



Certain Renewables Portfolio Standard (RPS) certified facilities shall report annually on the operations of the facility for the previous calendar year, as required by *RPS Eligibility Guidebook, Ninth Edition (Revised) (RPS Eligibility Guidebook)*, Chapter 6. The annual reports for a given calendar year are due on April 1st of the subsequent year. If the due date falls on a weekend or state holiday, the due date becomes the next business day.

Annual reports for calendar year 2023 must be submitted to the California Energy Commission (CEC) by Monday, April 1, 2024, pursuant to the relevant instructions below. If good cause exists, the Executive Director may extend a due date for the submission of a report required under the *RPS Eligibility Guidebook*, pursuant to *RPS Eligibility Guidebook*, Chapter 8.D.4. Any request for an extension must be submitted prior to the reporting deadline, addressed to the CEC's Executive Director, and sent via email to [RPSTrack@energy.ca.gov](mailto:RPSTrack@energy.ca.gov) or to the following address:

California Energy Commission  
Office of the Executive Director  
715 P Street  
Sacramento, CA 95814

**Failure to complete required reporting by April 1, 2024, or the date identified in any extension granted by the Executive Director, may result in suspension or disapproval of a facility's RPS certification.**

Reporting entities may redact any confidential information that is not required to determine RPS eligibility. If necessary for complete reporting, an applicant may request confidential designation of records under the CEC's regulations for confidential designation, Title 20, California Code of Regulations, Section 2505.

### **Generation, Fuel Use Reporting**

Certified facilities required to report annually must report generation and fuel use data for calendar year 2023 to the (CEC) using the

Generation Report within the RPS Online System on or before the reporting deadline. Certified facilities must submit annual reports if any of the following is true:

1. The facility used one or more nonrenewable resources in a calendar year, in which case it must report information necessary to determine compliance with the approved measurement method and information submitted to WREGIS related to fuel use, if applicable, as required by *RPS Eligibility Guidebook*, Chapter 6.A.2.
2. Any generation from the facility is tracked outside of WREGIS and that generation meets the requirements to be reported outside WREGIS through a WREGIS adjustment, as required by *RPS Eligibility Guidebook*, Chapter 6.A.1.
3. The CEC requests submission of facility generation data.

### **Common Carrier Pipeline (CCP) Reporting**

Certified facilities using CCP biomethane in the 2023 calendar year are required to submit annual reports containing the information detailed in the *RPS Eligibility Guidebook*, Chapter 6.B.

All CCP annual reports must be submitted using the 2023 CCP report within the [RPS Online System](#), available at <https://rps.energy.ca.gov/Login.aspx?ReturnUrl=%2f>, on or before the reporting deadline.

### **Functionally Dedicated Pipeline for Biomethane**

Certified facilities using a functionally dedicated pipeline for biomethane in the 2023 calendar year are required to submit annual reports. Directions for completing the required reporting are provided in the training manual found by selecting the "Help" link in the RPS Online System. Login is required to access the "Help" link.

If you have any questions on reporting generation and fuel use data or CCP reporting, please contact Alec Coyne at (916) 931-9433 or [alec.coyne@energy.ca.gov](mailto:alec.coyne@energy.ca.gov), or email [RPSTrack@energy.ca.gov](mailto:RPSTrack@energy.ca.gov).