FY2012-2014 Solar SRP
Final As-Built Checklist

In order for an installation to be deemed complete and ready for a NJCEP Program Inspection or Inspection Waiver, the following requirements must be completed and submitted to the Market Manager. Local code approval must be granted on or before the project expiration date. **All projects regardless of when they were accepted into the SRP must use this checklist and the 2012-2014 forms until further notice.**

☐ Completed and signed **Final As-Built Technical Worksheet**. The authorized representative for each party listed at the bottom of the Technical Worksheet must sign the form in the designated space. The parties are defined on the SREC Registration Program Form. The total installed cost requested in Section E of the Technical Worksheet **must** be updated to reflect that actual value.

☐ If this was not included in the SRP Registration packet, include a **one-page final site map.** This document can be an **overhead view drawing or a single line electrical diagram** and must clearly indicate the specific location of the renewable energy technology, the inverter, batteries (if applicable), lockable disconnect switch, and the point of connection with the utility system. The installation address, current electric utility account number at that address, and the installer's name and telephone number must also be included on the site map.

☐ Representative digital photographs of the system affixed to the template in the **Final As-Built Technical Worksheet**. The photos shall be a minimum of 5" x 7" at 300 DPI and must include 1) the solar array 2) inverter(s), 3) site changes if any from original registration (for example – tree removal) and 4) Revenue Grade kWh Production Meter that has been certified to the ANSI C12.1-2008 standards.

☐ Residential projects must perform a **shading analysis** using: *Solmetric SunEye* or *Solar Pathfinder* tool and corresponding software. A complete report must be submitted, including a summary page with a *minimum* of four skylines (I.e.: two lowest corners *and* two uppermost corners of each array). Only **Commercial projects** installed on flat rooftops and commercial ground-mounted systems may provide a satellite image or aerial photographs to be used for analysis in determining any potential impact of shading on performance.

☐ **PV Watts actual system printouts** showing the system production estimates supporting Item D: the system estimated production calculation on the Final As-Built Technical Worksheet: If changing derate factor, include a copy of the derate factor calculation page and copies of the equipment spec. sheets corresponding to changes.

For systems without shading or other changes to the derate factor:

- Production estimates calculated using the actual data from the Final As-Built Technical Worksheet and the default derate factors in PV Watts.

For systems with shading and other changes to the derate factor:

- Production estimates calculated using the actual data from the Final As-Built Technical Worksheet and actual derate factors.
- Complete documentation on why there are changes to the derate factors. The only allowable changes are for PV module power tolerance, inverter peak/max efficiency, and total shading percentage.
- Calculator for overall DC to AC derate factor. A printed copy of the calculator for overall DC to AC derate factor page with all the changes. (The derate factor help page).

For systems with multiple arrays:

- Each array plane must have a separate shade analysis and coordinating PV Watts report.

Mail or hand deliver completed package to:
(Faxes and e-mails are not accepted.)

SREC Registration Program
New Jersey's Clean Energy Program
C/o Conservation Services Group
75 Lincoln Highway, Suite 100
Iselin, NJ 08830

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- ☐ **PV Watts ideal system printouts** - Calculate estimated production using the system size only from your Final As-Built Technical Worksheet, but for **orientation (azimuth) use the default (180° true south), for tilt use the default Latitude for the location selected and do not include shading or change any other derate factors.**

- ☐ **Completed PV Commissioning Form** which verifies that the system has been tested and is functioning as per system design. This form should be completed on the date of commissioning and performed by the licensed or certified professional who is present on the array site. For micro-inverters, please follow the directions in Section D of the PV Commissioning Form. Please provide the following supporting documentation: 1) If monitoring device has the capability to separate data per micro-inverter, a print-screen, or clear photograph of a monitoring webpage reflecting instantaneous production for individual inverters. If individual data is not available, supply the Total Array Instantaneous (AC) kW Production for the entire array, and 2.) Website screen-shot of serial numbers, photocopy of serial numbers, or other record containing the installed equipment serial numbers is acceptable. **Note: You are permitted to use a proprietary String/Branch Circuit Commissioning form when submitting the "Final As-Built" paperwork if the format includes the NJCEP-required information.**

- ☐ **EDC Notification** - the written notification that the system is authorized to be energized from the utility. Per the *N.J.A.C. 14:8-5.8 - Requirements after approval of an interconnection*, once the EDC performs an inspection or determines that no inspection is needed and has received an executed interconnection agreement from the customer-generator; the EDC shall notify the customer-generator in writing that the customer-generator is authorized to energize the customer-generator facility.
- ☐ **ANSI C12.1-2008 Certified Meter Worksheet**. A revenue grade kWh production meter that has been certified to the ANSI C12.1-2008 standards is required for all SRP systems.
- ☐ **Post-Construction NJDEP Compliance Form Solar Act Subsection t N.J.S.A. 48:3-87 (t)** -In accordance with the Order of the Board of Public Utilities ("BPU") dated January 23, 2013, Docket No. EO12090862V, following construction of a solar electric facility on a brownfield, properly closed sanitary landfill facility, or an area of historic fill, the applicant must demonstrate compliance with all permits required by the New Jersey Department of Environmental Protection ("NJDEP") for the construction and/or operation of the solar facility. **Note: This document is required to be submitted as part of the Final As-Built packet for Subsection (t) conditionally certified projects to receive full certification.**

Once the Final As-Built Packet is deemed complete, an automated selection process will determine if the installation will be selected for an on-site inspection (QC Selected) or if it will receive a waiver of inspection which results in a Quality Assurance paper work review process (QA Selected). If the inspection is waived, the registrant, installer, system owner, and the site host contact will receive a letter within 2-3 weeks of receipt of the complete Final As-Built Packet. If the project is selected for an on-site inspection, residential customers will be called within one week to schedule an inspection. Since installers are expected to be present for the inspection of non-residential projects, the Market Manager will email the installer within one week to schedule the inspection of non-residential projects.

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