within the I-REC Registry. The detailed process of becoming a Registrant is set out in the Code Subsidiary Document: 'CSD01 Registrant and Participant Application'.

4.2 The Application

The standard I-REC Production Device registration form can be downloaded from the I-REC website. A sample of the form can be found in Appendix 1 – Production Device Registration Form. Local language versions may be available from the local Issuer's website. It must be completed and appropriate supporting evidence provided where requested. The application will include details of the physical characteristics of the device and its connection to a public network (if applicable). Of particular importance is the existence of ancillary equipment (e.g. diesel motors) or on-site consumption of electricity either for support equipment or third party activities. The fuel input and technology entries must be taken from the list shown in Appendix 2 – Fuel/Technology Types.

The supporting evidence must include a single line electrical diagram using industry standard notation. This must show all existing network entry/exit points and any directly connected consumer supply points.

If the Production Device can operate on mixed or alternative fuels (e.g. biomass and waste), this must be specified on the application form. If there is a direct and fixed relationship between fuel types and generation units within the power station, the different sections must be registered as separate Production Devices.

If the Production Device has the facility to take energy from a network to which other Production Devices are connected, store, and later produce electricity, the application must include details of the methodology for calculating the net output from the Production Device. This methodology is subject to the approval of I-REC Services.

The applicant must select an I-REC Device Registrar from those listed on the Issuer's website and identify his selection on the application form.

Appendix 3 – Owner’s Declaration contains a template letter which must be used where the applicant is not the owner of the Production Device.

The form should be submitted to the chosen Issuer. The Issuer can request additional information in order to complete registration.

5. Verification

5.1 Initial review

The Issuer will review the application and must satisfy himself of the following:

- The applicant is legally able to contract on behalf of the device owner.
- The applicant is not suspected to have engaged in fraudulent activity in relation to energy certificates or financial transactions.
- The device is eligible for I-REC in principle.
- There is not an existing I-REC registration for this device.

If the above conditions are true then the Issuer will send his standard terms of service to the applicant for signing if not previously submitted with the application.

Where a publicly accessible government/regulatory electricity Production Device registration database contains sufficient information to verify the application, the Issuer may use this information. A published report of the characteristics of a Production Device produced by a suitably accredited independent auditor may also be acceptable to the Issuer for verification.

5.2 Inspection

A site inspection will normally be required if the Issuer is unable to verify the application data. The Issuer will instruct the I-REC Device Registrar selected by the applicant to conduct an inspection. Any such inspection will be at the applicant’s expense, but in accordance with the published tariff.

The I-REC Device Registrar will arrange with the applicant to conduct a site verification inspection. The I-REC Device Registrar will have a checklist stating the minimum verification requirement. This will include confirmation of:

- The location of the device
- The energy sources/type of device (including photographic evidence)
- The capacity and number of turbine units
- The nature and size of any site consumer loads
- The location and class of metering equipment
- The connection to the grid system (to whose network at what voltage)
- Any standby generators (e.g. for start-up) and whether they can directly contribute to the export of electricity from the site
- How and when the site takes electricity from the network
- The date of device commissioning
- The accuracy of the single line diagram provided.

An inspection should not take more than a few hours on site.

The I-REC Device Registrar must submit his inspection report to the Issuer within 1 week of the inspection.

5.3 Final Review

The Issuer will review the inspection report and should satisfy himself that the application contains a true and accurate representation of the Production Device.

The Issuer must verify any labelling scheme accreditations listed in the application form with the Labelling Scheme Authority. Registration can be made without confirmation from the Labelling Scheme Authority, but no I-REC can be Issued with an association to that label before confirmation has been made. Identification of the Production Device as accredited on the website of the Labelling Scheme Authority is acceptable as that confirmation.

The applicant must have formally accepted the standard terms of service and returned an original signed by an officer of the company.

The Issuer will check other known registries to satisfy himself that the Production Device is not likely to be receiving energy attribute certificates from any other sources.

6. Creation of a registration

Once the final review is complete and satisfactory, the Issuer will enter the details of the Production Device on to the I-REC Registry.

6.1 Registration Date

The earliest date of registration is 01 January 2014. This date can be requested by an applicant, but it must be supported by independent evidence of the Production Device characteristics on that date or earlier.

6.2 Notification

The Issuer will confirm to the applicant that registration has been completed and will notify him of the I-REC Device Registration Code uniquely assigned to that Production Device. He will also confirm the first date of production from which I-RECs can be Issued.

