

**Consolidated Edison Company  
of New York, Inc.**

**Addendum-MET-3 to  
P.S.C. No. 9 – Electricity**

**New York**

**Practices and Procedures**

**For**

**The Provision of Electric Metering**

**In a**

**Competitive Environment**

**New York State Department of Public Service**

**April 1, 2008**

NOTE: Addendum-MET-3 revises page 31 of Addendum-MET-2.

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## CHAPTER I - OVERVIEW

### A. Introduction

This practices and procedures document has been prepared to foster a competitive environment for electric metering by setting forth the rules for the market. These practices and procedures are established pursuant to an Order of the New York State Public Service Commission (Commission or PSC) in Case 94–E-0952, issued and effective June 16, 1999, which determined that electric metering shall be furnished competitively to large customers.

The Commission’s Order directed Staff to recommend appropriate standards and practices, with technical input from the parties through a continuing working group. The practices and procedures set forth in this manual are intended to implement the competitive metering model adopted by the Commission and the following clarifications agreed to by the Commission at its July 16, 2000 Session:

1. Competitive metering and meter data services can be offered to customers independent of whether customers procure commodity service from non-utility entities.
2. Customers eligible for competitive metering may contract directly with meter service providers (MSPs) or meter data service providers (MDSPs) procure metering services;
3. A Direct Customer may not act as its own MSP or MDSP; and
4. The option of meter ownership is continued for large time-of-use customers according to the provisions of Opinion No. 97-13.

### B. General Provisions

1. Physical metering and metering services, consisting of the installation, maintenance, testing and removal of meters and related equipment is opened to competition by MSPs.
2. Meter data services, consisting of meter reading, meter data translation, and customer association, validation, editing and estimation (CAVEE) are also opened to competition. These services will be provided, either individually or in combination, by MDSPs.
3. The responsibility for meter services and meter data services will reside with either the customer’s MSP/MDSP or utility.

4. The utility shall be the provider of last resort (POLR) for metering and meter data services.
5. Utilities, MSPs and MDSPs are required to adhere to applicable procedures, performance standards and regulations relative to the provision of metering services. Such requirements are contained within this document, 16 NYCRR and utility tariffs.
6. Customers with demands of 50 kW or greater for two (2) consecutive months during the most recent twelve (12) consecutive months may obtain competitively-provided billing meters and associated metering and meter data services.
7. Meter removals for the purpose of intentionally disconnecting electric service for any reason may only be performed by the utility.
8. Customers may obtain competitive meter services, in whole or in part, from a competitive provider. The competitive meter services are: (1) meter ownership; (2) meter installation, maintenance, and testing; and (3) three primary meter data services -- meter reading, meter data translation, and customer association, validation, editing and estimation (CAVEE).
9. Staff will monitor the provision of metering services regardless of the entity providing such services.
10. Notwithstanding any other Commission rules or orders to the contrary, the rights, duties and obligations of the utility concerning meter reading, estimated bills, and backbilling found in 16 NYCRR Part 13 shall not apply customers who utilize a competitive meter provider.
11. Until the implementation of electronic data interchange (EDI) in New York, the parties are responsible for developing mutually agreeable mechanisms for transmitting data.

**C. Control of Service Endpoints**

1. Utilities are responsible for certain functions related to monitoring and controlling the service end points in their distribution system including: keeping records of installed meters and owners of all meters attached to service end points, coordination of the identification, sealing and locking of meters by competitive providers, tracking of competitive meter installations and replacements, and audits of metering sites and meter maintenance work performed by MSPs as directed by Staff.
2. Nothing shall limit the rights and duties of the utility to enter, at all reasonable times, any building or other location supplied with service by

the utility for the inspection and examination of meters, pipes, fittings, wires and works for supplying or regulating the supply of electricity and of ascertaining the quantity of electricity supplied, as set forth in 16 NYCRR Part 13.14.

- (a) At its own cost, the utility may inspect service endpoints and metering installations at all customer locations in its service territory, regardless of meter ownership.
- (b) Utilities will continue to have access to meter equipment at customer's premises for the purpose of maintaining the distribution system, responding to customer calls related to interruptions of electric service, and termination of a customer's service for non-payment.

## CHAPTER II – STANDARDS AND COMPLIANCE REQUIREMENTS FOR NON-UTILITY MSP AND NON-UTILITY MDSP ELIGIBILITY

### A. Filing Requirements

#### 1. Written Application

MSPs and MDSPs are required to file a written application to the DPS requesting eligibility to provide meter and meter data services in New York. If an entity chooses to perform multiple functions, it may seek eligibility from the DPS for multiple functions through one application.

#### 2. Information Required

The application shall include the applicable information, as defined by the PSC, required to be provided in an ESCO application for eligibility, and in addition shall include the following information:

- (a) A listing of the utilities in whose service territories the MSP/MDSP intends to provide metering services;
- (b) a listing of services to be provided;
  - (i) for MSPs, a listing of the varying voltage levels and types of metering services it intends to provide, including compensated metering, VAR and VA metering, transformer rated metering, on site totalization, and recording of profile, where applicable, and an attestation that the MSP's employees are capable of performing such metering services;
  - (ii) for MDSPs, a listing of the specific meter data services the MDSP intends to provide, including meter reading, meter data translation, and/or CAVEE, and an attestation that the MDSP's employees are capable of performing such meter data services;
- (c) attestation as to the MSP's/MDSP's commitment to maintain on-going training to ensure continued employee competence;
- (d) a description of the provider's facilities including,
  - (i) for MSP's, a description of the MSP's program for testing of meter devices, including attestation that the MSP's meter test program complies with the requirements set forth in 16 NYCRR Part 92, and the location of the test facilities that

the MSP will use, which shall be located within New York State;

- (ii) For MDSPs, as applicable, a description of the hardware and software systems the MDSP will utilize to obtain meter readings, perform validation and/or convey meter data to the appropriate parties in the format set forth in this document;
- (e) attestation that the MSP/MDSP has a security system in place to protect meter equipment and/or meter data from unauthorized physical or electronic entry or tampering, including standards governing security and confidentiality for its employees;
- (f) a description of how and where records of meter installations and/or meter data will be kept, as well as plans for disaster recovery of those records and a means of insuring that those records will be available to the utility in event the MSP/MDSP leaves the market or suffers financial failure;
- (g) attestation that the MSP/MDSP maintains worker's compensation insurance for its employees; and
- (h) an acknowledgment that the services of the MSP/MDSP will be subject to audits by Staff and/or the utilities.

### **3. Agreement to Comply with Commission Procedures and Regulations**

The application shall state that by submitting its application, the MSP/MDSP agrees to abide by all of the applicable requirements contained in 16 NYCRR Parts 13, 92, 93, and 125, any applicable New York State Business Laws, all applicable state, local, and federal regulations and code requirements including OSHA and other safety related regulations, electrical codes and environmental requirements, all consumer protections and complaint handling procedures required by the Commission to be provided by ESCOs, and the provisions of this document for the supply of metering and/or meter data services and for complaint handling.

### **4. Insurance Coverage**

- (a) The application must be accompanied by evidence of insurance coverage that is sufficient to cover any claims that might be brought against the MSP, MDSP and/or utility/ESCO for metering-related activities and that meets the following specifications:
  - (i) the insurance shall be commercial general liability insurance with an aggregate limit not less than \$2 million;

- (ii) the aggregate coverage limit shall not be less than \$1 million for each occurrence for bodily injury, property damage and personal injury; and
  - (iii) coverage shall be sufficient to cover claims that are filed for a period of 2 years after the MSP/MDSP ceases metering activities within the State, for events that occur during the insured period.
- (b) MSPs/MDSPs acting as subcontractors for ESCOs or other MSPs/MDSPs may submit evidence that one or more of the other entities carries liability insurance adequate to provide the coverage specified above.
  - (c) Any liability insurance policies shall include a statement that thirty (30) days written notice shall be provided to the Department of Public Service, customers who directly contract with the MSP/MDSP, any ESCO on whose behalf the MSP/MDSP will provide metering or meter data services, and any utility in whose territory the MSP/MDSP will provide such services, before the policy is canceled or there is any diminution in coverage.

**5. Review Process**

Upon receipt of the application and the other supporting documents, Staff will review the documents for compliance with these requirements. If the application is in compliance, Staff will issue a letter of eligibility within twenty (20) days of receipt of a satisfactory application. Upon receipt of the letter, the MSP/MDSP may offer metering or meter data services to the ESCOs, customers who directly contract with the MSP/MDSP, or to the utilities. If the application is rejected, the notification will include the reason(s) for rejection.

**6. Witnessing of MSP's Initial Installations**

After receiving its letter of eligibility, each MSP shall be required to submit a work schedule to each utility for a selection of at least 10 new meter installations representative of the different meter types and sizes the MSP expects to install in that utility's service area. The work schedule submitted by the MSP to the utility shall include the customer name, service point address, and the date and time of change. A copy of these work schedules shall also be provided to Staff.

**7. Amendments to Application**

An MSP/MDSP shall submit an amendment to its application for eligibility within five (5) days of the effective date of any changes to any



of the information included on its application, or any subsequent amendment. Eligible MSPs/MDSPs filing amended applications will continue to be eligible unless otherwise notified by Staff.

**B. Suspension or Revocation**

Should it be determined that the MSP/MDSP is not in compliance with any of the conditions of eligibility, its eligibility may be suspended or revoked if timely corrective action is not implemented. The specific facts and circumstances will be examined and appropriate action determined on a case by case basis.

## CHAPTER III - METER WORK AT CUSTOMERS' PREMISES

### A. Applicability

The following chapter specifies the minimum requirements for MSPs inspecting, servicing, or installing meters at customers' premises.

### B. Site Inspections

The MSP must perform a site inspection, for the conditions described in this section, on each visit to a customer's site. The MSP must ensure that the meter and associated equipment is correctly identified and has the correct characteristics for the type of service provided to the customer. Any necessary repairs identified during the inspections should be completed in a timely manner. This list is not intended to cover all possible situations that could be faced by workers, rather a sample of conditions that may pose a potential threat to safety and property:

#### 1. Hazards Related to Customer Premises.

- (a) Inadequate or unsafe access to the building.
- (b) Inadequate or unsafe access to the meter.
- (c) Vicious or unrestrained animals.
- (d) Vagrants or vermin in or around doors and electrical panels.
- (e) Evidence of criminal activity in or around the site.

#### 2. Physical Hazards.

- (a) Tripping hazards.
- (b) Slipping hazards such as water or other liquids covering the floor.
- (c) Debris or stored materials in the working space.
- (d) Activity or stored materials around the meter and related equipment.
- (e) Environmental hazards, such as caustic or acidic chemicals, volatile chemicals, high sound levels, biological agents, asbestos, or lead.
- (f) Meter mounting hazards, such as loose meter mounting, undue vibration, inability to securely seal meters, or unlevelled meters.

### **3. Customer Life Support Equipment**

- (a) If a customer's premise has life support equipment, as indicated by a notification of life support status by the utility or as the result of an investigation by the MSP, a standard life support seal shall be installed on the meter securing mechanism. If the seal is not present, it must be installed by the MSP. Note: The MSP should conduct an independent investigation to determine if a premise has life support equipment
- (b) When a site has been identified as containing life support equipment, MSPs shall be cautious in performing meter work so as to minimize interruption to electric service to the customer's premises.
- (c) If service will be or is likely to be unavoidably interrupted during meter work, the MSP shall notify the customer and obtain the customer's consent prior to performing any metering work.
- (d) If the MSP determines that life support equipment is in use on a customer's premises and the customer's record does not contain life support information, the MSP shall notify the ESCO or utility, and the MDSP of the presence of life support equipment. If the life support seal is not present, it must be installed by the MSP.

### **4. Electrical Hazards**

- (a) Exposed or defective wiring.
- (b) Loose or broken insulators.
- (c) Damaged sockets.
- (d) Missing panels.
- (e) Damaged test blocks.
- (f) Improper grounding.
- (g) Defective service switch/disconnect.
- (h) Any condition which fails to conform to the state's electric service requirements.
- (i) For 480-Volt service, the MSP shall ensure that a 480 V sticker is in place on the meter panel near the meter before leaving the site.

- (j) The MSP shall determine if the service is being subdivided at the service entry point, or if any other condition exists which may require additional metering.

**5. Theft of Service**

- (a) MSPs must be aware of conditions, which cause a meter to under-register electric usage or divert energy around metering. MSPs must be able to identify and report the following theft of service conditions:
  - (i) Irregularities in the service conductor's insulation.
  - (ii) Unauthorized connection to the service entrance.
  - (iii) Unsealed or improperly sealed equipment.
  - (iv) Unauthorized seals.
  - (v) Suspicious wiring.
  - (vi) Jumpers across current leads.
  - (vii) Signs of tampering with the meter.
- (b) When a theft condition is identified the following actions shall be taken:
  - (i) The MSP shall compare a customer's connected significant loads with the energy registration of the meter to determine if the meter is registering correctly.
  - (ii) MSPs must immediately notify the utility and/or ESCO of evidence of meter tampering, energy theft, or meter security compromise on a customer's premises.
  - (iii) The MSP shall secure the site and the meter with any related metering equipment to safeguard evidence.
  - (iv) The utility will have an opportunity to issue a bill to the customer and to terminate the customer's service if payment is not made in accordance with the rules.

