Guideline and Checklist for Completeness for Net Metering Applicantions

√	Item / Information Required	Remark
	Net Metering Interconnection Application Form	All applicable boxes to be filled. N/A or cross out "/" if not applicable.
	Applicant and Site Information, Project	Required for all projects
	New form to be used	Use the current form posted on BCH NM website
	Company/organization Name	Required for companies and/or organizations
	Surname, Given name	Name of the facility owner or the person who is in charge in a organization.
	Street Address	Address where BCH revenue meter is located. This might be different from residence or company address.
	BCH Account #, BCH Meter #	At least one # is required for existing customers only. New customer shall provide other account information to identify the status as a committed load customer.
	GST #	For any applicant with a GST #, especially commercial customers
	Service Voltage (V)	BCH service entrance voltage at BCH revenue meter
	Signature	To be signed by the applicant
	Application Date	To be the date when the application is sent to BCH
	In-service Date	To be at least 6 weeks from the Application Date
	Turbine / Generator	Required for all projects
	Turbine Make, Turbine Model	For hydro and wind power generators only. N/A for solar PV
	Generator Make, Generator Model	Required for all types of generators. Make means manufacturer; model means hydro generator model, PV module (panel) number or wind turbine model, etc.
	Energy Resource	Circle the applicable one only
	Rated Capacity	Nameplate rating in kW or kVA
	Power Factor (%)	To be 90%~100%. Synchronous generators could be +/-90~100%.
	Generator Type	Circle the applicable one only
	Output Voltage (V)	For multiple solar panels serially connected, use the aggregate output voltage. For 3-phase generator, use output line voltage (not phase voltage).
	# of Phases	Circle the applicable one only
	Grid-Tie Inverter	Not applicable for rotating machines to be connected directly to grid
	Make, Model	Inverter manufacturer and model number
	Rated Capacity (kW)	Provide inverter output nameplate data
	Output Voltage (V)	Provide inverter output nameplate data
	Storage battery in the system?	Applicable to the system with battery only
	# of Phases	Most inverters are 1-phase. Some inverters could be made for 3-phase.

	Single-Line Diagram (aka 1-Line Diagram, SLD)	Shall be authentic (project specific) to the customer project, not a duplicated copy of other project or generic sample
	Equipment designations	To be consistent with Application Form and Site Plan
	Diagram **header** with NM **project title, address, date**, rev #, **name of firm** or **person** that prepared the SLD	Date needed for reference in correspondence and filing
	Drawing border line	Preferred to have border line for completeness
	Voltage, # of phases, # of wires for BCH service	To be consistent with application form
	BCH meter, Main AC disconnect, Main AC Panel and related **subpanels,** where applicable	Show the simplified whole 3-phase circuit if the organization has 3-phase service, and the subpanel (with panel #) for the circuit connected to net metering project.
	"DG System Disconnect Means" switch	Exact wording "DG System Disconnect Means" on both SLD and Site Plan
	Existing/new installation dividing line	Delineated (best if clouded) which part of installation is new; arrow to existing
	3 safety warning labels with arrows	2 ("Two Power Source, parallel System") + 1 ("DG System Disconnect Means") labels shown with exact wording
	Inverter manual	Preferred, but not required
	Protection Relays	Required for rotating machines. Not required for certified grid-tie inverter.
	Relay Settings (magnitude and timing)	Required for adjustable relays only
*	**Protection and control scheme for rotating machines**	Protection functions are a must if the generator is not inverter based. Detail description are required. Rotating machines will be reviewed on case by case basis, additional info will likely be required

	Site Plan	Equipment designations to be same on both drawings. i.e. use same wording "DG System Disconnect Means" on both drawings
	Drawing **header** with NM DG Title, **address, date,** Rev #, **name of firm or person** that prepared site plan	Addresses and other project information on all 3 documents shall be consistent
	Location of **BCH meter, "DG System Disconnect Means"**, Inverter, **Main AC panel, related subpanel,** BCH incoming pole and line	Use a small block to show the positions of each equipment in the site plan together with related texts and arrows pointing to blocks
	"DG System Disconnect Means" accessible to BCH crew	Make sure BCH crew technician have access to disconnect under any situations. The disconnect is required to be installed outdoor near the meter. Special situations could be addressed if applicant provides rationales.
	The site plan shall correspond to single-line diagram unambiguously	Two diagrams shall be consistent to each other, as well as to application form

	For non-inverter-based rotating machines only:	Direct AC connection, not based on inverter, to grid
	Narrative description of NM project operation with protection functions described (what action is triggered by what conditions)	Such a generator system is probably custom made. Detail description is required for assessment of the application.
	A statement that the generator is not self-excited type or opposite	It's important to clarify whether the generator is self-excited type or not. Assuming BCH power is lost, can the DG still operate in any fashion?
	The machine **data sheet/technical specifications**	Provide data sheet
	'Breaker failure' and 'protection relay failure' scheme	Such implementation could be required
	Information on generator starting method	State the starting method

Note: **Bold text** is a "must" requirement.

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