Appendix 1 – Production Device Registration Form

New registration / Declaration of changes*	Date	
Registrant details		
Is the Registrant also the owner of the Device? (provide evidence)		Yes/No*
Registrant Name:	Contact person:	
Address line 1:	e-mail:	
Address line 2:	Telephone:	
Address line 3:	Fax:	
Postal code:		
Country:		
Production Device details		
Device Name:	Latitude	
Address line 1:	Longitude	
Address line 2:	TSO's ID for measurement point	
Address line 3:	Installed capacity (kW)	
Postal code:	Number of generating units	
Country:	Date of commissioning	
Owner of the network to which the Production Device is connected and the voltage of that connection:		
If the Production Device is not connected directly to the grid, specify the circumstances, and additional relevant meter registration numbers:		
Expected form of volume evidence	Metering data/contract sales invoice/other*	
If other please specify		
Energy Sources		
Energy (fuel) Input – see Appendix 2	Technology – see Appendix 2	
On-site consumer present?	Yes/No*	
If yes give details		
Auxiliary/standby energy sources present?	Yes/No*	
If yes give details		
Please give details of how the site can import electricity by means other than through the meter(s) specified above.		
Please give details (including registration id) of any carbon offset or energy tracking scheme for which the Production Device is registered. State 'None' if that is the case.		
Please identify any labelling schemes for which the Device is accredited.		
Has the Device ever received public (government) funding?	No/investment/production*	
If public (government) funding has been received when did/will it finish?		

*Delete as appropriate

On behalf of the Registrant shown above, I agree to be subject to the I-REC Code and warrant that the information contained in this application is truthful and exhaustive.

Any planned changes concerning the information given in this form will be announced in advance to the Production Device Registrar and the Issuer. Any unplanned changes will be reported to the Production Device Registrar and the Issuer at the first possible occasion.

The owner of the Production Device and the Registrant as his agent accept the possibility of unannounced control and auditing visits to their own premises and/or the premises of the Production Device, as prescribed in the I-REC Code.

Preferred Production Device Registrar:	
Signature	
Print name and role of signatory	

Appendix 2 – Fuel/Technology Types

The following are entries for technologies for Production Devices. Please select a row and use all 3 levels in the application form.

Level 1	Level 2	Level 3
Solar	Unspecified	Unspecified
	Photovoltaic	Unspecified
		Roof mounted
		Ground mounted
	Concentration	Unspecified
Wind	Unspecified	Unspecified
		Onshore
		Offshore
Hydro-electric Head	Unspecified	Unspecified
	Run-of-river head installation	Unspecified
	Storage head installation	Unspecified
	Pure pumped storage head installation	Unspecified
	Mixed pumped storage head	Unspecified
Marine	Unspecified	Unspecified
	Tidal	Unspecified
		Inshore
		Offshore
	Wave	Unspecified
		Onshore
		Offshore
	Currents	Unspecified
	Pressure	Unspecified
	Thermal	Unspecified

The following are entries for biomass energy (fuel) inputs for Production Devices. Please select a row and use all 3 levels in the application form.

Level 1	Level 2	Level 3	
Solid	Unspecified	Unspecified	
	Municipal waste	Biogenic	
	Industrial and commercial waste	Biogenic	
	Wood		Unspecified
			Forestry products
			Forestry by-products & waste
	Animal fats	Unspecified	
	Biomass from agriculture		Unspecified
			Agricultural products
Agricultural by-products & waste			
Liquid	Unspecified	Unspecified	
	Municipal biodegradable waste	Unspecified	
	Black liquor	Unspecified	
	Pure plant oil	Unspecified	
	Waste plant oil	Unspecified	
	Refined vegetable oil		Unspecified
			Biodiesel (mono-alkyl ester)
			Biogasoline (C ₆ -C ₁₂ hydrocarbon)
Gaseous	Unspecified	Unspecified	
	Landfill gas	Unspecified	
	Sewage gas	Unspecified	
	Agricultural gas		Unspecified
			Animal manure
			Energy crops
	Gas from organic waste digestion	Unspecified	
	Process gas	Biogenic	

Production Devices co-firing biomass with fossil fuels are not eligible for I-RECs.

Appendix 3 – Owner’s Declaration

The following is a template letter to be used where the applicant is not the owner of the production device. It should be copied onto the owner’s headed paper, completed and signed by an officer of the owner. It can be scanned and sent electronically to the local Issuer.

To:

Green Certificate Company Ltd
Suite 43
17 Holywell Hill
St Albans
Hertfordshire
AL1 1DT
United Kingdom

Date: *[insert date here]*

Dear Sirs,

Permission to Act

Please accept this letter as granting *[insert applicant company name here]* the exclusive right to act in respect of trading the carbon attributes associated with *[insert production device name here]* until further notice.

It therefore follows that *[insert owner company name here]* undertakes that it will not, for the same unit of electrical energy, receive or apply for any certificates representing the carbon attributes or offset from both I-REC and any other certification scheme.

In granting exclusivity *[insert owner company name here]* understands that *[insert applicant company name here]* may reserve the right to apply for and receive certificates representing the carbon offset or emissions reduction for the same unit of electrical energy for which an I-REC may be issued.

Yours sincerely,

On behalf of *[insert owner company name here]*