Note for the Cooperative: This form may be used with your consumer-members, to provide them with guidance on how to apply for DG interconnection with your system. Before providing the form to them, please conduct the size determination for DG systems via the decision tree provided in the***Distributed Generation Toolkit: Guidelines for Electric Cooperatives*** document in the DG Toolkit. The sizes you determine for small, medium, large and extra large DG installations should then be added to the table on page 2. Other information highlighted in yellow on this form should be addressed before providing the form to the consumer-members. You may also want to consider additional information your cooperative may want to include on this form, as determined with your management, legal department, and engineering staff.

**<< Insert Your Cooperative Name here…>>**

***Consumer-Member Guidelines for***

***Electric Power Distributed Generation Installation and Interconnection***

Your electric cooperative seeks to provide its consumer-members and patrons with the best electric service possible, and at the lowest cost consistent with sound economy and good management. In some cases, consumer-members or patrons may become interested in installing their own electric power distributed generation (DG) system. In these cases, we stand ready to work with you to ensure that your DG equipment is installed in a proper and safe manner. In most cases, you will also need to coordinate the installation and approval of your DG with the local code inspection authority. Your cooperative’s engineers and customer service representatives can also help you identify the appropriate contact for this purpose.

1. **Determining Your Distributed Generation Classification**

Table 1 helps consumer-members to classify their DG and submit the required documents before the installation. After, these documents are submitted, the cooperative will review the documents and a co-op personnel/technician will use the appropriate testing and commissioning checklist based on the size and the characteristic before the interconnection is finalized. ***Please note that there is an application, a contract, and a testing checklist for each size.***

**Table 1. Documents Required from the Consumer-Members**

**When Installing Distributed Generation**

|  |  |
| --- | --- |
| **Distributed Generation Information** | **Documents Required from Consumer-members** |
| **Size** | **Interconnected with co-op[[1]](#footnote-1)?** | **Inverter-based?** | **Power export?** | **Application[[2]](#footnote-2)** | **Agreement**  | **Other Information**  | **Test / Commissioning Checklist**  | **Additional****documents** |
| Small(smaller than or equal \_\_\_\_.kW) | No | - | No |  |  |  |  |  |
| Yes | - | No | ☑ | ☑ |  | Ensuring no export |  |
| No | Yes | ☑ | ☑ |  | ☑ |  |
| Yes | Yes | ☑ | ☑ | Inverter settings | ☑ | Std’s compliance |
| Medium(\_\_-\_\_\_kW) | No |  | No | ☑ |  |  |  |  |
| Yes |  | No | ☑ | ☑ |  |  |  |
| Yes | Yes | ☑ | ☑ | Inverter settings | ☑ | Std’s compliance |
| Large(\_\_\_-\_\_kW) | No |  | No | ☑ |  |  |  |  |
| Yes |  | No | ☑ | ☑ |  |  |  |
| Yes | Yes | ☑ | ☑ | Inverter settings | ☑ | Std’s compliance |
| Extra-large(larger than\_\_\_\_\_\_kW) | No |  | No | ☑ |  |  |  |  |
| Yes |  | No | ☑ | ☑ |  |  |  |
| Yes | Yes | ☑ | ☑ | Inverter settingsTransmission allowing back-feed?  | ☑ | Std’s complianceandFast-track documentsApplicable resources datasheet to be submitted with the application |

1. **Definitions of different cases of DG**

If you are planning to install a DG unit (e.g., solar PV, wind, and/or energy storage), these can be classified based on their interconnection to the distribution system or being inverter-based DG or otherwise.

* 1. **Inverter-Based**

If your DG is connected to the distribution system through an inverter, you need to include the inverter settings and the list of the standards with which the inverters are complying. Also, when the time comes for the testing for commissioning, the co-op staff will make sure that the inverter settings are reported to have an expectation of the inverter’s performance. These differ for different sizes.

* 1. **Not to Be Interconnected**

If your DG is not to be interconnected with the co-op’s distribution system, all you need to do is to contact the cooperative and provide information about the electrical capacity, manufacturer, and name of your electrical installer. We may ask you to send us a copy of your manufacturer information. No formal application or fee is required, if your DG is classified as small. If your DG size is not small (i.e., medium, or larger sizes), you need to complete the application for the appropriate size.

* 1. **To Be Interconnected**

If you are planning to interconnect your DG with the co-op’s distribution system, you need to complete the application and the contract that corresponds to the applicable size listed in the table above.