## **C. Compliance with Codes and Standards**

### **1. Electrical Codes**

All site wiring must comply with the provisions of the National Electrical Code (NEC) and any applicable state or local codes. MSPs may refer to the utility for specific requirements.

### **2. Occupational Safety and Health Administration (OSHA) Regulations**

All MSPs must comply with OSHA regulations.

### **3. Applicability of 16 NYCRR Part 92**

Electric meters shall be tested and maintained according to the rules established by the Public Service Commission that are contained in 16 NYCRR Part 92.

## **D. Meter Compatibility**

### **1. Compatibility Criteria**

For meters that are owned, installed, maintained, and read by MSPs, compatibility criteria (a) through (d) below shall apply. For meters that are owned by customers or other third parties, but installed, maintained and read by the utility, the compatibility criteria (a) through (f) below shall apply.

#### **(a) Electrical Compatibility**

The meter used must comply with all applicable federal and industry standards as well as with both the manufacturer's and national specifications for accuracy, functionality, and monitoring the electrical service for which they will be used, and must be approved by the Commission for use in New York State.

#### **(b) Physical Compatibility**

- (i)** The meter must physically interface with the service end points of the utility's distribution system.
- (ii)** It will be the responsibility of the customer to undertake any costs related to ensuring physical compatibility of the desired meter with the host utility's system.

#### **(c) Displays and Controls**

- (i)** All meters must have a visual read capability.

- (ii) Demand reset mechanisms in manually read meters must have key locks that are keyed in such a manner as to allow operation by the utility. Keying or sealing is allowed, as mutually agreed to between the utility and MSP.
- (d) Availability and Appropriateness of Parameters Needed for Billing
 

The meter must be capable of developing and supplying billing determinants in a manner and timeframe consistent with the requirements of the ESCO and utility.
- (e) Meter Formatting or Programming Software
  - (i) The utility must have the means of programming the device and have developed procedures to install the format files needed for proper meter operation.
  - (ii) It will be the responsibility of the customer to establish the capability to program the meter.
- (f) Testing Procedures and Maintenance Requirements
 

The utility must have the equipment and procedures needed to test and maintain the meter type.

**2. Determination of Meter Compatibility**

- (a) The meter owner shall provide utilities with the baseline information needed to test the compatibility of a meter with its system, and any other information reasonably required to perform a compatibility investigation.
- (b) A utility will be obligated to complete its investigation within 30 days. If the compatibility assessment cannot be accomplished within that time, the parties may seek dispute resolution services from Staff.
- (c) If the meter is deemed compatible by the utility, the MSP will be notified and the MSP and utility will work out any details related to deployment.
- (d) If the meter is deemed incompatible by the utility, it will advise the MSP and they both will attempt to resolve the problems.
- (e) If the utility and MSP are unable to resolve the compatibility issues, the MSP may appeal to the Commission.

## **E. Meter, Provider, and Service Delivery Point Identification**

### **1. Meter Identifiers**

- (a) Any meter being used on the utility's system must have a unique identifier relative to the other meters supported by the utility.
- (b) All meters must be identified by a permanent serial number, the identification of the manufacturer, type, form, voltage and current ranges, and the meter identification number.
- (c) The meter identification number shall be labeled on the meter in accordance with ANSI C12.10 standards.
- (d) Each utility will provide an MSP offering competitive metering services with a block of meter identification numbers for use within the service territory of that utility.
- (e) The meter number used for a specific site shall be provided to the utility by the MSP, using the format and timing described in this document.
- (f) A new meter identification number shall be applied to all new meters and all re-numbered meters. MSPs may not re-use meter numbers from retired meters.
- (g) If a meter will be re-numbered, the history of that meter, including its past identification number, purchase date, and accuracy record, shall be maintained by the MSP.

### **2. Provider Identifiers**

A label affixed to the meter shall identify the meter owner and/or the MSP.

### **3. Service Delivery Point Identifiers (SDP IDs)**

- (a) SDP IDs will be assigned by the utility for each meter socket that will be affected as part of the enrollment process the first time a customer switches to an MSP.
- (b) SDP IDs for unmetered accounts will be assigned as part of the enrollment process the first time a customer with unmetered service delivery points switches to an MSP.

## **F. Demarcation**

1. The demarcation point for competitive metering services will be at the connection of the meter on the line side of the meter socket or the line side termination at the test block.
2. CTs and PTs are considered part of the distribution system and will remain the property of the utility and under their direct control.
3. The demarcation point for meters which contain telephone modems or pulse outputs will be at a specified demarcation point located at or near the meter.

## **G. Meter Equipment Sealing and Locking**

### **1. Meter Securing and Sealing**

- (a) Detachable meters shall be secured into the socket.
- (b) At a minimum, the meter shall be secured with a seal.
- (c) The utility will maintain control over high tension CTs and PTs and their enclosures.
  - (i) Where these enclosures are locked, the utility will provide the lock.
  - (ii) If the MSP requires access to a high tension CT or PT, the MSP must coordinate with the utility for appropriate system conditions to be established and for the lock to be removed.
  - (iii) The utility may charge the MSP up to \$20 for the utility visit.

### **2. Meter Locks**

- (a) When an MSP locks a meter and/or associated equipment, the lock used must be operable by the utility in the event that emergency service work is required.
- (b) Each utility shall publish a list of approved locks for use within its service territory, and shall consider additions to its list at MSP request.
- (c) MSPs shall maintain control of meter lock keys in a manner that minimizes the possibility of unauthorized duplication or use.



**3. Meter Security for Programmable Meters**

If a programmable meter is installed, a security password shall be applied to prevent unauthorized access to internal registers and unauthorized modifications of the meter data and program.

**4. Meter Panel and Associated Equipment Securing and Sealing**

(a) The meter panel and any enclosures housing equipment associated with the metering for an installation shall be secured with a seal and/or locked, using the same criteria described for locking of the meter.

(b) This requirement applies to CT/PT enclosures, profile recorders, relays, totalizers, and any other equipment that is used to accomplish the revenue metering function.

**5. Meter Socket Covering, Securing, and Sealing**

When a site is left with an empty, energized meter socket, the socket shall be covered with a non-conductive cover and secured with a seal and/or lock.

**6. Life Support Seal**

The standard physical identification marker for a customer's premises that has a life support device or equipment shall be a life support seal. The seal can either be white with red lettering or red with white lettering and must have the caduceus symbol on it.

**H. Access, Coordination and Timing of Site Work**

**1. Access**

Customers must provide the utility and/or ESCO, and MSP with clear access to the metering site for the purpose of meter installation, reading, inspecting or auditing the metering installation, recovery of metering equipment, or maintaining metering equipment.

**2. Coordination and Timing**

(a) For scheduled work where a site visit requires the presence of the utility and/or the ESCO and/or MSP, at least 24 hours of notice will be given.

(i) Each party must agree to meet within 15 minutes of the agreed upon time.

- (ii) Failure of either party to arrive within the appropriate time frame will be cause for rescheduling of the visit and charging of the offending party for the cost associated with the missed visit, up to a maximum of \$20.
- (b) Where the customer suffers a service interruption and coordination between utility and MSP is required to restore service, less than 24 hours notice may be given, and the utility and MSP shall cooperate to restore service as soon as possible, and within 24 hours.

## **I. Record Keeping Requirements**

### **1. General Records**

The MSP is responsible for maintaining in-service data for the meter population that it supports. That data must include all information needed to comply with the provisions of 16 NYCRR Part 92.

### **2. Meter Test Records**

- (a) The MSP must maintain test data for all meters for which it has provided service or calibration for the life of the meter, and for 2 years after the meter has been retired.
- (b) In event of an MSP ceasing business in the State, this data must be transmitted to the new provider of metering services to the customer.

### **3. Metering Standard Records**

- (a) The MSP must maintain records of the calibration of all instruments used in the testing of revenue meters for the life of the instrument.
- (b) Records shall be maintained, at a minimum, according to the rules established by the Commission that are contained in 16 NYCRR Part 92.
- (c) Records of retired instruments must be maintained for the period of time specified in 16 NYCRR Part 92.

### **4. Traceability**

MSPs must adhere to the traceability standards set forth in 16 NYCRR Part 92.

## **J. Meter Installation**

### **1. New Installations**

In new installations, the MSP must ensure that any appropriate inspections by regulatory authorities and the utility are completed prior to the installation of the meter.

### **2. Removal of Existing Equipment**

- (a) If a locked utility owned meter and/or associated equipment is presently installed on the site, the MSP must arrange with the utility for unlocking prior to meter removal. The utility should make every effort to remove the lock prior to the switch date.
- (b) If authorized by the utility, an MSP may remove the lock or seal on a particular utility provided metering, or cut a lock, provided that this can be done without damage to other equipment.
- (c) Close out readings must be taken from the existing meter before it is removed from service.
- (d) The meter must be returned to its owner within 10 days.

### **3. On-Site Checks of Installed Meters**

- (a) The MSP must verify any billing constant through consideration of site CT and PT ratios.
- (b) Meter registration must be established through an observation of the display for electronic meters or the disk for electromechanical meters. This registration must be compared against the estimated customer load at the time of installation.
- (c) A check must be made of any communication channel that is used for remote interrogation or programming of the meter. The MSP shall verify that the remote location is operational through local and/or network systems checks.
- (d) A check must be made of any pulse outputs from the meter to insure correct functionality.
- (e) Before leaving the site, the meter must be sealed and/or locked in accordance with the provisions of this document.
- (f) The MSP must verify that the customer account records match the installed meter.

## **K. Repair or Replacement of Defective Equipment**

### **1. MSP Responsibilities**

- (a) Unless otherwise specified in this document, the MSP is responsible to repair or replace any unsafe, inoperative or defective metering equipment that is under its control within 24 hours of receipt of notice of such a defect.
- (b) It shall be the responsibility of the MSP to secure the cooperation of the customer if any action is required on the part of the customer in order to effect the repair or replacement.
- (c) If a hazardous condition exists which poses an immediate threat to health or safety, or if the customer suffers a service interruption as a result of a malfunction of the metering equipment, the MSP shall expedite repair the customer's service to correct the hazardous and/or unsafe condition.
  - (i) Both MSP and utility shall coordinate where joint efforts are required to respond within 2 hours.
  - (ii) Both MSP and utility will designate an emergency response contact name and telephone number for the other party to contact in cases where the coordination is required and normal data communications are inoperative or would not effect response within 2 hours.
- (d) If a theft of service condition exists, the MSP shall secure the site and notify the utility and /or ESCO in accordance with Chapter III.B.5 (b) of this Manual.

### **2. Utility Responsibilities**

- (a) In situations where the MSP does not respond within 10 days, the utility may replace the competitive meter with a utility owned meter until such time as the MSP can make arrangements to have the meter replaced with an appropriate device.
- (b) In these cases, the MSP is responsible for utility costs up to \$150 associated with the meter replacement.
- (c) If a hazardous condition exists which poses an immediate threat to health or safety, or if the customer suffers a service interruption as a result of a malfunction of the metering equipment, the MSP shall expedite repair the customer's service to correct the hazardous and/or unsafe condition.

- (i) Both MSP and utility shall coordinate where joint efforts are required to effect a repair within the 2-hour timeframe.
  - (ii) Both MSP and utility will designate an emergency response contact name and telephone number for the other party to contact in cases where the coordination is required and normal data communications are inoperative or would not effect repair of the customer's service within the 2 hour timeframe.
- (d) If the utility discovers the hazardous condition or interruption of the customer's service, the utility may effect the repair itself, or notify the MSP of the need to do so. If the utility chooses to effect repair itself, no charges shall apply to the MSP.
- (i) The utility shall immediately notify the MSP that they were required to repair the found hazardous condition.
  - (ii) If an emergency exists that requires the utility to disconnect service to the customer in order to protect health and safety, the utility shall notify the MSP using the emergency response contact name and telephone number provided by the MSP.
  - (iii) If a theft of service condition exists, the utility may correct the condition, remove and tag the existing meter and any associated evidence of meter tampering, and install and secure a properly registering meter.

## **L. Reporting Requirements**

### **1. Responsibility**

The MSP is responsible for the transmission of data regarding the identification and start readings of any new meter it installs as well as the identification and closeout readings of meters it removes.

