Introduction to WREGIS Generator Registration and Reporting

Load-serving entities (LSEs) are required to use the Western Renewable Energy Generation Information System (WREGIS) to track and report their Renewables Portfolio Standard (RPS) procurement as part of California's RPS compliance. This document provides an overview of the steps required for using WREGIS for RPS verification, and includes instructions for the following:

- Authorizing WREGIS to send reports to the California Energy Commission and the California Public Utilities Commission (CPUC)
- Creating and naming retirement subaccounts
- Retiring Renewable Energy Credits (RECs) in WREGIS
- Importing e-Tags into a WREGIS Account
- Submitting a WREGIS State/Provincial/Voluntary Compliance Report
- Submitting a CA e-Tags Report

Information about registering a generating facility with WREGIS can be found on the WREGIS website at www.wregis.org, under the "Registration" header. Training slides are available on the WREGIS website at: https://www.wecc.org/TrainingAndEducation/Pages/default.aspx#wregis. Contact the WREGIS Help Desk at wregishelp@wecc.org or 888-225-4213 for additional assistance.

A. Initial Steps for Using WREGIS

LSEs must report annually to the Energy Commission on the number of RPS-eligible RECs they retired for California's RPS for the previous calendar year. Local publicly owned electric utilities (POU) must additionally report information regarding energy scheduled into a California Balancing Authority (CBA), either from an RPS-certified facility not directly connected to a CBA or from a facility providing incremental electricity scheduled into a CBA to firm and shape renewable energy. To prepare for reporting this information to the Energy Commission, each LSE should ensure it has completed and submitted a current WREGIS Account Holder Disclosure Authorization release form to WREGIS authorizing WREGIS to release its company's RPS compliance information to the Energy Commission. The WREGIS Account Holder Disclosure Authorization form can be found on the WREGIS website at www.wregis.org, under the "Forms" header.

In the Disclosure Information section (Attachment A) of the WREGIS Account Holder Disclosure Authorization form, please include the following:

> **Authorized Recipient:** CEC
> **Contact Name:** CEC
> **Contact Address:** 1516 9th St., MS-45
> **City, State and Zip:** Sacramento, CA 95814
> **Contact Telephone:** 916-653-0237
> **Contact Email:** RPSTrack@energy.ca.gov

Retail sellers, in addition to authorizing WREGIS to release information to the Energy Commission, must authorize WREGIS to release information to the CPUC. In the Disclosure

Information section (Attachment A) in a separate WREGIS Account Holder Disclosure Authorization form, please include the following:

> **Authorized Recipient:** CPUC
> **Contact Name:** CPUC
> **Contact Address:** 505 Van Ness Ave
> **City, State and Zip:** San Francisco, CA 94102
> **Contact Telephone:** 415-703-2452
> **Contact Email:** rpscompliance@cpuc.ca.gov

B. REC Retirement Reporting for Retail Sellers and POUs

Instructions for using WREGIS for RPS compliance are provided in the *RPS Eligibility Guidebook, Ninth Edition, Revised*[1]. The following provides a summary of the requirements:

1. **Creating designated "CA RPS" retirement subaccounts** – Retirement subaccounts must be named depending on the reporting year, LSE type, and the expected REC Portfolio Content Category (PCC) classification. For example, for reporting year 2018, retirement subaccounts must be named as follows:

   a. POUs within a CBA, the retirement subaccounts must be named:

      i. 2018 CA RPS PCC0
      ii. 2018 CA RPS PCC1
      iii. 2018 CA RPS PCC2
      iv. 2018 CA RPS PCC3

   b. POUs **not** within a CBA, the retirement subaccounts must be named:

      i. 2018 CA RPS PCC0
      ii. 2018 CA RPS BNDL
      iii. 2018 CA RPS TREC

   c. The retirement subaccount name for retail sellers must be:

      i. 2018 CA RPS RTSL

2. **Transferring WREGIS Certificates into Retirement Subaccounts** – To retire a WREGIS Certificate for RPS compliance, you must retire the Certificate(s) by transferring it from your Active Subaccount to the appropriate Retirement Subaccount for that reporting year. Follow the instructions for a certificate transfer in the WREGIS training slides: https://www.wecc.org/Administrative/WREGIS%20Account%20Holder%20Training%20Slides.pdf. You must select Forward Transfer, Standing Order, or One-Time Transfer, as appropriate. Additionally, Forward Transfers and Standing Order Transfers can be set up automatically for contracts executed before January 1, 2005, that do not contain explicit terms and conditions specifying the ownership or disposition of the RECs, and for contracts executed after January 1, 2005, pursuant to the federal Public Utility Regulatory Policies Act of 1978. Setting up these automatic certificate transfers will

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[1] The *RPS Eligibility Guidebook, Ninth Edition, (Revised)* can be found on the Energy Commission webpage at: http://www.energy.ca.gov/portfolio/.

ensure that procurement from these contracts is not traded and is counted toward the retail seller's or POU's RPS obligations. (NOTE: WREGIS does not recommend setting automatic certificate transfers, as retirements are final.)

  a. **Retiring Certificates in WREGIS:**

      i. In the "Account Status" module, click the "Certificates" quantity hyperlink for "Active" certificates.

      ii. Identify the desired Generating Unit(s) and Generation Month(s) representing the certificates you wish to retire by checking the box(es) next to it. Enter the certificate quantity from the batch(es) that you wish to transfer to your CA RPS retirement subaccount. Select the "Batch Transfer" at the top of the screen.

      iii. Click the "Retirement" radio button.

      iv. In the drop-down box of retirement subaccounts in the retirement section, select the appropriate retirement subaccount you created for a specific reporting year.

      v. Under "Retirement Type," select the box next to "Used by the Account Holder for a State-Regulated Utility Renewable Portfolio Standard/Provincial Utility Portfolio Standard."

      vi. Under "Retirement Details," select "California" for "State/Province" and select the appropriate year for "RPS Compliance Period."

      vii. Under "Reason," the options to select are "In-State Power/Province Resource" or "Out of State/Province Resource – eTag." These options distinguish between certificates from facilities interconnected (directly connected) to a CBA and those not interconnected to a CBA. Select the option "In-State Power Purchase" for WREGIS certificates from facilities interconnected to a CBA. The option "Out of State/Province Resource" option should be selected for WREGIS certificates from facilities not interconnected to a CBA. In some cases, the applicable deliveries may not be available in WREGIS. LSEs must report any Out of State/Province Resources using WREGIS, but in these cases, select "Out of State/Province Resource – e-Tag Not Available in WREGIS," and submit delivery information using the e-Tag Report in the RPS Online System.

      viii. Select "Submit."

3. **Importing e-Tags into your WREGIS Account** – This only applies to LSEs who must demonstrate final e-Tag schedule data for PCC 1 and PCC 2 claims as part of their RPS compliance. <u>Please note that retail sellers should follow these instructions but submit their e-Tag Report to the CPUC instead of the Energy Commission.</u> Additional information can be found in the WREGIS e-Tag User Training Slides located on the WREGIS website at: <u>https://www.wecc.org/Administrative/WREGIS%20System%20e-Tag%20User%20Training%20-%20Updated%20022019.pdf</u>. The following summarizes the process:

a. For the e-Tags to be imported into WREGIS, the e-Tags must contain both the appropriate Purchasing-Selling Entity (PSE) code for the Entity to whom the WREGIS account e-Tags will be imported into, and the generator's RPS identification (ID) number.

b. Note that the WREGIS Administrator adds Purchasing Selling Entity (PSE) Codes to your WREGIS account by written request (via email) to the WREGIS Administrator. These codes can be obtained from your scheduler.

