

Filing Instructions for an Application for Certification as an Ohio Renewable Energy Resource Generating Facility

Filing an Application: In order to become a renewable energy resource generating facility that is eligible to generate Renewable Energy Credits (RECs) that may be used to comply with Ohio's renewable requirement, a facility must be certified by the Public Utilities Commission of Ohio (PUCO). The application form and affidavit are available on the PUCO web site, at www.puco.ohio.gov/PUCO/Forms/. If you are applying for more than one resource or technology, you must complete a separate application for each. A certified facility must be registered with a tracking system (i.e., GATS, M-RETS) in order to generate RECs that may be used for compliance with Ohio's alternative energy portfolio standard. All applications and affidavits must be electronically filed unless otherwise directed by order of a PUCO Attorney Examiner.

1. Applicants who do not already have a PUCO E-filing account (a username and password), and profile should complete the steps depicted in sections 1-4 of the [PUCO's Electronic Filing Manual](#) which is available on the PUCO's Docketing Information System (DIS). The manual is available on the DIS website (<http://dis.puc.state.oh.us>) by clicking on "Electronic Filing Information & Links."
2. All applications will be filed in DIS under cases designated as industry code "EL" (electric) and purpose code **REN** (renewable). To request a case number, the applicant should log in to DIS and click on the "Reserve a case number" link.
3. Applicants should review the file preparation and E-filing process steps depicted in sections 5-6 of the [Electronic Filing Manual](#). For the initial filing of the application:
 - a. The application form should be completed and saved as a PDF (portable document format) file. The applicant should upload both the PDF file (which becomes the official time-stamped document) and Word format (the native or source file) version in the filing process.
 - b. A scanned image of the affidavit with the appropriate notarized signatures should be saved as a PDF and filed separately from the application. No source/native file need be uploaded.

- c. Any supporting documentation should be filed separately from the application and include any available source files other than scanned images.

Assistance with the process of obtaining an authorized account or the electronic filing process is available by calling the PUCO Docketing Division at (614) 466-4095.

Confidentiality: All information submitted with the application will be made public unless filed under seal with a motion for protective order filed pursuant to Rule 4901-1-24 of the Ohio Administrative Code. Further information regarding this procedure is available by calling the PUCO Docketing Division at (614) 466-4095.

Commission Process for Approval: Any entity seeking resource qualification must apply for certification of its resources or technologies. This determination includes a demonstration that the power is deliverable into the state of Ohio, if the resource is not located in Ohio or a physically contiguous state. Any interested person may file a motion to intervene in the proceeding within 20 days of the filing of the application. The motion to intervene should specify all objections to the application, and include any rationale or supporting documentation for each objection. Absent a PUCO action to suspend or deny the application, the application would be deemed approved on the 61st day following the application's filing. Because the applications will be reviewed under a 60 day automatic approval process, it is critical that responses to any PUCO interrogatories be provided in a timely manner or the application will risk being suspended to ensure sufficient time to perform a complete review. Upon Commission approval, the applicant will receive notification of approval and a numbered certificate. Upon issuance of the PUCO Certification Number, a Generation Unit will be deemed an Eligible Energy Resource. The PUCO will provide this certificate number to the appropriate attribute tracking system for processing and administration of RECs. Certification of a resource or technology does not predetermine compliance with annual benchmarks and does not constitute any Commission position regarding cost recovery. At its discretion, the Commission may classify any new technology or additional resource as a renewable-energy resource. Any interested person may request a hearing on such classification.

The PUCO may request additional information to confirm or clarify information provided in this application, including any attachments. The PUCO may audit any applicant to verify the accuracy of any information included as part of an application for certification. As a condition of the application, an applicant agrees to provide any information or records necessary to verify the accuracy of any information included in the application. An applicant's failure to comply with a PUCO request for information in a timely manner may result in the denial or revocation of certification.

The owner of an Energy Resource Generating Facility must notify the PUCO within 30 days of any substantive changes in the facility's operational characteristics which include, but are not limited to changes in fuel type, fuel mix and generator type. Failure to do so may result in revocation of certification.

If an application is for a facility that is not yet operational, the applicant must file a notification within 30 days of the facility becoming operational. Any changes to information provided in the initial application or additional information that might not have been available at the time of the initial filing must be disclosed. Failure to provide complete and accurate information in a timely manner may result in the denial or revocation of the facility's certification.

Questions: Questions regarding substantive issues may be emailed to aepts@puc.state.oh.us.