### **2. Conditions Requiring Reporting**

- (a) MSPs must notify the customer, the utility and/or ESCO and the MDSP if they encounter and are unable to correct safety-related, hazardous or theft of service conditions found on a customer's premises. If appropriate, the MSP shall also notify the local inspection agency, appropriate regulatory authority, and any other parties that may have a material interest in the defect or condition.

- (b) Any reprogramming of an existing meter must be documented and communicated to all appropriate parties.
- (c) All meter repairs or replacements associated with defective or unsafe equipment will be reported to all appropriate parties.
- (d) Any discrepancies in installed equipment or stored data will be reported to all appropriate parties.
- (e) The MSP must notify the utility any time it knows that work being performed on a customer's premises could result in the creation of a new metering point and/or affect distribution system facilities.

## CHAPTER IV - INQUIRY AND COMPLAINT RESOLUTION

### A. Meter Testing Costs

In cases where resolution of disputes between a utility, MSP/MDSP and/or a customer concerning a competitive meter require a test of the accuracy of the meter, the following procedures shall apply:

#### 1. Meter Tests Inaccurately

If the meter is found to register outside of the tolerance for accuracy set forth in 16 NYCRR Part 92, the cost of the test will be the responsibility of the MSP.

#### 2. Meter Tests Accurately

If the meter is found to register within the allowable limits set forth in 16 NYCRR Part 92, the cost of the test will be the responsibility of the party demanding the test; except that a customer's liability for such costs shall not exceed \$50. The balance of any such costs shall be the responsibility of the party owning the meter. If the customer provided the meter, this limitation shall not apply. Further, a utility will have the right to charge any applicable tariff fee for a meter test requested by a customer.

#### 3. Evidence of Theft of Service

If the test results in the identification of fraud or electricity theft by a customer, the full cost of the test may be charged to the customer.

#### 4. Witnessing Meter Tests

Any parties requesting a test, and/or effected by the test results should be given an opportunity to witness the test. In addition, upon request, Staff may witness a test.

### B. Resolution of Billing Errors

If an MSP/MDSP knows of any condition affecting the customer's meter or metered data that has resulted in billing errors, or discovers such a condition in the course of an investigation, it shall advise the customer and the utility or ESCO. The utility shall provide the customer with an appropriate billing adjustment to its charges, according to the rules contained in 16 NYCRR Part 12 and 13. The MSP/MDSP shall implement appropriate corrective action as set forth in this document.

## **C. Disputes between an MSP and a Utility Concerning a Competitive Meter**

### **1. Disputes Generally**

- (a) Disputes between an MSP/MDSP and a utility concerning a competitive meter shall be handled through the existing dispute resolution process set forth in the Uniform Business Practices for disputes between an ESCO and a utility.

### **2. Metering Equipment Malfunction**

- (a) A utility or ESCO, or MSP/MDSP shall notify the utility or ESCO and any other appropriate party when it discovers any conditions such as broken or inaccurate metering equipment or meter reading equipment (including automated meter reading systems) no later than one (1) business day after discovery. The condition shall be remedied within ten (10) days. Theft of service conditions shall be handled in accordance with Chapter 3.B.5 (b) of this Manual.
- (b) If the condition is not remedied within ten (10) days, the utility shall have the right to immediately remove the meter or affected metering equipment. Upon removal, the utility shall use all reasonable efforts to substitute its own billing meter. The removed meter will be returned to the MSP within (10) days; unless required by the utility as evidence in a pending theft of service investigation, in which case the meter shall be returned as soon as practicable after its investigation is completed.
- (c) An MSP may be charged a fee not to exceed \$150 for the utility's removal of the MSP's metering, and the customer will not receive the monthly credit for utility metering service.

### **3. Meter Data Anomalies**

- (a) The MDSP shall examine all meter reading data for abnormally high or abnormally low recordings or any other metering data irregularities as described in this document. Where the utility, ESCO or MDSP discovers metering data irregularities, it will inform the other parties of the condition no later than one (1) business day after the irregularity is discovered.
- (b) If on investigation the cause of a data problem is determined to be a problem that can be corrected by scaling the intervals and meter readings (examples of these situations include a meter running slow, a meter running fast, one or two phases dropped), the MDSP will advise the utility or ESCO of:



- (i) the time period requiring correction; and
  - (ii) the scaling factor to be applied to each interval in that period.
- (c) When corrected data is provided to ESCOs or utilities, unless otherwise specified in this document, it is marked as estimated if it had not been previously posted, and marked as adjusted if it had previously been posted.
- (d) The MDSP shall provide any and all rereadings or other corrections to previously provided data no later than ten (10) days after identification of the incorrect data, except where the nature of the irregularity is such that a longer time is required, in which event the MDSP will inform the ESCO or utility of the date of correction.
- (e) If corrective action is not completed within ten (10) days, the utility shall have the right to immediately read the meter. If corrective action is not completed within thirty (30) days, the utility shall have the right to remove the meter or affected metering equipment. Upon removal, the utility shall use all reasonable efforts to substitute a billing meter of the same type and functionality, unless the MSP elects to install a suitable substitute meter. The removed meter will be returned to the owner within (10) days.
- (f) An MSP may be charged a fee not to exceed \$150 for the utility's removal of the MSP's metering, and the customer will not receive the monthly credit for utility metering service.

## **D. Customer Complaints**

### **1. Receipt of Complaints**

- (a) If a customer directs a complaint concerning a competitive meter to the utility, the utility shall inform the customer of its right to the complaint handling procedures provided by the MSP/MDSP, and its right to present its complaint to the Commission if it is not resolved.
- (b) The MSP/MDSP must respond in accordance with the complaint handling procedures it has filed with the Commission.

## **2. Resolution of Complaints**

- (a) At the time the MSP/MDSP informs the customer of its response to the customer's complaint concerning a competitive meter, it shall advise the customer of the Commission's complaint-handling procedures, including the Commission's address and toll-free telephone number.
- (b) If a customer is unable to reach a satisfactory resolution of a dispute concerning a competitive meter with the utility, ESCO, or MSP/MDSP, the customer may complain, either orally or in writing, to the Commission.
- (c) Upon receipt of the complaint, the Commission, or its designee, shall have the authority to request and witness the test of a meter or metering device or otherwise to call for the removal of a metering device to determine device performance under controlled conditions such as those in a meter shop.

## CHAPTER V - SWITCHING TO AND FROM COMPETITIVE METERING

### A. Applicability of Uniform Business Practices

All applicable switching procedures contained in the Commission's Uniform Business Practices (UBPS) shall apply to switches to and from ESCOs or MSPs offering competitive metering. Provisions related to the voluntary or involuntary discontinuance of services contained in the UBPs shall also apply.

### B. Switching To and From Competitive Metering Service

#### 1. Site Work at the Customer's Premises

- (a) If a utility site visit is required, a site visit fee not to exceed \$20 may be assessed by the utility to the MSP providing competitive metering service. In cases where the customer switches between MSPs providing competitive metering, the utility's charge will be assessed to the new MSP.
- (b) The owner of the existing meter must remove or arrange for the removal of its meter, if present; unless the owner of the existing meter and the new MSP mutually agree on one of the following alternatives:
  - (i) the new MSP removes the meter and returns it to the owner;
  - (ii) the owner abandons the meter in place; or
  - (iii) the owner resells the meter to the new MSP at a mutually agreed on price.
- (c) If the owner does not remove or arrange for the removal of the meter within 10 days, the new MSP may remove the meter. If the meter is locked, the new MSP may cut the lock, provided that this can be done without damage to other equipment.
  - (i) If the owner does not recover the meter within 30 days, the meter is deemed abandoned in place.
  - (ii) The owner may be charged a fee not to exceed \$150 for the new MSP removal of the owner's metering.
  - (iii) If the meter cannot be safely removed, the new MSP may bill the owner for its reasonable and customary monthly metering charge. The owner shall not charge the customer for its metering.

**2. Data Reporting**

- (a) The party removing the meter will report the data regarding such removal as set forth in Chapter III of this document.
- (b) The new MSP will report all other data regarding the switch as set forth in Chapter III of this document.

## **CHAPTER VI - AUDITING AND REPORTING**

### **A. Responsibilities**

#### **1. Staff Responsibilities**

The overall responsibility for the auditing of the metering infrastructure shall reside with Staff. Staff activities may include, but are not limited to: performance, or authorizing the performance, of site inspections of a customer's premises; reviews of procedures; inspections of meter testing and repair facilities; witnessing of installations in progress; and any other audits and reviews as deemed necessary by Staff.

#### **2. Utility Responsibilities**

Utilities are required to perform audits as called upon by Staff.

#### **3. MSP/MDSP Responsibilities**

- (a) MSPs/MDSPs shall cooperate with the audit process.
- (b) MSPs/MDSPs shall report all meter service and meter data service information in accordance with the provisions of this document.
- (c) MSPs shall provide work schedules on request of Staff or the utilities for the purpose of auditing meter installations, meter reading, and other on-site work. In addition, each MSP shall be required to submit a work schedule to each utility for the first 10 installations by the MSP in that utility's service area.

### **B. Quality Control Audits by Utilities**

#### **1. Staff Initiated Audits**

At the direction of Staff, the utility will conduct audits of metering sites and of meter maintenance work performed by MSPs. The utility's costs of such audits will be recovered as infrastructure costs as defined in this document.

#### **2. Utility Initiated Audits**

A utility, may, at its own expense, audit the performance of MSPs/MDSPs by witnessing the work performed and/or by performing follow-up inspections.

## **C. Audit Tracking**

### **1. Data Collection**

- (a) The utility will track all meter removals, installations, replacements, modifications, and accuracy tests.
- (b) MSPs/MDSPs will provide the utility with data related to all meter removals, installations, replacements, modifications, and accuracy tests within its service territory.
- (c) Data collected as a result of audits or any other field investigations by MSPs, MDSPs, or utilities, regardless of the results, must be forwarded to the utility and the responsible service provider.
- (d) The results of all customer, ESCO or utility requested meter complaint test will be provided to staff. This data will be collected to determine if an in-depth review of a meter service provider should be initiated.
- (e) The utility will maintain a Meter and Site Configuration Database that contains the data needed to insure that all Service Delivery Points are metered.
- (f) MSPs, MDSPs, ESCOs, and utilities will take all appropriate steps to ensure that the data collected is available only to authorized parties.

### **2. Reporting**

- (a) A report will be provided to Staff at the conclusion of each audit by any entity conducting such and audit. The report will also be provided to the MSP/MDSP, which was the subject of the audit and other interested parties upon request.
- (b) Each utility shall provide to Staff, on an annual basis, a list of competitively supplied meters attached to its distribution system, identified by meter number, meter type and responsible service provider.

## CHAPTER VII – COST RESPONSIBILITIES

### A. General Guidelines

#### 1. Types of Metering Costs

Costs can be differentiated as either “infrastructure” costs, defined as costs to prepare and set up the processes to implement competitive metering, or “operational” costs, defined as costs incurred to process transactions and individual actions within the competitive metering processes.

Infrastructure costs are not directly related to the costs of the individual transactions that will occur within competitive metering, while operational costs are so related.

#### 2. General Principles

- (a) Incremental operational costs incurred by a utility will be recovered from the party(s) that causes the costs and/or obtains the benefit(s) of the competitive metering market.
- (b) Incremental infrastructure costs incurred by a utility that are necessary to create the competitive market will be addressed in the individual utility rate proceedings.
- (c) Except as expressly provided herein, costs incurred by MSPs and MDSPs are recovered through the marketplace.

### B. Proposed Fee Schedule

#### 1. Specific Principles

- (a) The fee amounts shall remain in effect for 24 months, until actual field experience can be obtained. If the actual costs of performing the activities can justify a change in the amounts charged, the Commission shall consider adjustments.
- (b) In an effort to bring uniformity and simplicity to the competitive market, the fees will be used throughout the state.
- (c) Utilities, ESCOs, and MSPs should look to the Uniform Business Practices and current tariff rules for guidance on any fees not discussed in the chart.

## 2. Metering Fees Chart

	<b>Description of Event</b>	<b>Document Cite</b>	<b>Party Causing &amp; Benefits</b>	<b>Party Responsible</b>	<b>Staff's Proposed Fees</b>
1.	MSP requests meter read off schedule	Chapter 1	MSP	MSP	\$20 as in UBP
2.	Utility removes MSP meter, unless otherwise agreed to.	Chapter 3	MSP	MSP	\$150
3.	MSP removes utility meter, unless otherwise agreed to.	Chapter 3	Utility	Utility	\$150
4.	Site visit required to switch a customer's meter from utility or MSP to MSP, including missed appointment.	Chapter 3	MSP	MSP	\$20
5.	Missed appointment by the utility.	Chapter 3	Utility	Utility	\$20
6.	Returning a customer switched without authorization	Uniform Business Practices	MSP	MSP	All reasonable costs incurred by the utility
7.	Utility removes MSP meter to terminate service for non-payment	Chapter 5	Customer	Customer	\$150

Con Edison's charges for special services conform to those outlined in this manual and appear in General Information Section IV-B, "Competitive Metering Services" of the Company's Schedule for Electricity, P.S.C. No. 9 – Electricity.

