**Standard Process Completion Documentation**

Please carefully review your Conditional Approval email (and any attachments) for any additional documentation

Requirements that is 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 National Grid, please verify that the legal contact information has been entered correctly.

If corrections or updates need to be made, please submit an up-to-date copy of the [**Legal Information Document**](https://www9.nationalgridus.com/non_html/DG_Legal_Information_Document.doc).

Updated versions of all forms may be found on National Grid’s “Interconnection Documents” webpage: [**https://www9.nationalgridus.com/masselectric/home/energyeff/4\_interconnection-documents.asp**](https://www9.nationalgridus.com/masselectric/home/energyeff/4_interconnection-documents.asp)**.**

Please reference Frequently Asked Questions (FAQ) for answers on several different topics: [Frequently Asked Questions (FAQ)](https://www9.nationalgridus.com/masselectric/business/energyeff/4_faq.asp)

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **For DG Application:** | | | | | |  | | |
| **The Interconnecting Customer must complete (and return) the following items promptly after they have been provided by National Grid.** | | | | | | | | | **Customer Submission** | | | **National Grid** | | |
| **1** | | | **Interconnection Service Agree**ment (ISA*)* Signed within 20 Business days of receiving. Note: Initials are required on every page at the bottom. | | | | | | Select Action | | | Select Action | | |
| **a)** | | | **Exhibit G** | | | Interconnection Service Agreement (ISA) | | | Select Action | | | Select Action | | |
| **b)** | | | **Exhibit H** | | | Agreement between the Company and the Company’s Retail Customer | | | Select Action | | | Select Action | | |
| **c)** | | | **Exhibit I** | | | Landowner agreement | | | Select Action | | | Select Action | | |
| **Note: In the Standard Process, the Exhibit H will be provided by National Grid and must be submitted in any instance where the owner and/or operator of the DG system is not the named responsible party on the host retail electric billing account (also known as the “Host Customer” or “Retail Customer”).** | | | | | | | | | | | | | | |
| **Once the signed ISA has been submitted, National Grid will send any System Modification invoices to the Interconnecting Customer (as indicated on the most recent** [**Legal Information Document**](https://www.nationalgridus.com/non_html/Expedited%20Standard%20Interconnection/Legal%20Information%20Document.doc) **and based on the terms and conditions of the ISA). Invoices should be paid using the instructions on the invoices.** | | | | | | | | | | | | | | |
| **2** | | | The full System Modifications costs have been paid. Due within 120 business days of signing ISA (or 25% payment) | | | | | | Select Action | | | Select Action | | |
| **a)** | | | At least 25% of the System Modifications costs have been paid. Due within 120 business days of signing ISA | | | | | | Select Action | | | Select Action | | |
| **b)** | | | The final payment of the remainder of the balance from original payment in **Section 2.a**  (usually 75%) has been made to order equipment. | | | | | | Select Action | | | Select Action | | |
| **All DG applications in the Standard Process must undergo a witness test. In preparation for the witness test, the customer must submit all of the items on the Witness Test Documentation Checklist for approval.** | | | | | | | | | | | | | | |
| **The Interconnecting Customer must complete and submit the following items prior to requesting that a new meter be installed.** | | | | | | | | | | | | | | |
| **3** | **Documentation for Metering (for net metering provide “a” & “b” OR**  **for qualifying facilities >60kW provide “c” & “d”)** | | | | | | Select Action | | | Select Action | | |
| **a)** | **Proof of Cap Allocation** | | | **Net Metering System of Assurance cap allocation: (visit** [**www.massaca.org**](http://www.massaca.org) **for more information) Except 10kW and under on 1-Phase and 25kW and under on 3-Phase,However, if on waiting list or not eligible for Net Metering then project must be QF (Qualifying Facility) if planning to export and provide revised application to reflect (before “Authority to Interconnect” granted.)** | | | Select Action | | | Select Action | | |
| **b)** | [**Schedule Z**](http://www.nationalgridus.com/non_html/MA_DG_Schedule_Z.doc) | | | **Additional Information Required for Net Metering Service** | | | Select Action | | | Select Action | | |
|  | **b.1)** | | [**https://www9.nationalgridus.com/non\_html/MA\_DG\_Schedule\_Z.doc**](https://www9.nationalgridus.com/non_html/MA_DG_Schedule_Z.doc) | | | Select Action | | |  | | |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Customer Submission** | | | **National Grid** | | |
| **c)** | | | [**Qualifying**](https://www9.nationalgridus.com/non_html/MA_DG_qualifying_facility_forms.zip) **Facility Forms**  **(Need if >60kW)** | | | | | | | **Agreement to Purchase under the P-Rate Tariff (**[**Schedule A**](https://www9.nationalgridus.com/non_html/MA_DG_qualifying_facility_forms.zip)**)** | | | Select Action | | Select Action | | |
|  | | | **c.1)** | | [**https://www9.nationalgridus.com/non\_html/MA\_DG\_qualifying\_facility\_forms.zip**](https://www9.nationalgridus.com/non_html/MA_DG_qualifying_facility_forms.zip) | | | | | | | Select Action | |  | | |
|  | | | **c.2)** | | [**https://www9.nationalgridus.com/non\_html/MA\_DG\_QF\_Checklist.pdf**](https://www9.nationalgridus.com/non_html/MA_DG_QF_Checklist.pdf) | | | | | | | Select Action | |  | | |
| **d)** | | | **Form 556**  **(Need if 1MW or larger)** | | | | | | | **FERC Qualifying Facilities Certificate** | | | Select Action | | Select Action | | |
|  | | | **d.1)** | | [**https://www.ferc.gov/docs-filing/forms/form-556/form-556.pdf**](https://www.ferc.gov/docs-filing/forms/form-556/form-556.pdf) | | | | | | | Select Action | |  | | |
| **4** | | | **Evidence**  **of**  **Insurance** | | | Refer to the ISA and the [Interconnection Tariff](http://www.nationalgridus.com/non_html/Interconnect_stds_MA.pdf) for insurance requirements***.* National Grid shall be added as additional insured and the Certificate Holder. All Insurance documents shall be submitted to the following:** | | | | | **National Grid** Attention:  **Risk Management** **300 Erie Blvd West** **Syracuse, NY 13202** | | Select Action | | | Select Action | | |
| **a)** | | | **Class 1 Net Metering** | | | | | | **As per 220 CMR §18.03(2) evidence of insurance is not required if net metered and ≤60kW** | | | | Select Action | | | Select Action | | |
| **b)** | | | **Government Entity** | | | | | | **As per the ISA, some Facilities owned by Government Entities are exempt from this requirement** | | | | Select Action | | | Select Action | | |
| **5** | | | **Utility Revenue Meter Phone Number** | | | | All accounts with >60kW of generation capacity capable of exporting power to the National Grid Electric Power System (EPS) must install a dedicated phone line at the Utility Revenue Meter. Refer to the [**National Grid Phone Line Installation Guide**](http://www.nationalgridus.com/non_html/Expedited%20Standard%20Interconnection/Phone%20Line%20Installation.pdf) for the most up-to-date specifications. Please provide correct telephone # in the space below | | | | | | Select Action | | | Select Action | | |
| **a)** | | | **Phone #:** | | | | \*please type the direct telephone number in this location\***Note:** A direct telephone number is required for All accounts with >60kW of generation capacity capable of exporting power to the National Grid Electric Power System (EPS) | | | | | | Select Action | | | Select Action | | |
| **6** | | | **(Optional)**  **Wireless Meter** | | | | If a Wireless meter was requested, the $800 fee shall be paid. | | | | | Select Action | | | Select Action | | |
| **a)** | | | **Wireless Meter** | | | | A wireless field test shall be performed by the customer and at the customer’s expense. The wireless test is just a basic “pin on the map” test to ensure the wireless meter will have a strong enough signal to report back to the central server. Please reference the following documents: | | | | | Select Action | | | Select Action | | |
|  | | | **a.1)** | [**Wireless Signal Strength Test**](https://www9.nationalgridus.com/non_html/Signal%20Strength%20Test.pdf) | | | | | | | Select Action | | | |  | | |
|  | | | **a.2)** | [**Wireless Test Form**](https://www9.nationalgridus.com/non_html/Wireless_Test_Form_fillable_MA.pdf) | | | | | | | Select Action | | | |  | | |
| **The Interconnecting Customer must provide clear pictures (including plaque labeling) 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. All plaques as described in NEC 705.10, 705.12 (7), 690.56, 692.4 and 705.70 shall be installed when applicable. | | | | | | | | | | | | | | | | | |

