



I-REC GUIDE – REGISTER A GENERATING DEVICE AND ISSUE I-RECS

Last updated: March, 2015

1. Introduction

This portion of the I-REC Guide documentation deals with the registration of an electricity generating facility (referred to as a 'production device') and the issuance of I-REC standard certificates from the generating facility. The I-REC system allows all renewable electricity generators to request issuance a standardized attribute tracking certificate for the purposes of voluntary or compliance consumption purposes in adherence with the I-REC Code regulations.

2. Preparing for Device Registration

An electricity generating facility must be registered with the I-REC system before I-REC standard certificates can be issued. Registration of an electricity generating facility in the I-REC system is initiated by a registrant who can be the owner of the facility or his agent. Registrants select an I-REC issuer responsible for device registrations in the country or region where the electricity generator is located. Individual local issuers may have additional regulations regarding the registration of production devices in their responsible area. All issuers maintain the quality criteria laid out in the I-REC Code.

2.1 Which issuer is responsible for the country or region?

Two distinct types of issuers exist: a local issuer with responsibility for issuing in a specified country or region and the issuer of last resort, known as the Rest of the World (RotW) issuer. All issuers must adhere to the I-REC Code requirements for independence, reliability and transparency.

Local issuer

Local issuers may be appointed as the result of a governmental order, appointment or decree. Where there is no governmental appointee, the I-REC Standard may appoint one or more local commercial issuers in collaboration with the relevant stakeholders and market parties active in the country or region. Only governmental issuers are able to mandate issuance or consumption of I-RECs for compliance or mandatory system purposes (such as national or regional RPS, quota systems or support systems). Local issuers must complete an issuer agreement to be recognized by the I-REC Standard.

Rest of the World (RotW) issuer

While the I-REC Standard prioritizes the use of local issuers some situations will not be conducive to setting up such an organization in a particular region. As a result the RotW issuer is tasked by the I-REC Standard with registration, issuance and verification in areas where no local issuer has been appointed. Currently the RotW issuer is a UK-based company, The Green Certificate Company. The Green Certificate Company accomplishes their role of I-REC issuance under the direct supervision of the I-REC Standard and adheres to the quality standards as laid down in the I-REC Code.

2.2 Contacting the issuer

Local issuers are expected to speak the local language and support generators in registering and issuing I-REC certificates. Contact details for local issuers are seen on the I-REC website, www.irecstandard.org.



If no local issuer is found for the country or region in which the electricity generating device is located it is suggested that the registrant contact the International REC Standard secretariat.

2.3 Device registration with the issuer

The I-REC Code sets out the process for device registration. Local issuers may have additional regulations for device registration which have been agreed with the I-REC Standard. The RotW issuer has a similar document that explains the steps taken by the registrant to complete production device registration for the I-REC system.

2.4 Application to become a registrant

Owners of electricity generating facilities are able to register their electricity production stations on their own behalf or through the appointment of a third-party agent. The individual or organization tasked with registering the generating facility is called the registrant. Each registrant must apply for this position with the issuer and can work on behalf of multiple electricity generating facilities in that particular issuer's country or region of responsibility. Registrants have access to the I-REC registry and can assign additional users from within their organization to have individual or limited access to a portion of the I-REC registry. The application and enrolment of the registrant with I-REC issuers is free of charge.

Registrants must apply for registry access with each individual issuer responsible for the country or region they wish to register production devices. If the electricity generating devices are located in areas where only the RotW issuer is active then applicant registrants should contact The Green Certificate Company with the following forms:

- A signed, scanned and completed copy of 'I-REC Registrant Application Form',
- A signed and scanned copy of the issuer standard terms and agreements, and
- A clear and legible copy of a valid passport of the primary individual representing or serving as the registrant.¹

The various documents for registrant application and enrollment with the RotW issuer can be found on the I-REC Standard website and as part of the I-REC Code Subsidiary Document 01 – Registrant and Participant Application. Individual local issuers will have their own documents for registrant application and enrollment. Upon completion of the registrant's enrollment the issuer will provide registry access details to the registrant.