For full-service and retail access customers, Metering Charges for meter ownership, meter services, and meter data services are as specified under each Service Classification of the Schedule for Electricity. As described in General Information Section III-11(W) of the Schedule for Electricity, Metering Charges for customers served under either the EDDS No. 2 Rate Schedule or SC 15-RA of the Schedule for Retail Access are the Metering Charges that would apply under the otherwise applicable Service Classification of the Schedule for Electricity. A customer who own the meter(s) or obtains one or more metering services competitively avoids the monthly charge for each such service.

Charges in the PASNY No. 4 Rate Schedule are inclusive of costs for metering services. PASNY receives Metering Credits, as shown on Leaf No. 10-C of that Rate Schedule, if a PASNY Customer owns the meter or takes metering services competitively.



**Consolidated Edison Company  
of New York, Inc.**

**Addendum-SIR-11  
to P.S.C. No. 9 - Electricity**

**New York State  
Standardized Interconnection Requirements and Application Process  
for New Distributed Generators 2 MW or Less Connected in Parallel with Utility  
Distribution Systems**

**New York State  
Public Service Commission**

**December 2011**

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## **Section I. Application Process**

### **New York State Standardized Interconnection Requirements and Application Process for New Distributed Generators 2 MW or Less Connected in Parallel with Utility Distribution Systems**

#### **A. Introduction**

This section provides a framework for processing applications to:

- interconnect new distributed generation facilities with a nameplate rating of 2 MW or less [aggregated on the customer side of the point of common coupling (PCC)], and
- review any modifications affecting the interface at the PCC to existing distributed generation facilities with a nameplate rating of 2 MW or less (aggregated on the customer side of the PCC) that have been interconnected to the utility distribution system and where an existing contract between the applicant and the utility is in place.

Generation neither designed to operate, nor operating, in parallel with the utility's electrical system is not subject to these requirements. This section will ensure that applicants are aware of the technical interconnection requirements and utility interconnection policies and practices. This section will also provide applicants with an understanding of the process and information required to allow utilities to review and accept the applicants' equipment for interconnection in a reasonable and expeditious manner.

The time required to complete the process will reflect the complexity of the proposed project. Projects using previously submitted designs certified per the requirements of Section II.H will move through the process more quickly, and several steps may be satisfied with an initial application depending on the detail and completeness of the application and supporting documentation submitted by the applicant. Applicants submitting systems utilizing certified equipment however, are not exempt from providing utilities with complete design packages necessary for the utilities to verify the electrical characteristics of the generator systems, the interconnecting facilities, and the impacts of the applicants' equipment on the utilities' systems.

The application process and the attendant services must be offered on a non-discriminatory basis. The utilities must clearly identify their costs related to the applicants' interconnections, specifically those costs the utilities would not have incurred but for the applicants' interconnections. The utilities will keep a log of all applications, milestones met, and justifications for application-specific requirements. The applicants are to be responsible for payment of the utilities' costs, as provided for herein.

Staff of the Department of Public Service (Staff) will monitor the application process to ensure that applications are addressed in a timely manner. To perform this monitoring function, Staff will meet periodically with utility and applicant representatives.

## **B. Application Process Steps for Systems 25 kW or Less**

### **STEP 1: Initial Communication from the Potential Applicant**

Communication could range from a general inquiry to a completed application.

### **STEP 2: The Inquiry is Reviewed by the Utility to Determine the Nature of the Project**

Technical staff from the utility discusses the scope of the interconnection with the potential applicant (either by phone or in person) to determine what specific information and documents (such as an application, contract, technical requirements, specifications, listing of qualified type-tested equipment/systems, applicable rate schedules, and metering requirements) will be provided to the potential applicant. The preliminary technical feasibility of the project at the proposed location may also be discussed at this time. All such information and a copy of the standardized interconnection requirements (SIR) must be sent to the applicant within three (3) business days following the initial communication from the potential applicant, unless the potential applicant indicates otherwise. A utility representative will be designated to serve as the single point of contact for the applicant (unless the utility informs the applicant otherwise) in coordinating the potential applicant's project with the utility.

### **STEP 3: Potential Applicant Files an Application**

The potential applicant submits an application package to the utility. No application fee is required for systems 25 kW or less. A complete application package will consist of (1) a letter of authorization by the customer (if the applicant is an agent for the customer), (2) the standard single page application form completed and signed by the applicant, (3) a signed copy of the standardized contract, (4) a three line diagram for the system identifying the manufacturer and model number of the equipment(s), (5) a copy of the manufacturer's data sheet for the equipment(s), (6) a copy of the manufacturers verification test procedure(s) and (7) a copy of the equipment(s) certification to UL 1741 (November 2005 revision) if applicable. The equipment(s) will be considered acceptable by the utility if they meet the requirements of Section II.H. If the application is not complete, then within five (5) business days of receipt of the application package the utility will notify the applicant by email, fax, or other form of written communication, and explain the deficiencies. If the proposed system meets the SIR technical requirements the utility will return a signed and executed standardized contract to the applicant within ten (10) business days of receiving the application and the applicant may proceed with the installation. If the proposed system does not meet the SIR technical requirements, then the utility will so notify the applicant within ten (10) business days of receiving the application by email, fax, or other form of written communication and explain the technical issues or problems.

With respect to an applicant proposing to install a system rated 25 kW or less , that is to be net-metered, if the utility determines that it is necessary to install a dedicated transformer(s) or other equipment to protect the safety and adequacy of electric service provided to other customers, the applicant shall be informed of its responsibility for the actual costs for installing the dedicated transformer(s) and other safety equipment. The following table reflects the maximum responsibility each applicant shall have with respect to the actual cost of the dedicated transformer(s) and other safety equipment.

Maximum Expense for Dedicated Transformer and Other Safety Equipment for  
Net Metered Customers (25 kW or Less)

Generator Type	Generator Size	Maximum Equipment Cost to Customer
Micro CHP / Fuel Cell	Less than or equal to 10 kW	\$350
Solar	Less than or equal to 25 kW	\$350
Wind	Less than or equal to 25 kW	\$750

**STEP 4: System Installation**

The applicant will install the system according to the utility accepted design and the equipment manufacturer’s requirements. All inverter based systems will be allowed to interconnect to the utility system for a period not to exceed two hours, for the sole purpose of assuring proper operation of the installed equipment.

For net metered systems as defined in Section II.A.6, any modifications related to existing metering configurations to allow for net metering shall be completed by the utility prior to Step 5. The utility shall complete the necessary metering changes within ten (10) business days of receiving request from the applicant.

**STEP 5: The Applicant’s Facility is Tested in Accordance with the Standardized Interconnection Requirements.**

Verification testing will be performed by the applicant in accordance with the written verification test procedure provided by the equipment manufacturer. The verification testing will be conducted within ten (10) business days of system installation at a mutually agreeable time, and the utility shall be given the opportunity to witness the tests. If the utility opts not to witness the test, the applicant will send the utility within five (5) days of the test a written notification, certifying that the system has been installed and tested in compliance with the SIR, the utility-accepted design and the equipment manufacturer’s instructions. The applicant’s facility will be allowed to commence parallel operation upon satisfactory completion of the tests in Step 5. The applicant must have complied with and must continue to comply with all contractual and technical requirements.

## **STEP 6: Final Acceptance**

Within five (5) business days of receiving the written test notification from Step 5, the utility will either issue to the applicant a formal letter of acceptance for interconnection, or will request that the applicant and utility set a date and time for an on-site verification and witness operation of the system. This joint on-site verification must be completed within ten (10) business days after being requested. Within five (5) business days of the completion of the on-site verification, the utility will issue to the applicant either a formal letter of acceptance for interconnection or a detailed explanation of the deficiencies in the system..

### **C. Application Process Steps for Systems above 25 KW up to 2 MW**

**Exception:** For inverter based systems above 25 kW up to 200 kW, applicants may follow the expedited application process outlined under Section I. B. of the SIR, as long as the inverter-based system has been certified and tested in accordance with UL 1741 (November 2005 revision) and the utility has approved the project accordingly. The utility has fifteen (15) business days from original application submittal to determine and notify the applicant in writing of its findings. If the utility determines that the inverter-based system is not eligible for the fast track or expedited application process, the applicant can:

- 1) Proceed with the remaining steps of Section I.C of the SIR (Systems above 25 kW up to 2 MW); or
- 2) Request a review by the Department of Public Service.

For non-inverter based systems and those inverter based systems not certified and tested in accordance with UL 1741 above 25 kW up to 200 kW, the potential applicants and utilities are encouraged to use expedited application process (Section I. B.), but only in circumstances where the utility deems it to be appropriate.

#### **STEP 1: Initial Communication from the Potential Applicant.**

Communication could range from a general inquiry to a completed application.

#### **STEP 2: The Inquiry is Reviewed by the Utility to Determine the Nature of the Project.**

Technical staff from the utility discusses the scope of the interconnection with the potential applicant (either by phone or in person) to determine what specific information and documents (such as an application, contract, technical requirements, specifications, listing of qualified type-tested equipment/systems, application fee information, applicable rate schedules, and metering requirements) will be provided to the potential applicant. The preliminary technical feasibility of the project at the proposed location may also be discussed at this time. All such information and a copy of the standardized interconnection requirements must be sent to the applicant within three (3) business days following the initial communication from the potential applicant, unless

the potential applicant indicates otherwise. A utility representative will be designated to serve as the single point of contact for the applicant (unless the utility informs the applicant otherwise) in coordinating the potential applicant's project with the utility.

**STEP 3: Potential Applicant Files an Application.**

The potential applicant submits an application to the utility. The submittal must include the completed standard application form, including a copy of equipment certification to UL 1741 (November 2005 revision) as applicable, a three line diagram specific to the proposed system, a letter of authorization (if applicant is agent for the customer), and payment of a non-refundable \$350 application fee, except that the fee shall be refunded to net metering customer-generators unless applied toward the cost of installing a dedicated transformer. If the applicant proceeds with the project to completion, the application fee will be applied as a payment to the utility's total cost for interconnection, including the cost of processing the application. Within five (5) business days of receiving the application, the utility will notify the applicant of receipt and whether the application has been completed adequately. It is in the best interest of the applicant to provide the utility with all pertinent technical information as early as possible in the process. If the required documentation is presented in this step, it will allow the utility to perform the required reviews and allow the process to proceed as expeditiously as possible.

**STEP 4: Utility Conducts a Preliminary Review and Develops a Cost Estimate for the Coordinated Electric System Interconnection Review (CESIR).**

The utility conducts a preliminary review of the proposed system interconnection. Upon completion of the preliminary review, the utility will inform the applicant as to whether the proposed interconnection is viable or not, and provide the applicant with an estimate of costs associated with the completion of the CESIR. The preliminary review shall be completed and a written response detailing the outcome of the preliminary review shall be sent to the applicant within fifteen (15) business days of the completion of Step 3. The utility's response to applicants proposing to interconnect aggregate DG systems above 25 kW and up to 2 MW, or proposing to interconnect to network systems will include preliminary comments on requirements for safety equipment, protective relaying, metering and telemetry.

**STEP 5: Applicant Commits to the Completion of the CESIR**

Prior to commencement of the CESIR, the applicant shall provide the following information to the utility:

- a complete detailed interconnection design package
- the name and phone number of the individual(s) responsible for addressing technical and contractual questions regarding the proposed system, and

- if applicable, advanced payment of the costs associated with the completion of the CESIR

The complete detailed interconnection design package shall include:

- (1) Electrical schematic drawing(s) reflecting the complete proposed system design which are easily interpreted and of a quality necessary for a full interconnection. The drawings shall show all electrical components proposed for the installation, and their connections to the existing on-site electrical system from that point to the PCC.
- (2) A complete listing of all interconnection devices proposed for use at the PCC. A set of specifications for this equipment shall be provided by the applicant upon request from the utility.
- (3) The written verification test procedure provided by the equipment manufacturer, if such procedure is required by this document.
- (4) Three (3) copies of the following information:
  - Proposed three line diagram of the generation system showing the interconnection of major electrical components within the system. Proposed equipment ratings clearly needs to indicate:
    - 1) Number, individual ratings, and type of units comprising the above rating;
    - 2) General high voltage bus configuration and relay functions;
    - 3) Proposed generator step-up transformer MVA ratings, impedances, tap settings and winding voltage ratings;
  - Electrical studies as requested by the utility to demonstrate that the design is within acceptable limits, inclusive and limited to the following: system fault, relay coordination, flicker, voltage drop, and harmonics.

#### **STEP 6: Utility Completes the CESIR**

The CESIR will consist of two parts:

- (1) a review of the impacts to the utility system associated with the interconnection of the proposed system, and



- (2) a review of the proposed system's compliance with the applicable criteria set forth below.

