



FY2017 SREC Registration Program (SRP)

SRP Final As-Built Checklist

Post Construction Certification Package

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In order for an installation to be deemed complete and selected for a SRP On-Site Inspection or Verification Waiver, the following requirements must be completed and submitted to the SRP Processing Team. All projects regardless of when they were accepted into the SRP must use the FY2017 Final As-Built Checklist and the SRP Forms until further notice.

A completed SRP Final As-Built packet (Defined under N.J.A.C.14:8-2.4 (i) as the SRP Post- Construction Certification Package) must be submitted on or before the expiration date that is noted on the SRP Acceptance letter. If the Final As Built packet is submitted after the expiration date you will be required to re-submit a new SRP Registration Packet in the online portal. You can access the portal at njcleanenergy.com

Listed below is the documentation required when submitting a SRP Final As-Built Packet.

- Completed and signed **SRP 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 Certification Form. The total installed cost requested in **Section G** of the Technical Worksheet must be updated to reflect the actual value. For detailed instructions on how to accurately complete this form please refer to the **SRP Final As-Built Instructions**. **The SRP Processing Team reserves the right to request complete copies of any or all paperwork including a full shading analysis, with a Solar Access summary page, and NREL Production Estimates (PVWatts or SAM) from the installer/developer at any time.**
- Representative **digital photographs** of the solar system The photos shall be a minimum of 5" x 7" at 300 DPI. Please ensure that the photos are in focus and the serial numbers are legible. **All photos can be combined into one or more documents and submitted as one upload in the portal.**
 - 1) **Solar Array (s)**-Legible photo showing all modules
 - 2) **Inverter (s)** -Legible photo of inverter or micro inverter
 - 3) **Revenue Grade kWh Production Meter** that has been certified to the ANSI c12.1-2008 or ANSI c. 12.20 accuracy standards. Legible photo of meter with Make , Model and Serial Number visible. (a) For **Integrated Revenue Grade Meter**-Photo of the actual integrated metering device. (b) For Certain **Micro-Inverter Monitoring Units** -Photo of the device and online screen capture displaying the Serial Number and identifying additional Revenue Grade Meter identifiers showing device has met or exceeds ANSI C.12.1-2008 accuracy testing standards.
 - 4) Any site changes if any from original registration (for example-tree removal)

In the past, participants in the PSE&G Solar Loan Program were waived the requirement to submit a photo of the Revenue Grade kWh Production Meter (RGM). Participants in the PSE&G Solar Loan Program are now required to submit a photo of the RGM that is installed at the site.



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- Instantaneous Production**: A document which verifies that the system is fully functioning as per system design. This document can be provided as one, or more, of the following:
 - 1) A print screen, or clear photograph of a remote monitoring webpage displaying the instantaneous production (AC Power in Watts or kilowatts) per operational inverter,
 - 2) A print screen, or clear photograph of the on-site monitoring device, displaying the instantaneous production (AC Power in Watts or kilowatts) per operational inverter,
 - 3) A photo of the LCD/LED screen of each operational inverter, displaying the instantaneous system production (AC Power in Watts or kilowatts)

- Self- Installations**-A copy of the signed Electrical Code Inspection (UCC) and any applicable permits must be included in the Final As-Built packet

- Final Site Map**-If there are changes to the installation of the solar system from the information supplied in the initial 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 Revenue Grade Meter, 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/developer's name and telephone number must also be included on the site map.

- EDC Authorization to Operate 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 Electric Distribution Company (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.

- Utility Account Number**-If the initial SRP Registration was submitted as new construction without a utility account number or the utility account number has changed since the initial registration, the new account number must be entered into the online portal. If your initial SRP Registration was submitted in paper form, you must submit a copy of the utility bill showing the customer name, address and new account number.



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Registrants will have 12 months from the date of the SRP Acceptance letter to satisfy all the program requirements. If your system can not be completed prior to the project expiration date, you may apply for one extension. The extension request must be submitted to the SRP Processing Team on or before the project expiration date. Instructions on submitting an extension can be found at njcleanenergy.com.

If the Final As-Built packet is submitted and it is determined that the date of the EDC Notification is after the expiration date, the registrant will be required to submit a new SRP Registration. The original SRP Registration will be deactivated and the new SRP Registration will receive a new SRP Registration number, SRP Acceptance date and expiration date. The new SRP Registration will be subject to the Chapter 8 rules with amendments that became effective June 4, 2012. The EDC Authorization to Operate Notification is used to establish the start date for the 15 year SREC qualification life as required by the New Jersey Renewable Portfolio Standards (NJ RPS) rules.

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 or if it will receive a verification waiver. If the on-site inspection is waived, the Premise Contact, Installer/Developer and the Primary Contact will receive an email. If the project is selected for an on-site inspection residential customers and installers/developers will be contacted to schedule an on-site visit by the SRP Inspector. Unless requested, the installer/developer is **not required** to be present for the on-site visit. The installer/developer are **required to be present** for the inspection of non-residential projects and will be contacted via email by a Program Representative to schedule the inspection. If an Integrated Revenue Grade Meter device is installed at the site, the installer must be present for the on-site inspection.

Once the project has received a verification waiver email or a passed on-site inspection report and the registrant has submitted all requested paperwork, a letter containing the NJ Certification Number will be sent to the listed SREC owner. This letter contains instructions on how to register with PJM-GATS SREC tracking system. For inquiries regarding the GATS System please contact the GATS Administrators at 877-750-GATS (4287) or www.pjm-eis.com.

If there are changes to the ownership of the system or the installer/developer from the initial SRP Registration, please submit a revised SRP Registration Certification Form together with a copy of the revised executed contract with appropriate signatures and dates with your SRP Final As-Built packet.

Any questions concerning the status of your project should be directed to the *New Jersey's Clean Energy Program* Call Center at 1-866-NJSMART.

If you submitted your registration via online portal, please upload the Final As-Built documents in the portal <https://njcepsolar.programprocessing.com/content/home>

If you submitted your registration in paper form, please submit the Final As-Built Packet in paper and send to:

**SREC Registration Program
Applied Energy Group
317 George Street, Suite 520
New Brunswick, NJ 08901**