|  |  |
| --- | --- |
| **Customer Submission** | **National Grid** |
| **7** | **All generator(s) or inverter(s)** | | | Select Action | | Select Action |
| **8** | **AC Utility Disconnect Switch shall conform to the following statements identified in the** [**Interconnection Standards**](https://www9.nationalgridus.com/non_html/Interconnect_stds_MA.pdf) **M.D.P.U. No. 1320 section: 4.2.3.2.1.C:** Disconnect Switch: The Facility shall provide a disconnect switch (or comparable device mutually agreed upon by the Parties) at the point of Facility interconnection that can be opened for isolation. The switch shall be in a location easily accessible to Company personnel at all times. The switch shall be gang operated, have a visible break when open, be rated to interrupt the maximum generator output and be capable of being locked open, tagged and grounded on the Company side by Company personnel. The visible break requirement can be met by opening the enclosure to observe the contact separation. The Company shall exercise such right in accordance with Section 7.0 of this Interconnection Tariff. | | | Select Action | | Select Action |
| **a)** | The **AC Utility Disconnect Switch** shall be: | | Select Action | | |
| **a.1)** | 1. **NEMA 3R Classification** 2. **Fusible** 3. **1/3PST (1 or 3 Pole[s] Single Throw)** | | | Select Action | Select Action |
| **b)** | A **permanent plaque** (visible at eye level) that reads “AC Utility Disconnect Switch”. | | | | Select Action | Select Action |
| **9** | Current Limiting Device(s) (e.g. fuses and/or circuit breakers) If tap is not in Main or Sub Panel, show location of tap (before Meter). | | | | Select Action | Select Action |
| **10** | **Utility Revenue Meter, including the following (as applicable):** | | | | Select Action | Select Action |
| **a)** | All accounts with >60kW of generation capacity capable of exporting power to the National Grid Electric Power System (EPS) **a telephone line** either a hardline or wireless is required.  **The picture shall show the phone line.** | | | | Select Action | Select Action |
| **b)** | A **permanent plaque** (visible at eye level) that includes a warning about the generator installed. | | | | Select Action | Select Action |
| **c)** | In the situation where the **AC Utility Disconnect Switch** is **not grouped** with and **adjacent to** the **Utility Revenue Meter**. The contractor shall install an **permanent plaque** (visible at eye level) that clearly identifies the location of the AC Utility Disconnect. | | | | Select Action | Select Action |
| **11** | **Customer-owned Production Meter(s) *(if installed)*** | | | | Select Action | Select Action |
| **a)** | If the **customer-owned production meter** is a revenue-grade meter (or otherwise looks similar to a National Grid utility revenue meter). The contractor shall install an **permanent plaque** (visible at eye level) that reads “Customer-Owned Production Meter”. | | | | Select Action | Select Action |
| **12** | **Customer-owned Transformer(s) *(if installed)*** | | | | Select Action | Select Action |
| **13** | **Any new and existing Service Equipment *(on/in/at the building)*** | | | | Select Action | Select Action |
| a) | At each piece of Service Equipment (that is not grouped with and adjacent to all 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. | | | | Select Action | Select Action |
| **14** | **Point of Common Coupling (PCC) as identified in the ISA *(choose all applicable options “a”-“d” below)*** | | | | Select Action | Select Action |
| **a)** | In the situation where the **PCC** is at a **pole-mounted service transformer**, the permanent plaque(s) required for the Utility Revenue Meter is sufficient. | | | | Select Action | Select Action |
| **b)** | In the situation where the **PCC** is at a **pad-mounted service transformer**, a permanent plaque (visible at eye level, located on the right door of the pad-mounted service transformer) that includes a warning about the generator installed. | | | | Select Action | Select Action |