A CESIR will be performed by the utility to determine if the proposed generation on the circuit results in any relay coordination, fault current, and/or voltage regulation problems. A full CESIR may not be needed if the aggregate generation is less than: 50 kW on a single-phase branch of a radial distribution circuit; or 150 kW on a single distribution feeder.

The CESIR shall be completed within sixty (60) business days of receipt of the information set forth in Step 5. For systems utilizing type-tested equipment, the time required to complete the CESIR may be reduced.

Upon completion of the CESIR, the utility will provide the following, in writing, to the applicant:

- (1) utility system impacts, if any;
- (2) notification of whether the proposed system meets the applicable criteria considered in the CESIR process;
- (3) if applicable, a description of where the proposed system is not in compliance with these requirements;
- (4) Subject to subsections (a) through (d) below, a good faith, detailed estimate of the total cost of completion of the interconnection of the proposed system and/or a statement of cost responsibility for a dedicated transformer(s) or other required interconnection equipment:
  - (a) with respect to an applicant that is not to be net-metered, an estimate shall be provided and shall include the costs associated with any required modifications to the utility system, administration, metering, and on-site verification testing;
  - (b) with respect to an applicant that is to be net-metered and that is a Farm Wind, Farm Waste, Non-Residential Wind, or Non-Residential Solar applicant intending to install wind electric generating equipment with a rated capacity of more than 25 kW, an estimate shall be provided and shall include the applicant's responsibility for the actual cost of installing any dedicated transformer(s) and other safety equipment up to the maximum set forth in subsection (c) below;
  - (c) with respect to an applicant that is to be net-metered, if the utility determines that it is necessary to install a

dedicated transformer(s) or other equipment to protect the safety and adequacy of electric service provided to other customers, the applicant shall be informed of its responsibility for the actual costs for installing the dedicated transformer(s) and other safety equipment. The following table reflects the maximum responsibility each designated applicant shall have with respect to the actual cost of the dedicated transformer(s) and other safety equipment.

Maximum Expense for Dedicated Transformer and Other Safety Equipment for Net Metered Customers (Up to 2 MW)

Generator Type	Generator Size	Maximum Equipment Cost to Customer
Solar	Over 25 kW up to 2 MW	As determined by Utility*
Wind	Over 25 kW up to 2 MW	As determined by Utility*
Farm Wind	Over 25 kW up to 500 kW	\$5,000
Farm Waste	Up to 1 MW	\$5,000

\* Subject to review by the Commission at the request of the Customer

**STEP 7: Applicant Commits to Utility Construction of Utility’s System Modifications.**

The applicant and utility will execute a standardized contract for interconnection and the applicant will provide the utility with an advance payment for the utility’s estimated costs as identified in Step 6 (estimated costs will be reconciled with actual costs in Step 11).

**STEP 8: Project Construction.**

The applicant will build the facility in accordance with the utility-accepted design. The utility will commence construction/installation of system modifications and metering requirements as identified in Step 6. Utility system modifications will vary in construction time depending on the extent of work and equipment required. The schedule for this work is to be discussed and agreed upon with the applicant in Step 6.

**STEP 9: The Applicant’s Facility is Tested in Accordance With the Standardized Interconnection Requirements.**

The verification testing will be performed in accordance with the written test procedure provided in Step 5 and any site-specific requirements identified by the utility in Step 6. The final testing will be conducted within ten (10) business days of complete installation at a mutually agreeable time, and the utility shall be given the opportunity to witness the tests. If the utility opts not to witness the test, the applicant will send the utility within five (5) days of the test a written

notification, certifying that the system has been installed and tested in compliance with the SIR, the utility-accepted design, and the equipment manufacturer's instructions.

#### **STEP 10: Interconnection.**

The applicant's facility will be allowed to commence parallel operation upon satisfactory completion of the tests in Step 9. In addition, the applicant must have complied with and must continue to comply with the contractual and technical requirements.

#### **STEP 11: Final Acceptance and Utility Cost Reconciliation.**

If the utility witnessed the verification testing, then, within ten (10) business days of the test, the utility will issue to the applicant either a formal letter of acceptance for interconnection or a detailed explanation of the deficiencies in the system. If the utility did not witness the verification testing, then, within ten (10) business days of receiving the written test notification from Step 9, the utility will either issue to the applicant a formal letter of acceptance for interconnection, or will request that the applicant and utility set a date and time for an on-site verification and witness operation of the system. This joint on-site verification must be completed within twenty (20) business days after being requested. Within ten (10) business days of the completion of the on-site verification, the utility will issue to the applicant either a formal letter of acceptance for interconnection or a detailed explanation of the deficiencies in the system. At this time, the utility will also reconcile its actual costs related to the applicant's project against the application fee and advance payments made by the applicant. The applicant will receive either a bill for any balance due or a reimbursement for overpayment as determined by the utility's reconciliation, except that a net metering applicant may not be charged in excess of the cost of installing the dedicated transformer(s) or other safety equipment described above in Step 6. The applicant may contest the reconciliation with the utility. If the applicant is not satisfied, a formal complaint may be filed with the Commission.

#### **D. Web-Based Standard Interconnection Requirements**

Each utility shall implement and maintain a web-based system to provide customers and contractors current information regarding the status of their SIR application process. The system shall be customer specific and post the current status of the SIR process. At a minimum the following content shall be provided:

1. The applicant's name and project/application identification number.
2. Description of the project, including at a minimum, the project's type (energy source), size, metering, and location.
3. SIR project application status, including all the steps completed and to be completed, along with corresponding completion/deadline dates associated with each step.
  - If the next action is to be taken by the utility, the expected date that action will be completed,

- If the next action is to be taken by the applicant, what exactly is required and a contact for more information,
4. Information regarding any outstanding information request made by the utility of the applicant, and
  5. The status of all amounts paid and/or due to the utility by the applicant.

Access shall be available for the customer and their contractor, such that both can access the information. The web site must be, however, secure and private from unauthorized access.

The utility web site shall also provide the ability for applicants with systems 25 kW and less to submit their application for interconnection via the web. The web based application process must be consistent with Appendix B of the SIR and include the ability to attach associated documentation or drawings associated with each project.

## **Section II. Interconnection Requirements**

### **A. Design Requirements**

#### **1. Common**

The generator-owner shall provide appropriate protection and control equipment, including a protective device that utilizes an automatic disconnect device that will disconnect the generation in the event that the portion of the utility system that serves the generator is de-energized for any reason or for a fault in the generator-owner's system. The generator-owner's protection and control equipment shall be capable of automatically disconnecting the generation upon detection of an islanding condition and upon detection of a utility system fault.

The generator-owner's protection and control scheme shall be designed to ensure that the generation remains in operation when the frequency and voltage of the utility system is within the limits specified by the required operating ranges. Upon request from the utility, the generator-owner shall provide documentation detailing compliance with the requirements set forth in this document.

The specific design of the protection, control and grounding schemes will depend on the size and characteristics of the generator-owner's generation, as well the generator-owner's load level, in addition to the characteristics of the particular portion of the utility's system where the generator-owner is interconnecting.

The generator-owner shall have, as a minimum, an automatic disconnect device(s) sized to meet all applicable local, state, and federal codes and operated by over and under voltage and over and under frequency protection. For three-phase installations, the over and under voltage function should be included for each phase and the over and under frequency protection on at least one phase. All phases of a generator or inverter interface shall disconnect for voltage or frequency

trip conditions sensed by the protective devices. Voltage protection shall be wired phase to ground for single phase installations and for applications using wye grounded-wye grounded service transformers.

The settings below are listed for single-phase and three-phase applications using wye grounded-wye grounded service transformers or wye grounded-wye grounded isolation transformers. For applications using other transformer connections, a site-specific review will be conducted by the utility and the revised settings identified in Step 6 of the Application Process.

The requirements set forth in this document are intended to be consistent with those contained in IEEE Std 1547, Standard for Interconnecting Distributed Resources with Electric Power Systems. The requirements in IEEE Std 1547 above and beyond those contained in this document shall be followed<sup>1</sup>.

### **Voltage Response**

The required operating range for the generators shall be from 88% to 110% of nominal voltage magnitude. For excursions outside these limits the protective device shall automatically initiate a disconnect sequence from the utility system as detailed in the most current version of IEEE Std 1547. Clearing time is defined as the time the range is initially exceeded until the generator-owner's equipment ceases to energize the PCC and includes detection and intentional time delay.

### **Frequency Response**

The required operating range for the generators shall be from 59.3 Hz to 60.5 Hz. For generators greater than 30 kW the utility may request that the generator operate at frequency ranges below 59.3 Hz as defined in IEEE Std 1547. For excursions outside these limits the protective device shall automatically initiate a disconnect sequence from the utility system as detailed in the most current version of IEEE Std 1547. Clearing time is defined as the time the range is initially exceeded until the generator-owner's equipment ceases to energize the PCC and includes detection and intentional time delay.

If the generation facility is disconnected as a result of the operation of a protective device, the generator-owner's equipment shall remain disconnected until the utility's service voltage and frequency have recovered to acceptable voltage and frequency limits for a minimum of five (5) minutes. Systems greater than 25 kW that do not utilize inverter based interface equipment shall not have automatic recloser capability unless otherwise approved by the utility. If the utility determines that a facility must receive permission to reconnect, then any automatic reclosing functions must be disabled and verified to be disabled during verification testing.

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<sup>1</sup> It is expected that IEEE Std 1547 will eventually supersede the need for explicit technical standards in New York State. However, until such time as all IEEE 1547 series of standards are complete and approved, this standard will take precedence.

## **2. Synchronous Generators**

Synchronous generation shall require synchronizing facilities. These shall include automatic synchronizing equipment or manual synchronizing with relay supervision, voltage regulator, and power factor control.

For all synchronous generators sufficient reactive power capability shall be provided by the generator-owner to withstand normal voltage changes on the utility's system. The generator voltage VAR schedule, voltage regulator, and transformer ratio settings shall be jointly determined by the utility and the generator-owner to ensure proper coordination of voltages and regulator action. Generator-owners shall have synchronous generator reactive power capability to withstand voltage changes up to 5% of the base voltage levels.

A voltage regulator must be provided and be capable of maintaining the generator voltage under steady state conditions within plus or minus 1.5% of any set point and within an operating range of plus or minus 5% of the rated voltage of the generator.

Generator-owners shall adopt one of the following grounding methods for synchronous generators:

- a) Solid grounding
- b) High- or low-resistance grounding
- c) High- or low-reactance grounding
- d) Ground fault neutralizer grounding

Synchronous generators shall not be permitted to connect to utility secondary network systems without the approval of the utility.

## **3. Induction Generators**

Induction generation may be connected and brought up to synchronous speed (as an induction motor) if it can be demonstrated that the initial voltage drop measured at the PCC is acceptable based on current inrush limits. The same requirements also apply to induction generation connected at or near synchronous speed because a voltage dip is present due to an inrush of magnetizing current. The generator-owner shall submit the expected number of starts per specific time period and maximum starting kVA draw data to the utility to verify that the voltage dip due to starting is within the visible flicker limits as defined by IEEE Std 519, Recommended Practices and Requirements for Harmonic Control in Electric Power Systems.

Starting or rapid load fluctuations on induction generators can adversely impact the utility's system voltage. Corrective step-switched capacitors or other techniques may be necessary. These measures can, in turn, cause ferroresonance. If these measures (additional

capacitors) are installed on the customer's side of the PCC, the utility will review these measures and may require the customer to install additional equipment.

#### **4. Inverters**

Direct current generation can only be installed in parallel with the utility's system using a synchronous inverter. The design shall be such as to disconnect this synchronous inverter upon a utility system interruption.

It is recommended that equipment be selected from the "Certified Equipment" list maintained by the PSC. Interconnected Distributed Generating systems utilizing equipment not listed in the "Certified Equipment" list must meet all functional requirements of IEEE Std 1547 and be protected by utility grade relays (as defined in these requirements) using settings approved by the utility and verified in the field. The field verification test must demonstrate that the equipment meets the voltage and frequency requirements detailed in this section.

Synchronization or re-synchronization of an inverter to the utility system shall not result in a voltage deviation that exceeds the requirements contained in Section II.E, Power Quality. Only inverters designed to operate in parallel with the utility system shall be utilized for that purpose.

A line inverter can be used to isolate the customer from the utility system provided it can be demonstrated that the inverter isolates the customer from the utility system safely and reliably.

#### **5. Minimum Protective Function Requirements**

Protective system requirements for distributed generation facilities result from an assessment of many factors, including but not limited to:

- Type and size of the distributed generation facility
- Voltage level of the interconnection
- Location of the distributed generation facility on the circuit
- Distribution transformer
- Distribution system configuration
- Available fault current
- Load that can remain connected to the distributed generation facility under isolated conditions
- Amount of existing distributed generation on the local distribution system.