3. General process of production device registration

Having accepted the standard terms of service from the issuer, registrants can begin the process of device registration. The purpose of this section is to define the generic steps a registrant will encounter as they work to register their device with the I-REC issuer:

Step 1: Production device registration

Registration of an electricity generating facility is valid for 5-years and is completed by a registrant. A registrant can register a production device with the RotW issuer by completing the 'I-REC Production Device Registration Form'. This registration form represents the minimum criteria for device registration; however, local issuers may mandate additional information to meet their national compliance or mandatory system purposes (such as national or regional RPS, quota systems or

¹ All documents must be sent in a pdf, jpg or bmp format.



support systems). If the registrant is not the legal owner of the production device, an 'Owner's Declaration Letter' granting the registrant permission to act on behalf of the owner must be submitted. Supporting evidence will be required for some aspects.

Registrants must apply for production device registration for each individual electricity generating facility they wish to register in a country or region. If the electricity generating devices are located in areas where the RotW issuer is active then registrants should contact The Green Certificate Company with the following forms:

- A signed, scanned and completed copy of 'I-REC Production Device Registration Form',
- As needed, a signed, scanned and completed copy of 'Owner's Declaration', and
- As needed, official third-party verification of production device details (see Step 3).

The various documents for production device registration with the RotW issuer can be found on the I-REC Standard website and as part of the I-REC Code Subsidiary Document 2 – Production Device Registration. Individual local issuers may have their own documents for production device registration.

Step 2: Third-party verification of production devices

All production devices must be audited by a third-party prior to their completed registration on the I-REC registry. Each issuer may mandate a different form of production device verification.

The RotW issuer usually requires confirmation of the device details from the national grid operator, national regulator or public authority. Where no official verification is publicly available, the issuer may require a site visit be carried out by a competent third-party. All issuers, including the RotW issuer, are tasked with conducting regular and ad-hoc audits to ensure the information delivered by the registrant and verified by third-parties remains accurate.

Step 3: Finalization of production device registration

The issuer will send the registrant an invoice for the production device registration fee. Payment of the fee must be made prior to I-REC standard certificate issuance. Each individual issuer may have different fees for production device registration. Information about the RotW issuer fees can be found on the I-REC Standard website.

It is the registrant's responsibility to notify the issuer of any changes in the production device which makes the registered information inaccurate.

4. General process for I-REC issuance

Following production device registration the registrant can request I-REC standard certificate issuance for any production after the official date of registration. Each issuer may have slightly different requirements for the issuance of I-RECs. At the time of registration, the registrant will have already indicated the expected form of volume evidence that will be used e.g. electricity network operator's metering, although the exact form can vary for each issuance. Except where mandated otherwise by local legislation, it is the registrant's responsibility to provide volume evidence to the issuer. The purpose of this section is to define the generic steps a registrant will encounter as they work to issue I-RECs from a registered I-REC production device:

Step 1: Review production details



Registered production devices will need to determine for which period they wish to issue I-RECs. It is the choice of the production device owner and the appointed registrant to request I-REC issuance; it is not a requirement that production devices issue I-REC standard certificates. In order to issue I-RECs the registrant determine the production volume for the chosen issuing period.

Step 2: Third-party verification and evidence of production data

All production data must be audited by a third-party prior to I-REC standard certificate issuance. Each national issuer may mandate a different form of production data verification. The RotW issuer usually requires third-party confirmation of production details from the national grid operator, national regulator or public authority. The I-REC Code documentation lists In locations where the electricity market is less developed other forms of third-party verification can be accepted. All issuers, including the RotW issuer, are tasked with conducting frequent audits to ensure the information delivered and verified by the third-party was accurate.

Step 3: Applying for issuance with the issuer

Registrants are able to apply for I-REC issuance electronically via their I-REC registry access. On the registry they will be required to submit:

- A signed, scanned and completed copy of the 'I-REC Issuing Request Form', and
- Evidence of the production volume, and
- Official third-party verification of production details.

Since individual I-RECs must always be contained in an account, similar to a bank account, the registrant must declare which account will receive the issued I-REC standard certificates. This can be different for each individual I-REC issuance request. When all the information has been reviewed and approved by the issuer they will issue the requested I-RECs to the trade account of a participant. If errors or inconsistencies occur as a result of an issuing request the issuer will reject the current I-REC issuance request and contact the registrant for more details.

Step 4: Finalizing issuance

The issuer will send the registrant an invoice for the issuance of the I-RECs. The invoice must be paid in full prior to the release of the I-REC certificates. Each individual issuer may have different fees for I-REC issuance. More information about fees can be found on the I-REC Standard website.