

### Simplified Process Completion Documentation

Please carefully review your Conditional Approval email (and any attachments) for any additional documentation requirements that are specific to your application. After reviewing the Conditional Approval email, please use this checklist to ensure that you provide all necessary project completion documentation. **For any documents provided by Rhode Island Energy, please verify that the legal contact information has been entered correctly.**

For DG Application:

| Customer Submission | Utility Approval (or Comments) |
|---------------------|--------------------------------|
|---------------------|--------------------------------|

**The Interconnecting Customer must complete and submit the following items prior to requesting that a new meter be installed (or scheduling a witness test).**

|          |                                                                                                                                                                                 |                                                                 |  |
|----------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------|--|
| <b>1</b> | Documentation for Metering ( <i>for net metering provide "a"</i> )                                                                                                              | <input type="checkbox"/> C<br>(or <input type="checkbox"/> N/A) |  |
| a)       | <a href="#">Schedule B</a> Additional Information Required for Net Metering Service                                                                                             | <input type="checkbox"/> C<br>(or <input type="checkbox"/> N/A) |  |
| <b>2</b> | <a href="#">Exhibit A2</a> Simplified Certificate of Completion<br>( <i>must be signed by the local code official at the time of the electrical inspection</i> )                | <input type="checkbox"/> C                                      |  |
| <b>3</b> | Commissioning Memo <i>Must be on <b>Electrical Company/ Installation Contractor</b> letterhead, signed and dated by the <b>Electrical Company/ Installation Contractor</b>:</i> | <input type="checkbox"/> C                                      |  |
| a)       | The system passed the " <b>2 seconds shutdown</b> , when utility disconnect is open" test.                                                                                      | <input type="checkbox"/> C                                      |  |
| b)       | The system passed the " <b>5 minutes before restart</b> , after utility disconnect is closed" test.                                                                             | <input type="checkbox"/> C                                      |  |
| c)       | A <b>visual inspection</b> of the system confirms that the system matches the As-Built electrical <b>One</b> or <b>Three</b> line diagram dated_____.                           | <input type="checkbox"/> C                                      |  |
| <b>4</b> | A complete <b>As-Built P.E.-One-Line Diagram</b><br>( <i>must be dated with the day of the commissioning test</i> )                                                             | <input type="checkbox"/> C                                      |  |

**The Interconnecting Customer must provide clear pictures of the following pieces of equipment and plaques in both (a) wide-angle shots to provide context of the equipment locations and (b) close-up shots to ensure the legibility of any signage or permanent plaques.**

*Note: Any permanent plaques must be suitable for the environment in which they are located and rated to last for the lifetime of the generation equipment. No stickers of any type will be accepted as permanent plaques for equipment that is located outside as described in the NFPA NEC.*

|          |                                                                                                  |                            |  |
|----------|--------------------------------------------------------------------------------------------------|----------------------------|--|
| <b>5</b> | All generator(s) or inverter(s)                                                                  | <input type="checkbox"/> C |  |
| <b>6</b> | Utility Revenue Meter, including the following (as applicable):                                  | <input type="checkbox"/> C |  |
| a)       | Meter number on the front of the Utility Revenue Meter is legible                                | <input type="checkbox"/> C |  |
| b)       | A permanent plaque (visible at eye level) that includes a warning about the generator installed. | <input type="checkbox"/> C |  |

## Distributed Generation Completion Documentation Checklist

|           |                                                                                                                                                                                                                                                                                                                               |                                                                 |  |
|-----------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------|--|
|           | c) If the AC Utility Disconnect Switch is not grouped with and adjacent to the Utility Revenue Meter, a permanent plaque (visible at eye level) that clearly identifies the location of the AC Utility Disconnect.                                                                                                            | <input type="checkbox"/> C<br>(or <input type="checkbox"/> N/A) |  |
| <b>7</b>  | AC Utility Disconnect Switch (located outside, 24/7 accessible)                                                                                                                                                                                                                                                               | <input type="checkbox"/> C                                      |  |
|           | a) A permanent plaque (visible at eye level) that reads "AC Utility Disconnect Switch".                                                                                                                                                                                                                                       | <input type="checkbox"/> C                                      |  |
| <b>8</b>  | Current Limiting Device(s) (e.g. fuses and/or circuit breakers)                                                                                                                                                                                                                                                               | <input type="checkbox"/> C                                      |  |
| <b>9</b>  | Customer-owned Production Meter(s) (if installed)                                                                                                                                                                                                                                                                             | <input type="checkbox"/> C<br>(or <input type="checkbox"/> N/A) |  |
|           | a) If the customer-owned production meter is a revenue-grade meter (or otherwise looks similar to a Rhode Island Energy utility revenue meter), a permanent plaque (visible at eye level) that reads "Customer-Owned Production Meter".                                                                                       | <input type="checkbox"/> C<br>(or <input type="checkbox"/> N/A) |  |
| <b>10</b> | Any new and existing Service Equipment (on/in/at the building)                                                                                                                                                                                                                                                                | <input type="checkbox"/> C                                      |  |
|           | a) At <u>each</u> piece of Service Equipment (that is not grouped with and adjacent to <u>all</u> other pieces of service equipment on/in/at the building), a permanent plaque (visible at eye level) that describes and/or depicts the locations and accessibility of all pieces of service equipment on/in/at the building. | <input type="checkbox"/> C<br>(or <input type="checkbox"/> N/A) |  |
| <b>11</b> | Service Entrance Cable/Weatherhead (RE-Growth ONLY)                                                                                                                                                                                                                                                                           | <input type="checkbox"/> C                                      |  |

|                     |                                |
|---------------------|--------------------------------|
| Customer Submission | Utility Approval (or Comments) |
|---------------------|--------------------------------|

**After Rhode Island Energy has completed any EPS modifications (as identified in the ISA) and the Interconnecting Customer has successfully submitted/completed all of the items listed above (and/or identified in the Conditional Approval email) Rhode Island Energy will complete the following actions.**

|    |                                                                         |                                                                                                                                       |     |                                                                 |
|----|-------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------|-----|-----------------------------------------------------------------|
| 1  | Installation of new 'net' and/or 'bi-directional' meter (if applicable) |                                                                                                                                       | N/A | <input type="checkbox"/> C<br>(or <input type="checkbox"/> N/A) |
| a) | Requested                                                               | Once all other items have been satisfactorily completed, Rhode Island Energy's DG group will request the installation of a new meter. | N/A | <input type="checkbox"/> C<br>(or <input type="checkbox"/> N/A) |
| b) | Installed                                                               | A new meter installation could take up to three weeks for installation after documentation and phone line are provided.               | N/A | <input type="checkbox"/> C<br>(or <input type="checkbox"/> N/A) |
| 2  | Authorization to Interconnect                                           | This is an official authorization to activate and operate your generating system.                                                     | N/A | <input type="checkbox"/> C                                      |

**Warning: Operating your generator prior to receiving the Authorization to Interconnect may cause damage to Rhode Island Energy's electric power system or other customers' equipment and will likely cause billing errors, which will result in additional charges on the customer's bill.**

For additional information about the distributed generation interconnection process, please refer to Rhode Island Energy's Interconnection Process webpage for Distributed Generation:

<https://gridforce.my.site.com/RI/rl/>.