**Standard Process Completion Documentation (RI-DG)**

Please carefully review your Conditional Approval email (and any attachments) for any additional documentation requirements that are 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**](http://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: [**http://www9.nationalgridus.com/narragansett/business/energyeff/4\_interconnection-documents.asp**](http://www9.nationalgridus.com/narragansett/business/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)

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| **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 Agreement (ISA) Signed within 20 Business days of receiving.Note: Initials are required on every page at the bottom** | Select Action | Select Action |
| **a)** | **Exhibit H** | Interconnection Service Agreement (ISA) | Select Action | Select Action |
| **b)** | **Exhibit I** | Agreement between the Company and the Company’s Retail Customer | Select Action | Select Action |
| **Note: In the Standard Process, the Exhibit I 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 15 business days of signing ISA (25% or full payment prior to construction as per the payment plan in the ISA)** | Select Action | Select Action |
| **a)** | At least 25% of the System Modifications costs have been paid.*Due within 15 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.** |
| **3** | **P.E. stamped Three-Line Diagram** | Select Action | Select Action |
| **a)** | Relay Configuration | Configuration of all internal and redundant relays | Select Action | Select Action |
| **b)** | Includes any transformers, grounding equipment, etc. | Select Action | Select Action |
| **c)** | Post-Study Changes | The diagram must also incorporate any changes noted in the Impact and/or Detailed Studies*.* | Select Action | Select Action |
| **4** | **Witness Test** **Plan** | The witness test plan must meet the criteria addressed in National Grid’s Witness Test Guidelines. | Select Action | Select Action |
| Witness Test Process : [**National Grid Witness Test Guidelines - RI**](https://www9.nationalgridus.com/non_html/Expedited%20Standard%20Interconnection/NGrid%20Witness%20Test%20Guidelines%20Feb%202012.pdf)**Note:** A Witness Test shall be required as permitted by the [**Interconnection Tariff - RIPUC No. 2163**](http://www.nationalgridus.com/non_html/RI_DG_Interconnection_Tariff.pdf)**.** |

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| **The Interconnecting Customer must complete and submit the following items prior to requesting that a new meter be installed (or scheduling a witness test).** | **Customer Submission** | **National Grid** |
| **5** | **Documentation for Metering *(for net metering provide “a” OR******for qualifying facilities >25kW provide “b” & “c”)*** | Select Action | Select Action |
| **a)** | [**Schedule B**](http://www.nationalgridus.com/non_html/RI_DG_Schedule_B.doc) | Additional Information Required for Net Metering Service | Select Action | Select Action |
|  | **a.1)** | [**Schedule B - Net Metering Application for Credits - RIPUC No. 2169**](https://www9.nationalgridus.com/non_html/Schedule%20B%20-%20Net%20Metering%20-%20%202169.docx)  | Select Action |  |
|  | **a.2)** | [**R.I.- Net Metering Tariff - RIPUC No. 2169**](http://ngridustest/non_html/Net%20Metering%20Tarrif%202169.pdf) | Select Action |  |
| **b)** | [**Qualifying**](https://www9.nationalgridus.com/non_html/MA_DG_qualifying_facility_forms.zip) **Facility Forms**  | Agreement to Purchase under the Rate Tariff (**Schedule A**).Refer to National Grid’s full Rate Tariff \*which is provided below\* | Select Action | Select Action |
| (Need if >80kW) |
|  | **b.1)** | [**R.I. - Rate Tariff / Rate Summary**](https://www9.nationalgridus.com/non_html/rate_summary_2095.pdf) | Select Action |  |
|  | **b.2)** | [**R.I. - Rate Tariff / Standard Offer Service**](https://www9.nationalgridus.com/non_html/rate_summary_2096.pdf) | Select Action |  |
|  | **b.3)** | [**The Narragansett Electric Company-Qualifying Facilities Power Purchase Rate**](https://www9.nationalgridus.com/non_html/QFRATE%20040112.pdf)  | Select Action |  |
|  | **b.4)** | [**FERC - What is a Qualifying Facility?**](https://www.ferc.gov/industries/electric/gen-info/qual-fac/what-is.asp) | Select Action |  |
| **c)** | **Form 556** | FERC Qualifying Facilities Certificate | Select Action | Select Action |
| (Need if 1MW or larger) |
|  | **c.1)** | [**FERC - Form 556 - Certification of QF Status for a Small Power Production or Cogeneration facility**](https://www.ferc.gov/docs-filing/forms/form-556/form-556.pdf) | Select Action |  |
|  | **c.2)** | [**How to Obtain QF Status for your Facility - Form No. 556**](https://www.ferc.gov/industries/electric/gen-info/qual-fac/obtain.asp) | Select Action |  |
| **6** | [**Attachment No.2\***](http://www.nationalgridus.com/non_html/RI_DG_Exhibit_B2.doc) | **Expedited/Standard Certificate of Completion*(must be signed by the local or Federal code official at the time of the electrical inspection)*** | Select Action | Select Action |
| \*Formally known as “Exhibit B2” |
| **7** | **Commissioning Memo** | Must be signed and dated on **Electrical Company/ Installation Contractor** letterhead, AND include/provide all of the following statements with Frequency (Hz) Listing. **Under-Frequency Trip Settings for DG Systems Requirements:** 1. **30kW (AC) or below (Aggregate Generation)**
2. **Above 30kW (AC) (Aggregate Generation)**
 | Select Action | Select Action |
| **Please See link to NPCC A-03 Curve guide below – Under section e.1** |
| **a)** | The system passed the “**2 seconds shutdown**, when utility disconnect is open” test. | Select Action | Select Action |
| **b)** | The system passed the “**5 minutes before restart**, after utility disconnect is closed” test. | Select Action | Select Action |
| **c)** | A **visual inspection** confirms that the system matches the As-Built electrical **One** or **Three** line diagram dated (**most recent one-line or three-line date**) and signed with date matching the commissioning memo date. | Select Action | Select Action |
| **d)** | The relay frequency settings identified in the relevant interconnection standards **R.I.P.U.C. No. 2163, Section 4.1.3 Frequency** and in the Screening Memo and/or Supplemental Review Memo are adhered to and have been tested. Provide field proof, via **statement/table** in memo, if field difficult, providing additional support documentation and noted as such in Commissioning Memo is acceptable. | Select Action | Select Action |
| **e)** | List Inverter internal relay **frequency (Hz) and time settings**.**NOTE:** If field testing is difficult, additional support documentation may be accepted. Please follow the link for guidance:  | Select Action | Select Action |
|  | **e.1)** | [**https://www9.nationalgridus.com/non\_html/UF\_Trip\_Settings\_Letter.pdf**](https://www9.nationalgridus.com/non_html/UF_Trip_Settings_Letter.pdf) | Select Action |  |
| **8** | A complete **As-Built** **P.E.-Stamped** **One-Line Diagram\*** (must be signed and dated on the Day of the commissioning test by the contractor responsible for the commissioning test)  | Select Action | Select Action |

