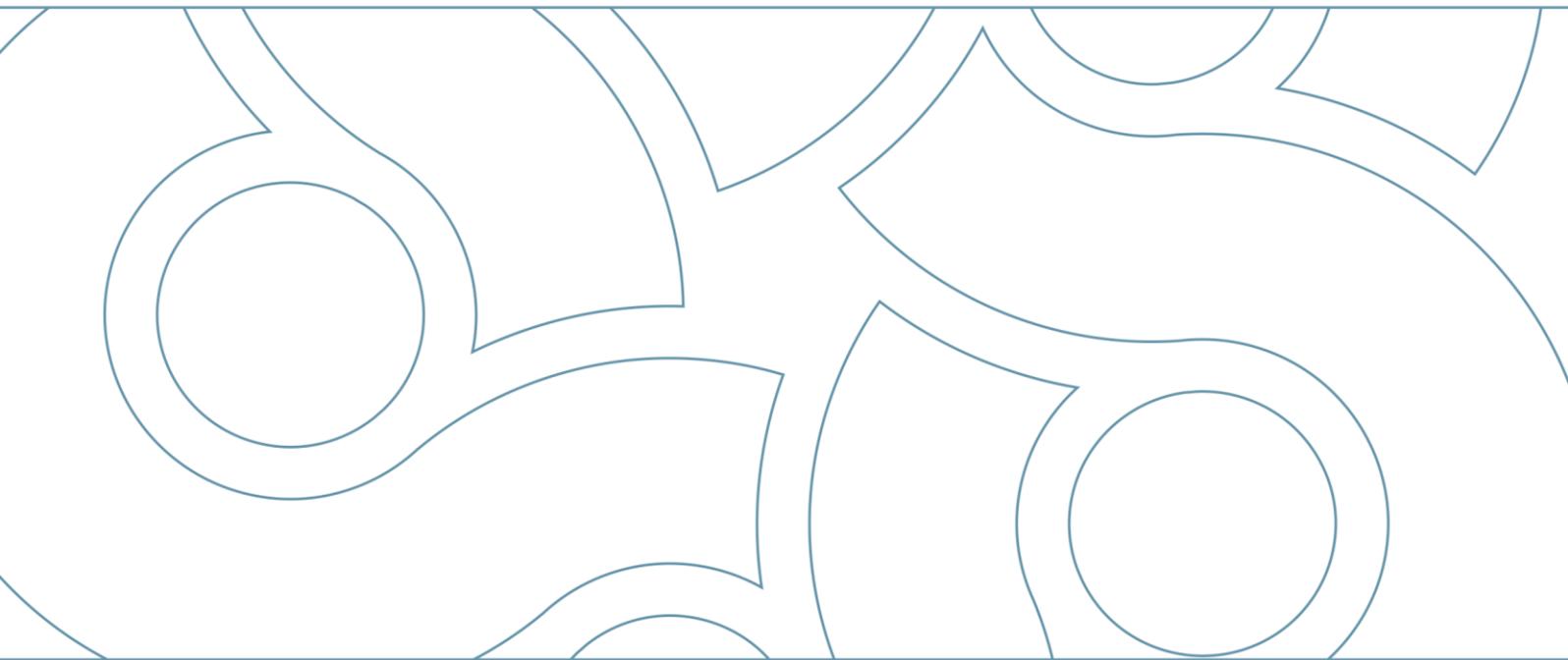


I-REC Code Subsidiary Document 02

# Production Device & Production Group Registration



## Contents

<b>1. Introduction</b>	<b>5</b>
1.1 The I-REC Service	5
1.2 The I-REC Code	5
1.3 This Document	5
<b>2. Definitions</b>	<b>5</b>
<b>3. Process description</b>	<b>5</b>
3.1 Context	5
3.2 The Procedure	5
<b>4. Initiating the process</b>	<b>6</b>
4.1 The Applicant	6
4.2 The Application	6
<b>5. Production Devices</b>	<b>6</b>
<b>6. Production Groups</b>	<b>7</b>
6.1 Group Limitations	7
6.2 Installations	7
6.3 Registration Template	7
6.4 Transitional Arrangement	7
<b>7. Verification</b>	<b>8</b>
7.1 Initial review	8
7.2 Inspection	8
7.3 Final Review	8

