2022 WREGIS Reporting Guidance - CA Load Serving Entities

Under California's Renewables Portfolio Standard (RPS), load serving entities (LSE), including retail sellers and local publicly owned electric utilities (POU), are required to use the Western Renewable Energy Generation Information System (WREGIS) to track renewable energy credits (REC). LSEs must retire RECs in WREGIS and submit WREGIS reports annually to the California Energy Commission (CEC) on the retirement of those RECs for the previous calendar year. This document provides guidance for completing 2022 reporting through WREGIS.

Additional information on retiring RECs for California's RPS is provided in Chapter 7: Annual Load-Serving Entity Reports in the *Renewables Portfolio Standard Eligibility Guidebook, Ninth Edition, (Revised).*

1. WREGIS Account Naming Convention

2022 RPS Retirement Accounts for procurement should adhere to the

naming convention format:**2022 CA RPS XXXX YY**

Where XXXX is the portfolio content category (PCC) classification type or the retail seller's classification, and YY is the long-term (LT) or short-term (ST) classification code listed in the table below:

LSE Type	XXXX	YY	Account Name Example
POU within a California Balancing Authority	PCC0*, PCC1, PCC2, or PCC3	ST, LT	2022 CA RPS PCC0 LT
POU not within a California Balancing Authority	PCC0*, BNDL, or TREC	ST, LT	2022 CA RPS BNDL ST
Retail Seller	RTSL	Not applicable	2022 CA RPS RTSL

*PCC 0 can only be classified as LT[1]

Detailed instructions on WREGIS Retirement Account naming conventions are available in the Subaccount Naming Convention Reporting Guidance.

2. Completing Retirement, e-Tag Matching, and filing an e-Tag Summary Report
a. Transferring WREGIS Certificates into Retirement Accounts

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[1] Pursuant to section 3202 (a)(2) of the Enforcement Procedures for the Renewables Portfolio Standard for Local Publicly Owned Electric Utilities, PCC 0 contracts count-in-full towards the RPS procurement requirements outlined in section 3204 of the RPS POU Regulations, which includes the long-term procurement requirement, unless there has been a qualifying contract amendment that triggers a PCC reclassification as specified in section 3202 (a)(2)(B).

To retire RECs for RPS compliance, you must retire the RECs by transferring them from your Active Account to the appropriate Retirement Account for that reporting year. Follow the instructions below to retire RECs for California Renewables Portfolio Standard (CARPS). The retirement account must first be set up prior to starting the retirement process. For RECs requiring e-Tags, the matching process must be completed prior to retiring the RECs. Retire all RECs claimed under CARPS into the appropriate compliance retirement account(s).

1. In the "Certificates" module, use the filters to locate the certificate batches that you wish to retire. Check the box(es) next to the desired batches and click on "retire" at the top right of the screen. **Please note that in state and out of state RECs should be retired in separate transactions.**
2. Verify the selected certificate batches and adjust the certificate numbers in each batch to be retired if needed. Click "Next."
3. Click on "Compliance," a drop-down menu will appear.
4. In the drop down, select "State/Provincial Portfolio Standards." Two more drop-down boxes and a notes box will appear.
5. In the "State" drop down, select California.
6. In the "Compliance Period" drop down, select the year for which you will be retiring the selected RECs.
7. In the notes box, indicate whether the RECs are in state or out of state. Click "Next."
8. Select the appropriate retirement account. Click "Review."
9. Carefully review for accuracy the batches and reasons selected for retirement. If all are correct, click "Retire."

b. Importing e-Tags Available in WREGIS for LSEs

LSEs that are required to demonstrate final e-Tag schedule data to support PCC 1 and PCC 2 claims as part of their RPS compliance must provide additional reporting either through WREGIS or other allowable reporting tools. For e-Tags available in WREGIS, the LSE must match the e-Tags into the Account where the corresponding RECs have been retired. **Please note, e-Tag matching to RECs must be completed prior to REC retirement.** E-Tag un-matching cannot occur once RECs are retired. Instructions for completing e-Tag matching can be found in the e-Tag Participation guide on the WREGIS website (available at: https://www.wecc.org)

To match an e-Tag to a REC follow these instructions:

1. In the "Certificates" module, use the filters to locate the certificate batch that you wish to match.
2. Select desired batch and select REC/eTag match.
3. Adjust certificate quantity if needed and hit next.
4. Select desired eTag batch and hit next.
5. Adjust eTag quantity to match REC quantity and hit next.
6. Verify that the correct items and quantities were selected and hit Match e-Tags.

Retail Sellers should also refer to the California Public Utilities Commission's (CPUC) [reporting instructions](#).

c. Filing an e-Tag Report for POUs

POUs with PCC 1 claims and/or PCC 2 claims from non-CBA facilities are required to submit an e-Tags Report to report e-Tags that are matched with claims in the Compliance Report (WREGIS Report). Please confirm that your e-Tags are in your WREGIS Account and matched to RECs before filing your Compliance Report.

For the 2022 reporting year, the CEC prefers POUs with PCC 1 and/or PCC 2 claims from non-CBA facilities to submit the CEC's "e-Tag Report Form" (Schedule 3 Form), following the CEC's e-tag Report Instructions, as opposed to filing an e-Tag Summary Report via WREGIS.

3. Filing WREGIS Reports and e-Tag Reports

a. WREGIS Reports

All LSEs must authorize WREGIS to submit retirement information to the CEC. **Please note, Retail Sellers must additionally authorize WREGIS to send retirement information to the CPUC.**

To request retirement information be sent from WREGIS, the following is required for each retirement account that must be reported for compliance:
1. From the Accounts module, select Retirement.
2. Filter the list to find the needed retirement account.
3. Select the hyperlink for the certificate quantity in the needed retirement account. A list of certificates contained in the account will appear.
4. At the upper right-hand side of your screen, select the report export symbol

    ⏏ . A pop up will appear.
5. Enter:

    For all LSEs:

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

    For Retail Sellers ONLY – also send reports to:

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

6. Select Send Export Request.
7. Verify the request by going to the Reports Module and viewing the list of pending report requests.

b. E-Tag Reports

To request <u>e-Tag information</u> be sent to the CEC (for POUs) and CPUC (for retail sellers), the following is required for each retirement account that contains RECs with attached e-Tags that must be reported for compliance:

1. From the Certificates module, go to the e-Tag Details tab.
2. Filter the list to find the needed RECs/retirement account. A list of certificates meeting the criteria will appear.

3. At the upper right-hand side of your screen, select the report export symbol ⏏. A pop up will appear.
4. Enter:

   #### For POUs – send reports to:

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

   #### For Retail Sellers – send reports to:

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

5. Select Send Export Request.
6. Verify the request by going to the Reports Module and viewing the list of pending report requests.

4. Attestation for WREGIS Report(s)

After the CEC staff uploads each LSE 2022 WREGIS Report to the RPS Online System, the LSE will be notified, and a representative will be required to submit the WREGIS attestation in the LSE's RPS Online System account.

5. WREGIS Adjustments

Generation that qualifies for WREGIS Adjustments must meet the requirements of:

a. The WREGIS Prior Period Adjustments, or

b. Other WREGIS Adjustments as defined in Chapter 7.A.2 of the *Renewables Portfolio Standard Eligibility Guidebook, Ninth Edition, (Revised)*. To submit a WREGIS Adjustment to the CEC, the LSE must first submit a WREGIS Adjustment request and provide supporting documentation through the RPS Online System. If the CEC approves the request, the LSE may submit the WREGIS Adjustment RECs to the CEC through the RPS Online System.