|  |  |
| --- | --- |
| **Customer Submission** | **National Grid** |
| **c)** | In the situation where the **PCC** is at a **secondary** or **primary meter**, the permanent plaque(s) required for the Utility Revenue Meter are sufficient. | | Select Action | Select Action |
| **d)** | In the situation where the **AC Utility Disconnect Switch** is not grouped with and adjacent to the PCC, a **permanent plaque** (visible at eye level) that clearly identifies the location of the AC Utility Disconnect. | | Select Action | Select Action |
| **NOTE: Please review the Conditional Approval email (and any attachments) for any additional documentation requirements**  **that are specific to your Interconnection Application! Furthermore, if an witness testing is required please refer to the**  **“**[**Witness Test Checklist**](https://www9.nationalgridus.com/non_html/MA_DG_Witness_Testing_Checklist.doc)**”** | | | | |
| **1** | **Review and Approve the results of the witness test** | | Select Action | Select Action |
| **2** | **Installation of new ‘net’ and/or ‘bi-directional’ meter *(if applicable)*** | | N/A | Select Action |
| **a)** | Requested | **Once all items have been satisfactorily completed**,National Grid’s DG group will request the installation of a new meter. | N/A | Select Action |
| **b)** | Installed | National Grid will generally coordinate the meter installation with the Witness Test, subject to the customer providing sufficient advanced notice. | N/A | Select Action |
| **3** | **Authorization to Interconnect** | This is an official authorization to activate and operate your generating system. | N/A | Select Action |
| **Warning:** Operating your generator prior to receiving the Authorization to Interconnect may cause damage to National Grid’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 National Grid’s

[**Interconnection Process**](http://www.nationalgridus.com/masselectric/home/energyeff/4_interconnection-process.asp) webpage for Distributed Generation:

[**http://www.nationalgridus.com/masselectric/home/energyeff/4\_interconnection-process.asp**](http://www.nationalgridus.com/masselectric/home/energyeff/4_interconnection-process.asp)

**Project Documentation**

|  |  |
| --- | --- |
| **Select Date** |  |
| **Select Section** |
| **Select Date** |  |
| **Select Section** |
| **Select Date** |  |
| **Select Section** |
| **Select Date** |  |
| **Select Section** |
| **Select Date** |  |
| **Select Section** |

|  |  |
| --- | --- |
| **Select Date** |  |
| **Select Section** |
| **Select Date** |  |
| **Select Section** |
| **Select Date** |  |
| **Select Section** |
| **Select Date** |  |
| **Select Section** |
| **Select Date** |  |
| **Select Section** |