**8. Creation of a registration** ..... 9

**8.1 Registration Date** ..... 9

**8.2 Notification** ..... 9

**Appendix 1 – Production Device Registration Form**..... 10

**Appendix 2 – Energy Sources/Technology Types**..... 12

**Appendix 3 – Owner’s Declaration**..... 14

**Appendix 4 - Production Group Registration Form**..... 15

**Document Control**

<b>Version</b>	<b>Originator</b>	<b>Approval</b>	<b>Date</b>
1.0	C Pooley	I-REC Services	26.03.2014
1.1	C Pooley	I-REC Services	18.11.2014
1.2	C Pooley	I-REC Services	
1.3	C Pooley	I-REC Services	13.05.2016
1.4	C Pooley	I-REC Services	01.04.2017
1.5	C Pooley	I-REC Services	01.05.2018
1.6	C Pooley	I-REC Services	24.10.2018
1.7	C Pooley	I-REC Services	23.05.2019
1.8	C Pooley	I-REC Services	20.08.2019

**Change History**

<b>Version</b>	<b>Description</b>
1.0	Initial issue version
1.1	Clarification of relationship with carbon offsets
1.2	Setting of the registration date (CP 2015-01). Housekeeping changes and the addition of public support in the application form.

1.3	Revision of the owner's declaration Renaming of Device Registrar with Device Verifier (CP 2016-05) Registration effective date (CP 2016-01)
1.4	Renaming the Rest of the World Issuer to Central Issuer (CP2017-01)
1.5	Extension of the technologies and fuel codes listing (CP2017-05) and clarification on feed in tariff as support.
1.6	Aggregation (CP2017-04) Co-firing with fossil fuels (CO2017-06) Housekeeping changes (CP2018-02).
1.7	Housekeeping changes for registry software upgrade (CP 2019-03)
1.8	Housekeeping change to simplify and improve energy sources and technology codes (CP 2019-05)

## 1. Introduction

### 1.1 The I-REC Service

The I-REC Service is a global electricity environmental attribute tracking system. It is designed to facilitate reliable Scope 2 carbon accounting consistent with various international accounting standards. I-RECs allow all electricity users to make a conscious and evidence-based choice for renewable electricity, in any country around the world.

### 1.2 The I-REC Code

The I-REC Code is a statement of principles and a description of how the I-REC Service operates at high level. Detailed descriptions of procedures are contained in Code Subsidiary Documents such as this document.

### 1.3 This Document

This document sets out the process for registering a Production Device or Production Group in order to receive I-RECs.

## 2. Definitions

Unless specified in the table below, all capitalised terms shall have the meaning ascribed to them in the I-REC Code.

Term	Definition

## 3. Process description

### 3.1 Context

In order to have I-RECs Issued for tracking the environmental attributes of electricity produced by a Production Device or Production Group, that Production Device or Production Group must first be registered on the I-REC Registry. Registration is administered by an Issuer. Each country will have at least one Issuer able to provide services. Please consult the I-REC website for the current list of Issuers. Where no Issuer is listed, the default Central Issuer can be activated.

For newly constructed devices, it is recommended to start the registration process prior to generation commencing, although it cannot be completed before the Production Device is substantially complete in engineering terms. Existing operational devices can be registered, but I-RECs cannot be Issued for dates prior to registration.

Once a Production Device or Production Group has been registered, the Registrant must inform the Issuer of any changes to the Production Device or Production Group that invalidate the standing information held on the I-REC Registry for that Production Device or Production Group.

### 3.2 The Procedure

A person wishing to register a Production Device or Production Group initiates the procedure by completing the relevant application form and selecting an independent verifier, if required, from a list of approved organisations. The application must be verified which may include a site inspection. Clearly, in countries where there is no existing I-REC Service in operation, there will need to be an establishment of service prior to registration.

Once the registration documentation is complete to the satisfaction of the Issuer, he will approve the Production Device or Production Group details on the I-REC Registry. Only measured volume data provided for periods subsequent to the effective date of registration can be considered for I-REC Issuing.

It is possible for a Production Device or Production Group to be registered for other tracking systems, but it must not receive more than one production attribute tracking certificate for any MWh produced. Any existing registrations must be notified to the Issuer.

There is a separate process for registering an account as an I-REC Participant. A receiving account must be specified on an Issue Request.

## 4. Initiating the process

### 4.1 The Applicant

To register a Production Device or Production Group, the applicant must be the owner of that Production Device or Production Group or have the exclusive legal capacity to act for the owner(s) in relation to the energy attributes of electricity generated by that Production Device or Production Group. Proof of this status will be required. Such proof may be a copy of the legal ownership or consent from the owner as well as a legally certified translation into English of that document. The applicant will also need to be a Registrant within the I-REC Registry. The detailed process of becoming a Registrant is set out in the Code Subsidiary Document: 'CSD01 Registrant and Participant Application'.