1. **Considerations in the case of isolated distributed generation**

You may be planning to install a DG unit for isolated operation, with no connection to the cooperative’s distribution system. Find your specific situation below:

* 1. **Small Isolated DG Installation (\_\_\_\_\_\_kW and not interconnected with the cooperative distribution system)**

If you are considering installation of an emergency generator and it is less than \_\_\_\_\_ kW, you probably are not planning to interconnect your DG with the cooperative’s distribution system. It is important that your installation is safe for you, our other consumer-members, and our staff. It also should not interfere with the co-op’s reliable supply of electric power to your residence or any other facility. To accomplish this, care must be taken to install your DG so that it will either: (1) start up only to serve your entire load when you have disconnected from the electric power grid; or (2) serve only isolated loads when there is a choice of power supply (i.e., the cooperative system or your emergency DG). You are not required to complete any application, but you need to inform us and give us some information about your system for our awareness. A small application fee is required. You must contact the cooperative in advance to inform us that your DG is operational.

* 1. **Larger Isolated DG Installation (Larger than \_\_\_\_\_kW and not interconnected with the cooperative distribution system)**

Installation of DG units larger than \_\_\_\_\_\_kW within a customer facility has the potential to impact distribution system operations. If you are planning to install a large DG, you must complete the application and contract for that particular size (medium, large, or extra-large) and submit it to the cooperative in advance to ensure that the cooperative is aware of your plans. The cooperative will review your plans to determine that your installation is not interconnected and evaluate whether the DG unit will impact safety or reliability of the co-op’s electrical distribution system. We want to make sure that your installation will not place our staff or workers in any danger of electric shock. The cooperative will report back to you with our findings within \_\_\_\_\_business days of your application.

1. **Considerations in the case of interconnected DG with the distribution system**

When installing a DG and planning to interconnect with the distribution system, the cooperative must review your plans for the sole purpose of ensuring that personnel safety and system reliability will not be compromised.

***[TO BE CUSTOMIZED BY COOPERATIVE, AS APPROPRIATE]***

*If you are interested in selling some or all of the power that you generate, (1) we have/do not have one or more programs in place for the purchase of power from consumers, and/or (2) we are/are not willing to wheel excess power for you.*

Consumer-members may wish to install a new DG and interconnect it with the cooperative distribution system. In such cases, you need to complete the application and the contract for the determined size of the DG and pay the application fee. A check made out to the cooperative in the amount of the proper fee must accompany the application[[3]](#footnote-3). An application fee schedule is attached. Submit your application to your electric cooperative representative as indicated below.

Once we receive your application, we will review your proposed DG installation. If we approve your application, we will let you know if there are special steps you need to take during the generator installation process. We may request additional information regarding your planned installation, which you must provide in order to proceed with the review process. We will also ask you to sign a contract in which you agree to, among other things, operate your DG safely, maintain the unit properly, and maintain insurance as needed. We will provide you with an advance copy of the contract upon request. Also, we will arrange for a time for one of our staff to conduct a commissioning checklist.

You can contact the cooperative at any time during this review process to find out the status of your application. If your application is not approved, we will explain the reason and be available to discuss your plans. The co-op contact is provided at the bottom of this document.

As part of our application review process, we will examine the ability of the cooperative’s electric distribution system to accept your new power generation unit. We may also need you to submit more information (fast-track process documents) to perform a system impact study, if your system is classified as an extra-large system.

On certain parts of our system, we may need to replace existing equipment or add some new equipment to accommodate customer generation. Your cooperative then will incur costs beyond what are normally required to operate and maintain the system to benefit all of our members. To be fair to all members, you will need to pay for any necessary system upgrades. If this is the case for your planned generator installation, we will advise you of the additional cost and seek your agreement before approving your application. You also will be asked to sign a system upgrade contract that obligates you to reimburse the cooperative for the expenses incurred on your behalf.

Please submit your application to the following contact. This contact may also be used if you have any questions or concerns during the application process.

Cooperative contact: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

\_\_\_\_\_

e-mail: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Interconnected with the co-op means that the generation will be electrically connected to the co-op distribution system. Backup generation that uses an automatic transfer switch is not interconnected with the co-op. [↑](#footnote-ref-1)
2. The cooperative assigned the application fee for each size to be \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [↑](#footnote-ref-2)
3. Insert information about suitable method of payments of the application fees here, as defined by the co-op. [↑](#footnote-ref-3)