As a result, protection requirements can not be standardized according to any single criteria. Minimum protective function requirements shall be as detailed in the table below. ANSI C37.2, Electric Power System Device Function Numbers, are listed with each function.

Synchronous Generators	Induction Generators	Inverters
Over/Under Voltage (Function 27/59)	Over/Under Voltage (Function 27/59)	Over/Under Voltage (Function 27/59)
Over/Under Frequency (Function 81O/81U)	Over/Under Frequency (Function 81O/81U)	Over/Under Frequency (Function 81O/81U)
		Anti-Islanding Protection

The need for additional protective functions shall be determined by the utility on a case-by-case basis. If the utility determines a need for additional functions, it shall notify the generator-owner in writing of the requirements. The notice shall include a description of the specific aspects of the utility system that necessitate the addition, and an explicit justification for the necessity of the enhanced capability. The utility shall specify and provide settings for those functions that the utility designates as being required to satisfy protection practices. Any protective equipment or setting specified by the utility shall not be changed or modified at any time by the generator-owner without written consent from the utility.

The generator-owner shall be responsible for ongoing compliance with all applicable local, state, and federal codes and standardized interconnection requirements as they pertain to the interconnection of the generating equipment. Protective devices shall utilize their own current transformers and potential transformers and not share electrical equipment associated with utility revenue metering.

A failure of the generator-owner's protective devices, including loss of control power, shall open the automatic disconnect device, thus disconnecting the generation from the utility system. A generator-owner's protection equipment shall utilize a non-volatile memory design such that a loss of internal or external control power, including batteries, will not cause a loss of interconnection protection functions or loss of protection set points.

All interface protection and control equipment shall operate as specified independent of the calendar date.

## **6. Metering**

The need for additional revenue metering or modifications to existing metering will be reviewed on a case-by-case basis and shall be consistent with metering requirements adopted by the Commission.

Any incremental metering costs are included in interconnection costs that may be required of an applicant.



The following Table summarizes the New York Net Metering Rules

<b>New York (PSL §66-j) - Net Metering*</b>				
<b>Incentive Type:</b>	Net Metering Rules			
<b>Eligible Renewable/Other Technologies:</b>	Solar		Biogas	Micro CHP / Fuel Cell
<b>Applicable Sectors:</b>	Residential	Non-Residential	Farm-Waste	Residential
<b>Limit on System Size:</b>	25 kW	Up to 2 MW	1 MW	10 kW
<b>Remote Net Metering**</b>	No	Yes	Yes	No
<b>Limit on Overall Enrollment:</b>	1% of 2005 Demand per IOU for Solar, Biogas, Micro CHP, and Fuel Cells combined			

<b>New York (PSL §66-l) - Net Metering*</b>			
<b>Incentive Type:</b>	Net Metering Rules		
<b>Eligible Renewable/Other Technologies:</b>	Wind		
<b>Applicable Sectors:</b>	Residential	Non-Residential	Farm-Service Wind
<b>Limit on System Size:</b>	25 kW	Up to 2 MW	500 kW
<b>Remote Net Metering**</b>	No	Yes	Yes
<b>Limit on Overall Enrollment:</b>	.3% of 2005 Demand per IOU		

\* Refer to specific utility tariff leaves for more detailed rules and regulations applicable to net metering.

\*\* Per the Public Service Law (PSL) §66-j & 66-l, Remote Net Metering allows non-residential solar photovoltaic, farm waste, farm wind, and non-residential wind customers, to apply excess generation credits from the customer's generator to certain other meters on property that is owned or leased by the same customer.

## **B. Operating Requirements**

The generator-owner shall provide a 24-hour telephone contact. This contact will be used by the utility to arrange access for repairs, inspection or emergencies. The utility will make such

arrangements (except for emergencies) during normal business hours.

Voltage and frequency trip set point adjustments shall be accessible to service personnel only. Any changes to these settings must be reviewed and approved by the utility.

The generator-owner shall not supply power to the utility during any outages of the utility system that serves the PCC. The generator-owner's generation may be operated during such outages only with an open tie to the utility. Islanding will not be permitted. The generator-owner shall not energize a de-energized utility circuit for any reason.

The disconnect switch specified for system size larger than 25kW and non-inverter based systems of 25 kW or less in Section II.D, Disconnect Switch, may be opened by the utility at any time for any of the following reasons:

- a. to eliminate conditions that constitute a potential hazard to utility personnel or the general public;
- b. pre-emergency or emergency conditions on the utility system;
- c. a hazardous condition is revealed by a utility inspection;
- d. protective device tampering;
- e. parallel operation prior to utility approval to interconnect.

The disconnect switch may be opened by the utility for the following reasons, after notice to the responsible party has been delivered and a reasonable time to correct (consistent with the conditions) has elapsed:

- a. A generator-owner has failed to make available records of verification tests and maintenance of its protective devices;
- b. A generator-owner's system adversely impacts the operation of utility equipment or equipment belonging to other utility customers;
- c. A generator-owner's system is found to adversely affect the quality of service to adjoining customers.

The utility will provide a name and telephone number so that the generator-owner can obtain information about the utility lock-out.

The generator-owner shall be allowed to disconnect from the utility without prior notice in order to self generate.

Under certain conditions a utility may require direct transfer trip (DTT). The utility shall provide detailed evidence as to the need for DTT.

If a generator-owner proposes any modification to the system that has an impact on the interface at the PCC after it has been installed and a contract between the utility and the generator-owner has already been executed, then any such modifications must be reviewed and approved by the utility before the modifications are made.

### **C. Dedicated Transformer**

The utility reserves the right to require a power-producing facility to connect to the utility system through a dedicated transformer. The transformer shall either be provided by the connecting utility at the generator-owner's expense, purchased from the utility, or conform to the connecting utility's specifications. The transformer may be necessary to ensure conformance with utility safe work practices, to enhance service restoration operations or to prevent detrimental effects to other utility customers. The transformer that is part of the normal electrical service connection of a generator-owner's facility may meet this requirement if there are no other customers supplied from it. A dedicated transformer is not required if the installation is designed and coordinated with the utility to protect the utility system and its customers adequately from potential detrimental net effects caused by the operation of the generator.

If the utility determines a need for a dedicated transformer, it shall notify the generator-owner in writing of the requirements. The notice shall include a description of the specific aspects of the utility system that necessitate the addition, the conditions under which the dedicated transformer is expected to enhance safety or prevent detrimental effects, and the expected response of a normal, shared transformer installation to such conditions.

### **D. Disconnect Switch**

Generating equipment with system size larger than 25 kW and non-inverter based systems of 25 kW or less shall be capable of being isolated from the utility system by means of an external, manual, visible, gang-operated, load break disconnecting switch. The disconnect switch shall be installed, owned, and maintained by the customer-generator, and located between the generating equipment and its interconnection point with the utility system.

The disconnect switch must be rated for the voltage and current requirements of the installation.

The basic insulation level (BIL) of the disconnect switch shall be such that it will coordinate with that of the utility's equipment. Disconnect devices shall meet applicable UL, ANSI, and IEEE standards, and shall be installed to meet all applicable local, state, and federal codes. (New York City Building Code may require additional certification.)

The disconnect switch shall be clearly marked, "Generator Disconnect Switch," with permanent 3/8 inch or larger letters or larger.

The disconnect switch shall be located within 10 feet of the utility's external electric service meter. If such location is not possible, the customer-generator will propose, and the utility will approve, an alternate location. The location and nature of the disconnect switch shall be indicated in the immediate proximity of the electric service entrance. The disconnect switch shall be readily accessible for operation and locking by utility personnel in accordance with Section II.B, Operating Requirements. The disconnect switch must be lockable in the open position with a 3/8" shank utility padlock.

For installations above 600V or with a full load output of greater than 960A, a draw-out type circuit breaker with the provision for padlocking at the draw-out position can be considered a disconnect switch for the purposes of this requirement.

### **E. Power Quality**

The maximum harmonic limits for electrical equipment shall be in accordance with IEEE 519 to limit the maximum individual frequency voltage harmonic to 3% of the fundamental frequency and the voltage Total Harmonic Distortion (THD) to 5% on the utility side of the PCC. In addition, any voltage fluctuation resulting from the connection of the customer's energy producing equipment to the utility system must not exceed the limits defined by the maximum permissible voltage fluctuations border line of visibility curve identified in IEEE Std 519. This requirement is necessary to minimize the adverse voltage effect upon other customers on the utility system.

### **F. Power Factor**

If the average power factor, as measured at the PCC, is less than 0.9 (leading or lagging), the method of power factor correction necessitated by the installation of the generator will be negotiated with the utility as a commercial item.

Induction power generators may be provided VAR capacity from the utility system at the generator-owner's expense. The installation of VAR correction equipment by the generator-owner on the generator-owner's side of the PCC must be reviewed and approved by the utility prior to installation.

### **G. Islanding**

Generation interconnection systems must be designed and operated so that islanding is not sustained on utility distribution circuits. The requirements listed in this document are designed and intended to prevent islanding.

### **H. Equipment Certification**

In order for the equipment to be acceptable for interconnection to the utility system without additional protective devices, the interface equipment must be equipped with the minimum protective function requirements listed in the table in Section II.A.5 and be tested by a Nationally

Recognized Testing Laboratory (NRTL) recognized by the United States Occupational Safety and Health Administration (OSHA) in compliance with Underwriter's Laboratories (UL) 1741, Inverters, Converters, Controllers and Interconnection System Equipment for Use With Distributed Energy Resources (January 28, 2010 revision).

For each interconnection application, documentation including the proposed equipment certification, stating compliance with UL 1741 by an NRTL, shall be provided by the applicant to the utility. Supporting information from an NRTL website or UL's website stating compliance is acceptable for documentation.

If an equipment manufacturer, vendor, or any other party desires, documentation indicating compliance as stated above may be submitted to the Department of Public Service Commission for listing under the "Certified Equipment" list on the Department's website (<http://www.dps.state.ny.us/distgen.htm>).

Certification information for equipment tested and certified to UL 1741 (January 28, 2010 revision) by a non-NRTL shall be provided by the manufacturer, or vendor to the contacts listed on the Public Service Commission's website (<http://www.dps.state.ny.us/distgen.htm>) for review before final approval and posting under the Public Service Commission's "Certified Equipment" list. Utilities are not responsible for reviewing and approving equipment tested and certified by a non-NRTL.

If an equipment is UL 1741 (January 28, 2010 revision) certified by an NRTL and compliance documentation is submitted to the utility, the utility shall accept such equipment for interconnection in New York state. All equipment certified to UL 1741 (January 28, 2010 revision) by an NRTL shall be deemed 'certified equipment' even if it does not appear on the Department of Public Service Commission's website.

Utility grade relays need not be certified per the requirements of this section.

## **I. Verification Testing**

All interface equipment must include a verification test procedure as part of the documentation presented to the utility. Except for the case of small single-phase inverters as discussed later, the verification test must establish that the protection settings meet the SIR requirements. The verification testing may be site-specific and is conducted periodically to assure continued acceptable performance.

Upon initial parallel operation of a generating system, or any time interface hardware or software is changed, the verification test must be performed. A qualified individual must perform verification testing in accordance with the manufacturer's published test procedure. Qualified individuals include professional engineers, factory-trained and certified technicians, and licensed electricians with experience in testing protective equipment. The utility reserves the right to witness verification testing or require written certification that the testing was successfully performed.

Verification testing shall be performed at least once every four years. All verification tests prescribed by the manufacturer shall be performed. If wires must be removed to perform certain tests, each wire and each terminal must be clearly and permanently marked. The generator-owner shall maintain verification test reports for inspection by the utility.

Single-phase inverters and inverter systems rated 25 kW and below shall be verified upon initial parallel operation and once every four years as follows: the generator-owner shall interrupt the utility source and verify that the equipment automatically disconnects and does not reconnect for at least five minutes after the utility source is reconnected. The owner shall maintain a log of these operations for inspection by the connecting utility. Any system that depends upon a battery for trip power shall be checked and logged at least annually for proper voltage. Once every four (4) years the battery must be either replaced or a discharge test performed.

## **J. Interconnection Inventory**

To ensure applications are addressed in a timely manner and monitor the overall interconnection activities, utilities shall submit an SIR inventory of projects to the Public Service Commission by January 31 and July 31 of each year. At a minimum the following information shall be provided in the inventory:

1. Company
2. Applicant Name
3. System Type
4. System Capacity
5. Net Metered (Yes/No)
6. Protective Equipment
7. Application Review Start and End date
8. Preliminary Review Start and End date
9. CESIR Start and End date
10. CESIR Costs
11. Verification Testing date
12. Final Letter of Acceptance date
13. Total percentage of SIR connected demand

### Section III. Glossary of Terms

**Automatic Disconnect Device:** An electronic or mechanical switch used to isolate a circuit or piece of equipment from a source of power without the need for human intervention.

