This report shall be used by a local publicly owned electric utility (POU) to report e-Tag information as specified in the Renewables Portfolio Standard Eligibility Guidebook.

This report is to be used only when e-Tag data is not available in WREGIS for the POU to report and match e-Tags using WREGIS. In some cases, a POU may need to coordinate with third party importers to provide the required data. Confirm that the identified e-Tag data is not available to the POU in WREGIS and then complete Schedule 3 of the form. The Energy Commission intends to ask for supplemental documentation to this report including, but not limited to, individual e-Tags to verify the e-Tag information and RPS procurement claims of electricity products listed in this report. If requested by the Energy Commission, an authorized officer or agent of the POU must submit additional information.

Upload the electronic file of the completed report to the RPS Online System. Then electronically sign the attestation page within the RPS Online System. The link to the RPS Online System is provided below:

https://rps.energy.ca.gov

This report is due on July 1st of each year for retirements made for the previous reporting year.