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| **Customer Submission** | **National Grid** |
| **9** | **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)** | **≤50kW Net Metering** | As per the ISA, evidence of insurance is not required if net metered and ≤50kW  | 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 |
| **10** | **Utility Revenue Meter Phone Number** | All accounts with >25kW 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 themost up-to-date specifications. Please provide correct telephone # in the space below | Select Action | Select Action |
| **a)** | **Rhode Island Regrowth Project** | Wireless meter required for any regrowth project. Standard Net-metering applicants can chose wireless meter or hardline meter\*. (\*See Line Item #8.b) |  |
| **b)** | **Net-Metering Applicants** | **Net-metering applicants can chose either:**1. Hardline / Copper Line meter
2. Wireless meter-Fee Applies\* (\*Please see Line Item #10)
 |  |
| **11** | **Phone #:** | \*please type the direct telephone number in this location\***Note:** A direct telephone number is required for All accounts with>25kW of generation capacity capable of exporting power to the National Grid Electric Power System (EPS)  | Select Action | Select Action |
| **12** | **(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**](https://www9.nationalgridus.com/non_html/Signal_Strength_Test_RI.pdf) | Select Action |  |
|  | **a.2)** | [**Wireless Test Form**](https://www9.nationalgridus.com/non_html/Wireless_Test_Form_fillable_RI.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.** |
| **13** | **All generator(s) or inverter(s)** | Select Action | Select Action |
| **14** | **Utility Revenue Meter, including the following (as applicable):** | Select Action | Select Action |
| **a)** | If a **phone line** is required, the picture must 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 |

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| **Customer Submission** | **National Grid** |
| **15** | **The AC Utility Disconnect Switch shall conform to the following statements identified in the** [**Interconnection Standards**](https://www9.nationalgridus.com/non_html/RI_DG_Interconnection_Tariff.pdf) **RIPUC 2163 section: 4.2.3.2.1.C:** 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 |
| **16** | **Current Limiting Device(s) *(e.g. show fuses and/or circuit breakers) If tap is not in Main or Sub Panel, show location of tap (before/behind Meter).*** | Select Action | Select Action |
| **17** | **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), a **permanent plaque** (visible at eye level) that reads **“Customer-Owned Production Meter”.** | Select Action | Select Action |
| **18** | **Customer-owned Transformer(s) *(if installed)*** | Select Action | Select Action |
| **19** | **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 |
| **20** | **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 |
| **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 |
| **21** | **Witness Test Proposed Date** | The customer must provide at least 10 business days advanced notice (and provide a back-up date). | Select Action | Select Action |

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| **NOTE: Please review the Conditional Approval email (and any attachments) for any additional documentation requirements that are specific to your Interconnection Application!** |
| **After National Grid has completed any EPS modifications (as identified in the ISA) and the Interconnecting Customer has successfully submitted/completed all of the items listed above (and/or identified in the Conditional Approval email) National Grid will complete the following actions.** | **Customer Submission** | **National Grid** |
| **1** | **Installation of new ‘net’ and/or ‘bi-directional’ meter *(if applicable)*** | N/A | Select Action |
| **a)** | Requested | **Once all other items have been satisfactorily completed**, National Grid’s DG group will request the installation of a new meter. | N/A | Select Action |
| **b)** | Installed | A new meter installation could take up to three weeks for installation after documentation and phone line are provided. | N/A | Select Action |
| **2** | **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/narragansett/home/energyeff/4_interconnection-process.asp) webpage for Distributed Generation: [**http://www.nationalgridus.com/narragansett/home/energyeff/4\_interconnection-process.asp**](http://www.nationalgridus.com/narragansett/home/energyeff/4_interconnection-process.asp)**.**

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