**Cease to Energize:** Cessation of energy flow capability

**Coordinated Electric System Interconnection Review:** Any studies performed by utilities to ensure that the safety and reliability of the electric grid with respect to the interconnection of distributed generation as discussed in this document.

**Customer-Generator:** A utility customer who owns or operates electric generating equipment located and used at the customer's premises, and/or the customer's agent.

**Dedicated Transformer:** A transformer with a secondary winding that serves only one customer.

**Direct Transfer Trip:** Remote operation of a circuit breaker by means of a communication channel.

**Disconnect (verb):** To isolate a circuit or equipment from a source of power. If isolation is accomplished with a solid-state device, "Disconnect" shall mean to cease the transfer of power.

**Disconnect Switch:** A mechanical device used for isolating a circuit or equipment from a source of power.

**Draw-out Type Circuit Breaker:** Circuit breakers that are disconnected by physically separating, or racking, the breaker assembly away from the switchgear bus.

**Farm Waste, Net Meter, Farm Applicant:** A farm applicant who is proposing to install a farm waste anaerobic digester generating system, not to exceed 1 MW, at a farm, per the requirements of New York State Public Service Law §66-j.

**Fuel Cell, Net Meter, Residential Applicant:** A residential applicant who is proposing to install a fuel cell generating system located and used at the applicant's premises, not to exceed 10 kW, per the requirements of New York State Public Service Law §66-j.

**Generator-Owner:** An applicant to operate on-site power generation equipment in parallel with the utility grid per the requirements of this document.

**Islanding:** A condition in which a portion of the utility system that contains both load and distributed generation is isolated from the remainder of the utility system. (Adopted from IEEE 929.)

**Micro-Combined Heat and Power, Net Meter, Residential Applicant:** A residential applicant who is proposing to install a micro-combined heat and power (Micro CHP) generating system located and used at the applicant's premises, not to exceed 10 kW, per the requirements of New York State Public Service Law §66-j.

**Point of Common Coupling:** The point at which the interconnection between the electric utility and the customer interface occurs. Typically, this is the customer side of the utility revenue meter.

**Preliminary Review:** A review of the generator-owner's proposed system capacity, location on the utility system, system characteristics, and general system regulation to determine if the interconnection is viable.

**Protective Device:** A device that continuously monitors a designated parameter related to the operation of the generation system that operates if preset limits are exceeded

**Remote Net Metering:** Per the Public Service Law (PSL) §66-j & §66-l Remote Net Metering allows non-residential solar photovoltaic, farm waste, farm wind, and non-residential wind customers, to apply excess generation credits from the customer's generator to certain other meters on property that is owned or leased by the same customer.

**Required Operating Range:** The range of magnitudes of the utility system voltage or frequency where the generator-owner's equipment, if operating, is required to remain in operation for the purposes of compliance with UL 1741. Excursions outside these ranges must result in the automatic disconnection of the generation within the prescribed time limits

**Safety Equipment:** Includes dedicated transformers or equipment and facilities to protect the safety and adequacy of electric service provided to other customers.

**Solar, Net Meter, Residential Applicant:** A residential applicant who is proposing to install a photovoltaic generating system, not to exceed 25 kW, in an owner occupied residence per the requirements of New York State Public Service Law §66-j.

**Solar, Net Meter, Non-Residential Applicant:** A non-residential applicant who is proposing to install a solar generating system located and used at the applicant's premises, not to exceed 2 MW, pursuant to New York State Public Service Law §66-j.

**Utility Grade Relay:** A relay that is constructed to comply with, as a minimum, the most current version of the following standards for non-nuclear facilities:

<u>Standard</u>	<u>Conditions Covered</u>
<u>ANSI/IEEE C37.90</u>	Usual Service Condition Ratings - Current and Voltage Maximum design for all relay



AC and DC auxiliary relays  
Make and carry ratings for tripping contacts  
Tripping contacts duty cycle  
Dielectric tests by manufacturer  
Dielectric tests by user

ANSI/IEEE C37.90.1 Surge Withstand Capability (SWC)  
Fast Transient Test

IEEE C37.90.2 Radio Frequency Interference

IEEE C37.98 Seismic Testing (fragility) of Protective and Auxiliary Relays

ANSI C37.2 Electric Power System Device Function Numbers

IEC 255-21-1 Vibration

IEC 255-22-2 Electrostatic Discharge

IEC 255-5 Insulation (Impulse Voltage Withstand)

**Verification Test:** A test performed upon initial installation and repeated periodically to determine that there is continued acceptable performance.

**Wind, Net Meter, Residential Applicant:** A residential applicant who is proposing to install a wind electric generating system, not to exceed a combined rated capacity of 25 kW, located and used at the applicant's primary residence, per the requirements of New York State Public Service Law §66-1.

**Wind, Net Meter, Non-Residential Applicant:** A non-residential applicant who is proposing to install a wind electric generating system located and used at the applicant's premises, not to exceed 2 MW, pursuant to New York State Public Service Law §66-1.

**Wind, Net Meter, Farm Applicant:** A farm applicant who is proposing to install a wind electric generating system, not to exceed a combined rated capacity of 500 kW, located and used at the applicant's primary residence, per the requirements of New York State Public Service Law §66-1.

**APPENDIX A**

**NEW YORK STATE  
STANDARDIZED CONTRACT  
FOR INTERCONNECTION OF NEW DISTRIBUTED GENERATION UNITS  
WITH CAPACITY OF 2 MW OR LESS CONNECTED IN PARALLEL WITH UTILITY  
DISTRIBUTION SYSTEMS**

**Customer Information:**

**Company Information:**

Name: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

Telephone: \_\_\_\_\_

Fax: \_\_\_\_\_

Fax: \_\_\_\_\_

Email: \_\_\_\_\_

Email: \_\_\_\_\_

Unit Application/File No. \_\_\_\_\_

**DEFINITIONS**

**Dedicated Facilities** means the equipment and facilities on the Company's system necessary to permit operation of the Unit in parallel with the Company's system.

**Delivery Service** means the services the Company may provide to deliver capacity or energy generated by Customer to a buyer to a delivery point(s), including related ancillary services.

**"Net energy metering"** means the use of a net energy meter to measure, during the billing period applicable to a customer-generator, the net amount of electricity supplied by an electric corporation and provided to the corporation by a customer-generator.

**"SIR"** means the New York State Standardized Interconnection Requirements for new distributed generation units with a nameplate capacity of 2 MW or less connected in parallel with the Company's distribution system

**"Unit"** means the distributed generation Unit with a nameplate capacity of 2 MW or less located on the Customer's premises at the time the company approves such Unit for operation in parallel with the Company's system. This Agreement relates only to such Unit, but a new agreement shall not be required if the customer makes physical alterations to the Unit that do not result in an increase in its nameplate generating capacity. The nameplate generating capacity of the Unit shall not exceed 2 MW.

## **I. TERM AND TERMINATION**

**1.1 Term:** This Agreement shall become effective when executed by both Parties and shall continue in effect until terminated.

**1.2 Termination:** This Agreement may be terminated as follows:

- a. The Customer may terminate this Agreement at any time, by giving the Company sixty (60) days' written notice.
- b. Failure by the Customer to seek final acceptance by the Company within twelve (12) months after completion of the utility construction process described in the SIR shall automatically terminate this Agreement.
- c. Either Party may, by giving the other Party at least sixty (60) days' prior written notice, terminate this Agreement in the event that the other Party is in default of any of the material terms and conditions of this Agreement. The terminating Party shall specify in the notice the basis for the termination and shall provide a reasonable opportunity to cure the default.
- d. The Company may, by giving the customer at least sixty (60) days' prior written notice, terminate this Agreement for cause. The Customer's non-compliance with an upgrade to the SIR, unless the Customer's installation is "grandfathered," shall constitute good cause.

**1.3 Disconnection and Survival of Obligations:** Upon termination of this Agreement the Unit will be disconnected from the Company's electric system. The termination of this Agreement shall not relieve either Party of its liabilities and obligations, owed or continuing at the time of the termination.

**1.4 Suspension:** This Agreement will be suspended during any period in which the Customer is not eligible for delivery service from the Company.

## **II. SCOPE OF AGREEMENT**

**2.1 Scope of Agreement:** This Agreement relates solely to the conditions under which the Company and the Customer agree that the Unit may be interconnected to and operated in parallel with the Company's system.

**2.2 Electricity Not Covered:** The Company shall have no duty under this Agreement to account for, pay for, deliver, or return in kind any electricity produced by the Facility and delivered into the Company's System unless the system is net metered as described in Public Service Law Sections 66-j or 66-l.

### **III. INSTALLATION, OPERATION AND MAINTENANCE OF UNIT**

**3.1 Compliance with SIR:** Subject to the provisions of this Agreement, the Company shall be required to interconnect the Unit to the Company's system, for purposes of parallel operation, if the Company accepts the Unit as in compliance with the SIR. The Customer shall have a continuing obligation to maintain and operate the Unit in compliance with the SIR.

**3.2 Observation of the Unit - Construction Phase:** The Company may, in its discretion and upon reasonable notice, conduct reasonable on-site verifications during the construction of the Unit. Whenever the Company chooses to exercise its right to conduct observations herein it shall specify to the Customer its reasons for its decision to conduct the observation. For purposes of this paragraph and paragraphs 3.3 through 3.5, the term "on-site verification" shall not include testing of the Unit, and verification tests shall not be required except as provided in paragraphs 3.3 and 3.4.

**3.3 Observation of the Unit - Ten-day Period:** The Company may conduct on-site verifications of the Unit and observe the execution of verification testing within a reasonable period of time, not exceeding ten (10) business days after system installation. The applicant's facility will be allowed to commence parallel operation upon satisfactory completion of the verification test. The applicant must have complied with and must continue to comply with all contractual and technical requirements.

**3.4 Observation of the Unit - Post-Ten-day Period:** If the Company does not perform an on-site verification of the Unit and observe the execution of verification testing within the ten-day period, the Customer will send the utility within five (5) days of the verification testing a written notification certifying that the Unit has been installed and tested in compliance with the SIR, the utility-accepted design and the equipment manufacturer's instructions. The Customer may begin to produce energy upon satisfactory completion of the verification test. After receiving the verification test notification, the Company will either issue to the applicant a formal letter of acceptance for interconnection, or may request that the applicant and utility set a date and time to conduct an on-site verification of the Unit and make reasonable inquiries of the Customer, but only for purposes of determining whether the verification tests were properly performed. The Customer shall not be required to perform the verification tests a second time, unless irregularities appear in the verification test report or there are other objective indications that the tests were not properly performed in the first instance.

**3.5 Observation of the Unit - Operations:** The Company may conduct on-site verification of the operations of the Unit after it commences operations if the Company has a reasonable basis for doing so based on its responsibility to provide continuous and reliable utility service or as authorized by the provisions of the Company's Retail Tariff relating to the verification of customer installations generally.

**3.6 Costs of Dedicated Facilities:** During the term of this Agreement, the Company shall design, construct and install the Dedicated Facilities. The Customer shall be responsible for paying the incremental capital cost of such Dedicated Facilities attributable to the Customer's Unit. All

costs associated with the operation and maintenance of the Dedicated Facilities after the Unit first produces energy shall be the responsibility of the Company.

#### **IV. DISCONNECTION OF THE UNIT**

**4.1 Emergency Disconnection:** The Company may disconnect the Unit, without prior notice to the Customer (a) to eliminate conditions that constitute a potential hazard to Company personnel or the general public; (b) if pre-emergency or emergency conditions exist on the Company system; (c) if a hazardous condition relating to the Unit is observed by a utility inspection; or (d) if the Customer has tampered with any protective device. The Company shall notify the Customer of the emergency if circumstances permit.

**4.2 Non-Emergency Disconnection:** The Company may disconnect the Unit, after notice to the responsible party has been provided and a reasonable time to correct, consistent with the conditions, has elapsed, if (a) the Customer has failed to make available records of verification tests and maintenance of his protective devices; (b) the Unit system interferes with Company equipment or equipment belonging to other customers of the Company; (c) the Unit adversely affects the quality of service of adjoining customers.

**4.3 Disconnection by Customer:** The Customer may disconnect the Unit at any time.

**4.4 Utility Obligation to Cure Adverse Effect:** If, after the Customer meets all interconnection requirements, the operations of the Company are adversely affecting the performance of the Unit or the Customer's premises, the Company shall immediately take appropriate action to eliminate the adverse effect. If the Company determines that it needs to upgrade or reconfigure its system the Customer will not be responsible for the cost of new or additional equipment beyond the point of common coupling between the Customer and the Company.

#### **V. ACCESS**

**5.1 Access to Premises:** The Company shall have access to the disconnect switch of the Unit at all times. At reasonable hours and upon reasonable notice consistent with Section III of this Agreement, or at any time without notice in the event of an emergency (as defined in paragraph 4.1), the Company shall have access to the Premises.