### 4.2 The Application

The Registrant must submit the relevant application data and provide supporting evidence to an Issuer authorised to provide services in the country/region where the Production Device or Production Group is located.

## 5. Production Devices

The Registrant can enter the Production Device registration details on the I-REC Registry. If this is not possible, the standard I-REC Production Device registration form can be downloaded from the Issuer's website. A sample of the form can be found in Appendix 1 – Production Device Registration Form. Local language versions may be available from the local Issuer's website. The data must be entered and appropriate supporting evidence provided where requested. The application will include details of the physical characteristics of the device and its connection to a public network (if applicable). Of particular importance is the existence of ancillary equipment (e.g. diesel motors) or on-site consumption of electricity either for support equipment or third party activities. The fuel input and technology entries must be taken from the list shown in Appendix 2 – Energy Sources/Technology Types.

The supporting evidence should include a single line electrical diagram using industry standard notation. This must show all existing network entry/exit points and any directly connected consumer supply points.

If the Production Device can operate on mixed or alternative fuels (e.g. biomass and waste), this must be specified on the application form. If there is a direct and fixed relationship between fuel types and generation units within the power station, the different sections must be registered as separate Production Devices.

If the Production Device has the facility to take energy from a network to which other Production Devices are connected, store, and later produce electricity, the application must include details of the methodology for calculating the net output from the Production Device. This methodology is subject to the approval of I-REC Services.

The applicant may be required to select an I-REC Device Verifier from those listed on the Issuer's website and identify his selection on the application form.

Appendix 3 – Owner's Declaration contains a template letter which must be used where the applicant is not the owner of the Production Device.

The form should be submitted to the chosen Issuer. The Issuer can request additional information in order to complete registration.

## **6. Production Groups**

### **6.1 Group Limitations**

A Production Group can consist of Installations of one of the following technologies:

- Solar – Photovoltaic

The aggregate capacity of a Production Group must not exceed 5MW.

All installations must be located within the same country or region for which the Issuer is authorised to provide the I-REC Service.

### **6.2 Installations**

Installations must satisfy the following criteria:

- The capacity of each Installation in a Production Group must not be less than 20kW.
- Each Installation in a Production Group must be metered.
- An Installation within a Production Group must not be registered in any other Production Group or as a Production Device for any given production date.

In order to maintain the integrity of historic data, and to avoid any possible double counting of attributes, a Production Group cannot have Installations added or removed. Where an Installation is to be moved between Production Groups, the originating Production Group must be deactivated on the I-REC Registry.

### **6.3 Registration Template**

The standard I-REC Production Group registration template can be downloaded from the Issuer's website. A sample of the template can be found in Appendix 4 - Production Group Registration Form. Local language versions may be available from the local Issuer's website. The form must be completed and appropriate supporting evidence provided where requested. The application will include details of the physical characteristics of the Installations and their precise locations.

### **6.4 Transitional Arrangement**

Where a Production Device which was registered before 01.10.2018 and for which no I-REC has been Issued in respect of production during 2018, satisfies the criteria to be an Installation within a Production Group, its entry on the I-REC Registry can be amended to a Production Group including other Installations without incurring a registration fee.

## 7. Verification

### 7.1 Initial review

The Issuer will review the application and must satisfy himself of the following:

- The Registrant is legally able to contract on behalf of the owner(s) of the Production Device or Production Group.
- The applicant is not suspected to have engaged in fraudulent activity in relation to energy certificates or financial transactions.
- The Production Device or Production Group is eligible for I-REC in principle.
- There is not an existing I-REC registration for this Production Device or any Installation constituting the Production Group.

Where a publicly accessible government/regulatory electricity Production Device registration database contains sufficient information to verify the application, the Issuer may use this information. A published report of the characteristics of a Production Device or Production Group produced by a suitably accredited independent auditor may also be acceptable to the Issuer for verification.

### 7.2 Inspection

A site inspection will normally be required if the Issuer is unable to verify the application data. The Issuer will instruct the I-REC Device Verifier selected by the applicant to conduct an inspection. Any such inspection will be at the applicant's expense, but in accordance with the published tariff.

