



ADDENDA TO ANNUAL PROCESS AUDIT INSTRUCTIONS FOR PARTICIPANTS IN THE GREEN-E RENEWABLE ENERGY CERTIFICATION PROGRAM

Added to the *Instructions* on 4/6/07

In Section III.c.i., Regarding Worksheets That Are Not Applicable to Certain Participants:

“For worksheets that are not applicable to your company and products, fill in the Reporting Year, Date Completed, Company Name and Name of Person Completing Form, and in the first row of the first table on the worksheet write ‘Not Applicable’.”

In Section III.A.2.a.iv., Regarding Small Generators:

“If Participant is purchasing RECs from a generating facility with a nameplate capacity equal to or less than 10 kW and is having the generator fill out a “Small Generator Attestation” for the purchase:

- Participant may list aggregated generation from different small generators of the same resource type in the same rows of Worksheet 1. Give this aggregated generation an appropriate name in column 1A, rather than listing the names of all facilities contributing to the aggregated generation.
- Participant may elect to list on Worksheet 1 only annual generation data from one or more small generators, even if quarterly generation data is provided by the generator. However, doing so will mean that supply from these generators that is unsold at the end of the RY and that would be eligible for sales in the next RY *may not be carried over for use in the next RY*. If Participant elects to only report annual generation from one or more small generators, type “All” in column 1J of Worksheet 1, and list generation from these small generators only in column 2C and not in column 2D when completing Worksheet 2. Section III.A.3, below, explains Worksheet 2.
- If only annual data is listed on the “Small Generator Attestation,” Participant may elect to break the generation into quarters in the following manner:
 1. If the generating facility’s “Date First Placed into Service” is on or before the middle of the first quarter of the RY, then divide the total

annual generation by four to calculate generation per quarter. Make note of this in the “Notes” section at the bottom of Table 1.1.

2. If the generating facility’s “Date First Placed into Service” is after the middle of the first quarter of the RY, then divide the total annual generation by the number of quarters of the RY during which the generator was in operation. For example, if the facility was first operational on May 3rd of the RY, list the facility in three rows of Worksheet 1 with quarters 2, 3 and 4 of the RY in column 1J; in column 1G of each of these rows record one third of the annual generation reported on the “Small Generator Attestation.” Make note of this in the “Notes” section at the bottom of Table 1.1.”

In Section III.B.2.a., Regarding Worksheet 3, Table 3.3:

Language was added such that for Wholesale Sales listed in Table 3.3 of Worksheet 3, in column 3M (“Date Resold”) you may simply list the year of the sale, rather than specifically listing the month or quarter of sales. This change was also made to the version of the *Worksheets* posted on the Green-e web site.