**5.2 Company and Customer Representatives:** The Company shall designate, and shall provide to the Customer, the name and telephone number of a representative or representatives who can be reached at all times to allow the Customer to report an emergency and obtain the assistance of the Company. For the purpose of allowing access to the premises, the Customer shall provide the Company with the name and telephone number of a person who is responsible for providing access to the Premises.

**5.3 Company Right to Access Company-Owned Facilities and Equipment:** If necessary for the purposes of this Agreement, the Customer shall allow the Company access to the Company's

equipment and facilities located on the Premises. To the extent that the Customer does not own all or any part of the property on which the Company is required to locate its equipment or facilities to serve the Customer under this Agreement, the Customer shall secure and provide in favor of the Company the necessary rights to obtain access to such equipment or facilities, including easements if the circumstances so require.

## **VI. DISPUTE RESOLUTION**

**6.1 Good Faith Resolution of Disputes:** Each Party agrees to attempt to resolve all disputes arising hereunder promptly, equitably and in a good faith manner.

**6.2 Mediation:** If a dispute arises under this Agreement, and if it cannot be resolved by the Parties within ten (10) business days after written notice of the dispute, the parties agree to submit the dispute to mediation by a mutually acceptable mediator, in a mutually convenient location in New York State, in accordance with the then current CPR Institute for Dispute Resolution Mediation Procedure, or to mediation by a mediator provided by the New York Public Service Commission. The Parties agree to participate in good faith in the mediation for a period of up to 90 days. If the Parties are not successful in resolving their disputes through mediation, then the parties may refer the dispute for resolution to the New York Public Service Commission, which shall maintain continuing jurisdiction over this agreement.

**6.3 Escrow:** If there are amounts in dispute of more than two thousand dollars (\$2,000), the Customer shall either place such disputed amounts into an independent escrow account pending final resolution of the dispute in question, or provide to the Company an appropriate irrevocable standby letter of credit in lieu thereof.

## **VII. INSURANCE**

**7.1** The Customer is not required to provide general liability insurance coverage as part of this Agreement, the SIR, or any other Company requirement. Due to the risk of incurring damages however, the Public Service Commission recommends that every distributed generation customer protect itself with insurance.

**7.2 Effect:** The inability of the Company to require the Customer to provide general liability insurance coverage for operation of the Unit is not a waiver of any rights the Company may have to pursue remedies at law against the Customer to recover damages.

## **VIII. MISCELLANEOUS PROVISIONS**

**8.1 Beneficiaries:** This Agreement is intended solely for the benefit of the parties hereto, and if a party is an agent, its principal. Nothing in this Agreement shall be construed to create any duty to, or standard of care with reference to, or any liability to, any other person.

**8.2 Severability:** If any provision or portion of this Agreement shall for any reason be held or adjudged to be invalid or illegal or unenforceable by any court of competent jurisdiction, such

portion or provision shall be deemed separate and independent, and the remainder of this Agreement shall remain in full force and effect.

**8.3 Entire Agreement:** This Agreement constitutes the entire Agreement between the parties and supersedes all prior agreements or understandings, whether verbal or written.

**8.4 Waiver:** No delay or omission in the exercise of any right under this Agreement shall impair any such right or shall be taken, construed or considered as a waiver or relinquishment thereof, but any such right may be exercised from time to time and as often as may be deemed expedient. In the event that any agreement or covenant herein shall be breached and thereafter waived, such waiver shall be limited to the particular breach so waived and shall not be deemed to waive any other breach hereunder.

**8.5 Applicable Law:** This Agreement shall be governed by and construed in accordance with the law of the State of New York.

**8.6 Amendments:** This Agreement shall not be amended unless the amendment is in writing and signed by the Company and the Customer.

**8.7 Force Majeure:** For purposes of this Agreement, "Force Majeure Event" means any event: (a) that is beyond the reasonable control of the affected Party; and (b) that the affected Party is unable to prevent or provide against by exercising reasonable diligence, including the following events or circumstances, but only to the extent they satisfy the preceding requirements: acts of war, public disorder, insurrection, or rebellion; floods, hurricanes, earthquakes, lightning, storms, and other natural calamities; explosions or fires; strikes, work stoppages, or labor disputes; embargoes; and sabotage. If a Force Majeure Event prevents a Party from fulfilling any obligations under this Agreement, such Party will promptly notify the other Party in writing, and will keep the other Party informed on a continuing basis of the scope and duration of the Force Majeure Event. The affected Party will specify in reasonable detail the circumstances of the Force Majeure Event, its expected duration, and the steps that the affected Party is taking to mitigate the effects of the event on its performance. The affected Party will be entitled to suspend or modify its performance of obligations under this Agreement, other than the obligation to make payments then due or becoming due under this Agreement, but only to the extent that the effect of the Force Majeure Event cannot be mitigated by the use of reasonable efforts. The affected Party will use reasonable efforts to resume its performance as soon as possible.

**8.8 Assignment to Corporate Party:** At any time during the term, the Customer may assign this Agreement to a corporation or other entity with limited liability, provided that the Customer obtains the consent of the Company. Such consent will not be withheld unless the Company can demonstrate that the corporate entity is not reasonably capable of performing the obligations of the assigning Customer under this Agreement.

**8.9 Assignment to Individuals:** At any time during the term, a Customer may assign this Agreement to another person, other than a corporation or other entity with limited liability, provided that the assignee is the owner, lessee, or is otherwise responsible for the Unit.

**8.10 Permits and Approvals:** Customer shall obtain all environmental and other permits lawfully required by governmental authorities prior to the construction and for the operation of the Unit during the term of this Agreement.

**8.11 Limitation of Liability:** Neither by inspection, if any, or non-rejection, nor in any other way, does the Company give any warranty, express or implied, as to the adequacy, safety, or other characteristics of any structures, equipment, wires, appliances or devices owned, installed or maintained by the Customer or leased by the Customer from third parties, including without limitation the Unit and any structures, equipment, wires, appliances or devices appurtenant thereto.

**ACCEPTED AND AGREED:**

**Customer:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Company:** \_\_\_\_\_

**Date:** \_\_\_\_\_



**APPENDIX B**

**NEW YORK STATE STANDARDIZED APPLICATION  
FOR SINGLE PHASE ATTACHMENT OF PARALLEL  
GENERATION EQUIPMENT 25 KW OR LESS  
TO THE ELECTRIC SYSTEM OF**

**Utility:** \_\_\_\_\_

**Customer:**

Name: \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_\_

Fax: (\_\_\_\_) \_\_\_\_\_

Email: \_\_\_\_\_

Address: \_\_\_\_\_ Municipality: \_\_\_\_\_

Utility Account Number: \_\_\_\_\_

**Agent (if any):**

Name: \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_\_

Fax: (\_\_\_\_) \_\_\_\_\_

Email: \_\_\_\_\_

Address: \_\_\_\_\_ Municipality: \_\_\_\_\_

**Consulting Engineer or Contractor:**

Name: \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

**Estimated In-Service Date:** \_\_\_\_\_

**Existing Electric Service:**

Capacity: \_\_\_\_\_ Amperes Voltage: \_\_\_\_\_ Volts

Service Character: ( )Single Phase ( )Three Phase

**Location of Protective Interface Equipment on Property:**

(include address if different from customer address)

\_\_\_\_\_

**Energy Producing Equipment/Inverter Information:**

Manufacturer: \_\_\_\_\_

Model No. \_\_\_\_\_ Version No. \_\_\_\_\_

( )Synchronous ( )Induction ( )Inverter ( )Other \_\_\_\_\_

Rating: \_\_\_\_\_ kW Rating: \_\_\_\_\_ kVA

Generator Connection: ( )Delta ( )Wye ( )Wye Grounded

Interconnection Voltage: \_\_\_\_\_ Volts

System Type Tested (Total System): ( )Yes ( )No; attach product literature

Equipment Type Tested (i.e. Inverter, Protection System):

Yes  No; attach product literature  
Three line Diagram attached:  Yes  
Installation Test Plan attached:  Yes  
If applicable, Certification to UL 1741 attached:  Yes

**Signature:**

_____	_____	_____
CUSTOMER/AGENT SIGNATURE	TITLE	DATE

APPENDIX C

NEW YORK STATE STANDARDIZED APPLICATION  
FOR ATTACHMENT OF PARALLEL GENERATION  
EQUIPMENT ABOVE 25 KW UP TO 2 MW  
TO THE ELECTRIC SYSTEM OF

Utility: \_\_\_\_\_

**Customer:**

Name: \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_\_

Fax: (\_\_\_\_) \_\_\_\_\_

Email: \_\_\_\_\_

Address: \_\_\_\_\_ Municipality: \_\_\_\_\_

Utility Account Number: \_\_\_\_\_

**Agent (if any):**

Name: \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_\_

Fax: (\_\_\_\_) \_\_\_\_\_

Email: \_\_\_\_\_

Address: \_\_\_\_\_ Municipality: \_\_\_\_\_

**Consulting Engineer or Contractor:**

Name: \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

**Estimated In-Service Date:** \_\_\_\_\_

**Existing Electric Service:**

Capacity: \_\_\_\_\_ Amperes Voltage: \_\_\_\_\_ Volts

Service Character: ( )Single Phase ( )Three Phase

Secondary 3 Phase Transformer Connection ( )Wye ( )Delta

**Location of Protective Interface Equipment on Property:**

(include address if different from customer address)

\_\_\_\_\_

**Energy Producing Equipment/Inverter Information:**

Manufacturer: \_\_\_\_\_

Model No. \_\_\_\_\_ Version No. \_\_\_\_\_

( )Synchronous ( )Induction ( )Inverter ( )Other \_\_\_\_\_

Rating: \_\_\_\_\_ kW Rating: \_\_\_\_\_ kVA

Rated Output: \_\_\_\_\_ VA Rated Voltage: \_\_\_\_\_ Volts

Rate Frequency: \_\_\_\_\_Hertz Rated Speed: \_\_\_\_\_RPM  
 Efficiency: \_\_\_\_\_% Power Factor: \_\_\_\_\_%  
 Rated Current: \_\_\_\_\_Amps Locked Rotor Current: \_\_\_\_\_Amps  
 Synchronous Speed: \_\_\_\_\_RPM Winding Connection:  
 Min. Operating Freq./Time:  
 Generator Connection: ( )Delta ( )Wye ( )Wye Grounded  
 System Type Tested (Total System): ( )Yes ( )No; attach product literature  
 Equipment Type Tested (i.e. Inverter, Protection System):  
 ( )Yes ( )No; attach product literature  
 Three line Diagram attached: ( )Yes  
 Verification Test Plan attached: ( )Yes  
 If applicable, Certification to UL 1741 attached: ( )Yes

**For Synchronous Machines:**

Submit copies of the Saturation Curve and the Vee Curve  
 ( )Salient ( )Non-Salient  
 Torque: \_\_\_\_\_lb-ft Rated RPM: \_\_\_\_\_  
 Field Amperes: \_\_\_\_\_ at rated generator voltage and current  
 and \_\_\_\_\_% PF over-excited  
 Type of Exciter: \_\_\_\_\_  
 Output Power of Exciter: \_\_\_\_\_  
 Type of Voltage Regulator: \_\_\_\_\_  
 Direct-axis Synchronous Reactance ( $X_d$ ) \_\_\_\_\_ohms  
 Direct-axis Transient Reactance ( $X'_d$ ) \_\_\_\_\_ohms  
 Direct-axis Sub-transient Reactance ( $X''_d$ ) \_\_\_\_\_ohms

**For Induction Machines:**

Rotor Resistance ( $R_r$ ) \_\_\_\_\_ohms Exciting Current \_\_\_\_\_Amps  
 Rotor Reactance ( $X_r$ ) \_\_\_\_\_ohms Reactive Power Required:  
 Magnetizing Reactance ( $X_m$ ) \_\_\_\_\_ohms \_\_\_\_\_VARs (No Load)  
 Stator Resistance ( $R_s$ ) \_\_\_\_\_ohms \_\_\_\_\_VARs (Full Load)  
 Stator Reactance ( $X_s$ ) \_\_\_\_\_ohms  
 Short Circuit Reactance ( $X''_d$ ) \_\_\_\_\_ohms Phases:  
 Frame Size: \_\_\_\_\_ Design Letter: \_\_\_\_\_ ( )Single  
 Temp. Rise: \_\_\_\_\_°C. ( )Three-Phase

**For Inverters:**

Manufacturer: \_\_\_\_\_ Model:  
 Type: \_\_\_\_\_ ( )Forced Commutated ( )Line Commutated  
 Rated Output: \_\_\_\_\_Amps \_\_\_\_\_Volts  
 Efficiency: \_\_\_\_\_%

**Signature:**

\_\_\_\_\_  
 CUSTOMER/AGENT SIGNATURE

\_\_\_\_\_  
 TITLE

\_\_\_\_\_  
 DATE