Renewable Energy Certificate Guidance

This document is intended to assist Project Managers in managing the required retirement of RECs within WREGIS.

Projects that are greater than 360 kW-AC in aggregate size must register with Western Renewable Energy Generation Information System (WREGIS). WREGIS is an independent, renewable tracking system for the region covered by Western Electricity Coordinating Council (WECC).

WREGIS

Registration

Project Managers must register their project with WREGIS after a project is operational. Each Community Solar Project must be registered under the Project Manager's name and will be assigned a unique GUID for each project. For specific instructions on how to register, please visit the WREGIS website or call WREGIS at 888-225-4213.

Reporting of RECs to WREGIS

Generation data is reported to WREGIS by a Qualified Reporting Entity (QRE). In the case of community solar projects, the project's utility will generally serve as the QRE.

QREs generally provide this reporting for a fee.

Retirement of RECs

A REC represents the property rights to the environmental, social, and other non-power attributes of renewable energy generation. RECs are the accepted legal instrument through which renewable energy generation and use claims are substantiated in state renewable energy markets.

The program requires that all RECs generated by an Oregon Community Solar project and subscribed to by a participant **must be retired** on behalf of that participant (project managers are able to sell any RECs associated with unsubscribed generation if they wish). Retired RECs cannot be purchased or sold. Once RECs are retired in the WREGIS platform, the change will be immediately reflected in your account. It is up to the Project Manager to decide the cadence in which they'd like to retire RECs, keeping in mind the annual report on retired RECs is due in June of each year.

Retirements in WREGIS should be done by following the instructions for one-time certificate transfers that can be found here.

For this program, the retirement subaccount should be labeled with the project name and generation year. For the retirement reason, "other" should be selected with Oregon Community

Solar in the additional details. Once a REC is retired, they will immediately appear as such in your account. The program administration team recommends retiring RECs on a monthly basis. If Participant's would like their own labeled subaccounts for the REC's retired on their behalf, Project Manager's are welcome to create multiple retirement subaccounts to track separately. However, all generation must be accounted for in the annual report, regardless of the number of subaccounts for participants.

Annual Reporting

Project Managers in the Oregon Community Solar Program are required to submit an annual report to the Program Administrator regarding the treatment of Renewable Energy Certificates (RECs). The report is due annually at the end of June and covers the period from April 1st of the prior year to March 31st of the reporting year. Unless a small project waiver is requested, all ORCSP projects must be registered as Generating Units in WREGIS. The Project Manager must retire all RECs associate with subscribed generation on behalf of their participants and may sell any RECs associated with unsubscribed power. Reports should be submitted by the Project Manager for each Project on the Program website and must include an attached WREGIS report that clearly indicates the number of RECs placed in a retirement sub-account in each month. The retirement subaccount used for these retirements needs to be labeled with the project name and generation year. Instructions for opening a new subaccount can be found here.

The Program Administrator will provide a template for reporting RECs retired on behalf of Participants and the sale of any RECs generated by the project and sold as a result of a contract for the unsold or unsubscribed portion of project generation.

Running a Report

Each project will need to run a separate report for each project, using the GUID. In addition to the downloaded report from WREGIS, Project Managers must complete and submit the Annual REC Report, pictured below.

OREGON COMMUNITY SOLAR PROGRAM

Annual REC Report

Project Managers in the Oregon Community Solar Program are required to submit this annual report to the Program Administrator regarding the treatment of Renewable Energy Certificates (RECs). This report is due annually at the end of June, and covers the period from April 1st of the prior year to March 31st of the reporting year. Unless a small project waiver is requested, all ORCSP projects must be registered as Generating Units in WREGIS. The Project Manager must retire all RECs associate with subscribed generation on behalf of their participants, and may sell any RECs associated with unsubscribed power. Reports should be submitted by the Project Manager for each Project on the Program website at www.oregoncsp.org, and must include an attached WREGIS report that clearly indicates the number of RECs placed in a retirement sub-account in each month.

CSP Project ID	
Project Manager Name	
WREGIS GU ID	
Date Submitted	

Unsubscribed Generation

Unsubscribed generation can be determined by running a separate report in WREGIS. These reports are not required to be submitted to the Program Administration team, but the generation data must be submitted in the Annual REC Report (pictured above). Project Manager's are able to sell REC's generated from unsubscribed energy. WREGIS will not distinguish REC's generated from unsubscribed and subscribed capacity, instead Project Manager's will need to track this separately.

Exempt Projects

Projects less than or equal to 360 kW-AC in aggregate size may request a waiver from the requirement to register with WREGIS when they apply for Pre-certification. A project that receives this waiver is not required to track or report RECs, but must (1) attest that all renewable energy attributes associated with subscribed energy are claimed solely by participants, and (2) disclose in participant contracts that the project will not generate RECs.

Questions?

If you have any questions regarding the generation reported to WREGIS, please contact your utility. Contact information for WREGIS can be found in the *Utility Contacts Document* located on the [Program website](#).

Questions related to the WREGIS website should be directed toward WREGIS, whose contact information can be found [here.](#)

Any inquiries regarding reporting or that are program related, please direct to the Program Administration team at info@oregoncsp.org or 1-800-481-0510.