c. Your scheduler must enter your RPS-eligible facilities' RPS identification number in the Misc. field of the Physical Path of the e-Tag for the corresponding PSE code importing the e-Tags into WREGIS when scheduling energy delivery into California, and it must appear directly after the token "RPS_ID." A maximum of up to ten RPS ID numbers can be listed in the Misc. field, but must be on one line only of the physical path. The RPS ID number is provided by the Energy Commission and can be found in the public search feature of the RPS Online System, located at: https://rps.energy.ca.gov/Login.aspx.

d. The e-Tags available in your WREGIS account may be viewed by selecting "eTag Summary Report" in the "Account Holder Reports" module. If you have requested the service but do not see any tags in your WREGIS account, please check with your schedulers to ensure that the tagging guidelines have been followed.

4. **Filing a State/Provincial/Voluntary Compliance Report from WREGIS** – The annual report and attestation must be submitted electronically to the Energy Commission by the due date, typically July 1, of each year. **The Energy Commission Executive Director has extended the deadline for submitting 2018 RPS annual reporting to August 15, 2019.** The following summarizes the process:

a. Select the "State/Provincial/Voluntary Compliance Report" from the "Account Holder Reports" module.

b. Use the drop-down boxes "From Month" and "To Month" to specify the retirement month and year during which the certificates were retired in WREGIS (NOT the vintage month/year).

c. Under "Retirement Subaccounts," select "All Subaccounts."

d. Under "Retirement Type," select "State/Provincial Portfolio Standards" and select the "Go" button.

e. Use the filter at the top of the "SubAccount" column and enter the appropriate year.

f. Please double-check your report to ensure that all information is correct and complete. The State/Provincial/Voluntary Compliance Report needs to contain the headers below:
    i. Account Holder
    ii. SubAccount
    iii. Retirement Types
    iv. State/Province

v.   Certification #
           vi.   Compliance Period
          vii.   WREGIS GU ID
         viii.   Generator Plant-Unit Name
           ix.   Fuel Type
            x.   Vintage Month
           xi.   Vintage Year
          xii.   Certificate Serial Numbers
         xiii.   Quantity
          xiv.   eTags
           xv.   Action Date

g. Click the "Report Export Request" icon 👥⬇ on the upper far right of your
    State/Provincial/Voluntary Compliance Report. This will open a pop-up window
    titled "Report Export Request."

h. In the pop-up window:

    i.   Select "Electronic" radio button

    ii. Complete the contact information as follows:

         All LSEs send reports to:

         Contact Name: CEC
         Contact Email: RPSTrack@energy.ca.gov

         Retail Sellers ONLY – also send reports to:

         Contact Name: CPUC
         Contact Email: rpscompliance@cpuc.ca.gov

    iii. Select "CSV" radio button by "Report Format."

    iv. Select "Request" button to submit.

5. **Filing an e-Tag Summary Report (POUs Only)** – POUs with PCC 1 claims from non-
    CBA facilities and/or PCC 2 claims are required to submit a "CA e-Tags Report" to
    report e-Tags that are matched with claims in the "State/Provincial/Voluntary
    Compliance Report." Please confirm that your e-Tags are in your WREGIS account and
    matched to certificates before filing your State/Provincial/Voluntary Compliance Report.
    The following summarizes the process:

    a. Select the "eTag Summary Report" from the "Account Holder Reports" module.
        Select the tab labeled "CA eTags". The Energy Commission will no longer accept
        the "Matched eTags" report," or "Available Active eTags" report.

    b. Use the drop-down boxes "From Month" and "To Month" to specify the date
        range of the e-Tags matched to certificates in your WREGIS account and select
        the "Go" button.

c. Please double-check your report to ensure that all information is correct and complete.

d. Click the icon ⬇ on the upper far right of your CA e-Tags Report to "Export." This will open a pop-up window titled "Report Export Request."

e. Select "Electronic" radio button.

f. Complete the contact information as follows:

> **Contact Name:** CEC
> **Contact Email:** RPSTrack@energy.ca.gov

g. Select "CSV" radio button by "Report Format."

h. Select "Request" button to submit.