The I-REC Device Verifier will arrange with the applicant to conduct a site verification inspection. The I-REC Device Verifier will have a checklist stating the minimum verification requirement. This will include confirmation of:

- The location of the Production Device or Installations constituting the Production Group
- The energy sources/type of device (including photographic evidence)
- The capacity and number of turbine units
- The nature and size of any site consumer loads
- The location and class of metering equipment
- The connection to the grid system (to whose network at what voltage)
- Any standby generators (e.g. for start-up) and whether they can directly contribute to the export of electricity from the site
- How and when the site takes electricity from the network
- The date of device commissioning
- The accuracy of the single line diagram provided.

An inspection should not take more than a few hours on site.

The I-REC Device Verifier must submit his inspection report to the Issuer within 1 week of the inspection.

### 7.3 Final Review

The Issuer will review the inspection report and should satisfy himself that the application contains a true and accurate representation of the Production Device or Production Group.

The Issuer must verify any labelling scheme accreditations listed in the application form with the Labelling Scheme Authority. Registration can be made without confirmation from the Labelling Scheme Authority, but no I-REC can be Issued with an association to that label before confirmation has been made. Identification of the Production Device as accredited on the website of the Labelling Scheme Authority is acceptable as that confirmation.

The applicant must have formally accepted the standard terms of service and returned an original signed by an officer of the company.

The Issuer will check other known registries to satisfy himself that the Production Device or Production Group is not likely to be receiving energy attribute certificates from any other sources.

## **8. Creation of a registration**

Once the final review is complete and satisfactory, the Issuer will approve the details of the Production Device or Production Group on to the I-REC Registry.

### **8.1 Registration Date**

The earliest date of registration that can be requested by an applicant must be no earlier than 12 months prior to the date on which the registration application is received by the Issuer, but it must be supported by independent evidence of the Production Device or Production Group characteristics on that date or earlier.

### **8.2 Notification**

The Issuer will confirm to the applicant that registration has been completed and will notify him of the registration code uniquely assigned to that Production Device or Production Group. He will also confirm the first date of production from which I-RECs can be Issued.

## Appendix 1 – Production Device Registration Form

New registration / Declaration of changes*		Date	
<b>Registrant details</b>			
Is the Registrant also the owner of the Device? (provide evidence)			Yes/No*
Registrant Name:		Contact person:	
Address line 1:		e-mail:	
Address line 2:		Telephone:	
Address line 3:		Fax:	
Postal code:			
Country:			
<b>Production Device details</b>			
Device Name:		Latitude	
Address line 1:		Longitude	
Address line 2:		TSO's ID for measurement point	
Address line 3:		Installed capacity (kW)	
Postal code:		Number of generating units	
Country:		Date of commissioning	
Owner of the network to which the Production Device is connected and the voltage of that connection:			
If the Production Device is not connected directly to the grid, specify the circumstances, and additional relevant meter registration numbers:			
Expected form of volume evidence		Metering data/contract sales invoice/other*	
If other please specify			
<b>Energy Sources</b>			
Energy Source (Input) – see Appendix 2		Technology – see Appendix 2	
On-site consumer present?		Yes/No*	
If yes give details			
Auxiliary/standby energy sources present?		Yes/No*	
If yes give details			
Please give details of how the site can import electricity by means other than through the meter(s) specified above.			
Please give details (including registration id) of any carbon offset or energy tracking scheme for which the Production Device is registered. State 'None' if that is the case.			
Please identify any labelling schemes for which the Device is accredited.			
Has the Device ever received public (government) funding (e.g. Feed in Tariff)?		No/investment/production*	
If public (government) funding has been received when did/will it finish?			

\*Delete as appropriate

Requested effective date of registration: (no earlier than 12 months prior to submitting this form)	
--	--

On behalf of the Registrant shown above, I agree to be subject to the I-REC Code and warrant that the information contained in this application is truthful and exhaustive.

Any planned changes concerning the information given in this form will be announced in advance to the I-REC Device Verifier and the Issuer. Any unplanned changes will be reported to the I-REC Device Verifier and the Issuer at the first possible occasion.

The owner of the Production Device and the Registrant as his agent accept the possibility of unannounced control and auditing visits to their own premises and/or the premises of the Production Device, as prescribed in the I-REC Code.

