

# State of New Hampshire Renewable Energy Certificate (REC) Facility Certification NOTIFICATION PROCEDURES For New and Modified Facility Certifications

## Procedures for notification of facility certifications and facility changes for the New Hampshire Renewable Portfolio Standard Program.

The New Hampshire Public Utilities Commission (NHPUC) is responsible for certifying, and communicating certification, denial, and approval of change requests, of facilities eligible to generate Renewable Energy Certificates (RECs) under the New Hampshire Renewable Portfolio Standard (RPS) statute to the New England Power Pool Generation Information System (NEPOOL GIS) Administrator. Complete applications for REC eligibility certification must be reviewed within 45 days of receipt. The following outlines the timing of notifications and the recipients for new facility certifications and changes to certified facilities. Please note that **NEPOOL GIS is not notified of new facility certifications or changes to existing facilities until the monthly export process described below is complete.**

|   | <b>Process/Recipients</b>  |
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| <b>New Facility Certification</b>                 | <p>Submit a complete application to the NHPUC.</p> <p>At the time of approval of a new eligible facility, the following parties receive email notification via a PDF copy of the “REC Certificate:”</p> <ul style="list-style-type: none"> <li>• Facility Owner</li> <li>• Independent Monitor</li> <li>• Aggregator (if applicable)</li> </ul> <p><b>NEPOOL GIS is NOT notified until the monthly export process</b> (see below).</p>   |
| <b>Changes to a Previously-Certified Facility</b> | <p>Requests for changes to existing facilities must be emailed to RECAApplicationGroup@puc.nh.gov for review and approval.<br/><b>Do NOT email facility change requests directly to NEPOOL GIS; the NEPOOL GIS Administrator is not authorized to approve changes.</b></p> <p>At the time of approval of changes, the following parties receive email notification via a PDF copy of the updated “REC Certificate:”</p> <ul style="list-style-type: none"> <li>• Facility Owner</li> <li>• Independent Monitor</li> <li>• Aggregator (if applicable)</li> </ul> <p><b>NEPOOL GIS is NOT notified until the monthly export process</b> (see below).</p> |
| <b>Monthly Export Process to NEPOOL GIS</b>       | <p>On the second day of each calendar month, an automated process exports the data for <u>all approved</u> facilities from the NHPUC to the NEPOOL GIS Administrator. This data will communicate the following:</p> <ul style="list-style-type: none"> <li>• Newly-approved facilities</li> <li>• Changes to existing facilities</li> </ul> <p><b>Updates to NEPOOL GIS will be available within five (5) business days.</b></p>   |

NEPOOL GIS provides access to newly-registered facilities for entering production data for the month in which the facility is eligible based on the eligibility date included on the “REC Certificate.” However, only generation produced ON or AFTER the specified eligibility date should be entered into the NEPOOL GIS generation tracking system.