

INTERCONNECTION AND NET METERING

**Utility Checklist**

[City/Utility Name]

Step	Action	Completed
<b>Prepare</b>		
1.	<p><b>Customize Documents:</b> Customize necessary documents to include city-specific information. Documents that must be customized are:</p> <ul style="list-style-type: none"> <li>• Application for Interconnection of Customer-Owned Renewable Generation Systems</li> <li>• Standard Interconnection Agreement for Customer-Owned Renewable Generation</li> <li>• Tri-Party Net Metering Power Purchased Agreement</li> <li>• Net Metering Tariff Sheet</li> </ul>	
2.	<p><b>Approval Process:</b> Obtain the necessary approvals for implementation for the net metering program. Submit the metering tariff sheets to the Florida Public Service Commission a minimum of 30 days prior to the effective date of the new tariff.</p>	
3.	<p><b>Distribute Information:</b> Information and documents related to interconnection and net metering should be made available to customers and customer service representatives.</p> <ul style="list-style-type: none"> <li>• Post information on city or utility Web site</li> <li>• Print copies of customer packets for customer service office</li> <li>• Distribute frequently asked questions to customer service representatives</li> <li>• Advertise and promote interconnection and net metering</li> </ul>	
<b>Work With Customers</b>		
4.	<p><b>Application:</b> Specific information is required from customers, including site information, renewable energy generation system specifications and other technical data, in order to process an application for interconnection.</p> <p>Customers must return the Application for Interconnection of Customer-Owned Renewable Generation Systems and an application fee to the utility.</p>	
5.	<p><b>Agreements:</b> Customers must review and sign two agreements for interconnection and net metering. These documents include:</p> <ul style="list-style-type: none"> <li>• Standard Interconnection Agreement for Customer-Owned Renewable Generation</li> <li>• Tri-Party Net Metering Power Purchase Agreement</li> </ul>	

Step	Action	Completed
	<p>Once these documents have been executed by the customer, an authorized representative of the utility must execute the agreement, and then send it to FMPA to the attention of the FMPA Planning Manager. After receiving the executed agreements by the customer and utility, FMPA will execute the agreement and return a copy to the utility.</p>	
6.	<p><b>Interconnection:</b> Customers must certify that the equipment, installation, operation and maintenance is in compliance with several standards, including:</p> <ul style="list-style-type: none"> <li>• IEEE 1547 (2003): Standard for Interconnecting Distributed Resources with Electric Power Systems</li> <li>• IEEE 1547.1 (2005): Standard Conformance Test Procedures for Equipment Interconnecting Distributed Resources with Electric Power Systems</li> <li>• UL 1741 (2005): Inverters, Converters, Controllers and Interconnection System Equipment for Use with Distributed Energy Resources</li> <li>• The National Electric Code, state and/or local building codes, mechanical codes and/or electrical codes</li> <li>• The manufacturer’s installation, operation and maintenance instructions</li> </ul>	
7.	<p><b>Inspection:</b> Customer-owned renewable generation should be inspected and approved by local code officials prior to operation. Utility staff may be present when system is activated.</p>	