Preferred I-REC Device Verifier:	
Signature	
Print name and role of signatory	

## Appendix 2 – Energy Sources/Technology Types

Energy Source (Input)		Technology
Solar		PV Ground
		PV Roof
		PV Floating
		Aggregated
		Thermal Concentration
Wind		Onshore
		Offshore
Hydro-electric		Dam
		Run of River
		Pumped Hydro Storage (Natural in-flow only)
Marine Tidal		Onshore
		Offshore
Marine Wave		Onshore
		Offshore
Marine Current		Offshore
Marine Vertical Pressure		Offshore
Biomass Solid	Municipal waste	Combined cycle gas turbine with heat recovery: Non CHP Combined cycle gas turbine with heat recovery: CHP Steam turbine with back-pressure turbine (open cycle): Non CHP Steam turbine with back-pressure turbine (open cycle): CHP Steam turbine with condensation turbine (closed cycle): Non CHP Steam turbine with condensation turbine (closed cycle): CHP Gas turbine with heat recovery: Non CHP Gas turbine with heat recovery: CHP Internal combustion engine: Non CHP Internal combustion engine: CHP Micro-turbine: Non CHP Micro-turbine: CHP Stirling engine: Non CHP Stirling engine: CHP Fuel cell: Non CHP Fuel cell: CHP Steam engine: Non CHP Steam engine: CHP Organic rankine cycle: Non CHP Organic rankine cycle: CHP
	Industrial and commercial waste	
	Forestry products	
	Forestry by-products & waste	
	Animal fats	
	Agricultural products	
	Agricultural by-products & waste	
Biomass Liquid	Municipal biodegradable waste	
	Black liquor	
	Pure plant oil	
	Waste plant oil	
	Refined vegetable oil excluding biodiesel and biogasoline	
	Biodiesel (mono-alkyl ester)	
	Biogasoline (C6-C12 hydrocarbon)	
	Biogas	Landfill gas
Sewage gas		
Gas from organic waste digestion		
Process gas: Biogenic		
Renewable heat	Geothermal	
	Aerothermal	
	Hydrothermal	

	Biogenic process heat	
Co-fired with fossil	Municipal solid waste: Biomass Fraction	
	Industrial and commercial waste: Biomass fraction	
	Waste wood	
	Forestry products	
	Forestry by-products & waste	
	Animal fats	
	Agricultural products biomass fraction	
	Agricultural by-products & waste biomass fraction	
	Solar thermal concentration	

### Appendix 3 – Owner’s Declaration

The following is a template letter to be used where the applicant is not the owner of the production device. It should be copied onto the owner’s headed paper, completed and signed by an officer of the owner. It can be scanned and sent electronically to the local Issuer.

To:  
I-REC Services  
Achter de Tolburg 151  
5211 s’Hertogenbosch  
The Netherlands

Date: *[insert date here]*

To Whom it May Concern,

#### **Declaration of Attribute Generation and Ownership**

Please accept this letter as granting *[insert applicant company name here]* the exclusive right to act in respect of trading all renewable energy attributes (representing the environmental, economic, and social benefits associated with the generation of electricity) including all associated carbon attributes with *[insert production device/installation name here]* from *[insert effective registration date\* here]* until further notice. The rights to these attributes are our exclusive ownership at the time of signing.

We understand that the attributes associated with renewable electricity generation are different and distinct from those under an emissions reduction scheme that have been calculated as displacement (‘offset’) against a business as usual case.

In granting this permission we accept that the ownership of the associated renewable and carbon attributes from the generation of electricity may be passed to *[insert applicant company name here]* in the form of I-RECs as defined in the I-REC Code and associated documents. We have received, or will receive, valuable consideration for the delivery of these attributes. We therefore undertake that, for the same units of electrical energy, our organization will not receive or apply for any certificates representing the associated renewable or carbon attributes or the calculated displacement (‘offset’) of these attributes from the electricity production. We also, to the best of our knowledge, have the right to separate renewable attributes from the associated physical electricity generation and are not required by local legislation to retain these attributes for any reason.

Yours sincerely,

On behalf of *[insert owner company name here]*

*[\*Please contact I-REC to establish what date can be used here]*

**Production Device Registration**

**Appendix 4 - Production Group Registration Form**

Production Group:

Counter	Installation Name	Address	Village/Town/City	Latitude	Longitude	Capacity (kW)	Meter_id	Meter type
0	<i>Rooftop XYZ Building</i>	<i>276 Oscar Street</i>	<i>Newtown</i>	<i>24.8309</i>	<i>46.8890</i>	<i>35.4</i>	<i>H24750312</i>	<i>Interval/Scalar</i>
1								
2								
3								
4								
5								
6								
7								
8								
9								
10								
11								
12								
13								
14								
15								
16								
17								
18								