



ADDENDA TO GREEN-E RENEWABLE ENERGY CERTIFICATION PROGRAM VERIFICATION PROCESS AUDIT PROTOCOL

Added to the *Protocol* on 4/11/07

In the introduction to Section III, Regarding Worksheets That Are Not Applicable to Certain Participants:

“Note: Certain of the *Worksheets* will not be applicable to certain Participants. Ensure that at a minimum, all worksheets have been filled in with Reporting Year, Date Completed, Company Name and Name of Person Completing Form. In the case that the worksheet is not applicable, ensure that ‘Not Applicable’ has been written in the first row of the first table in the worksheet. Note any exceptions. Also note if review of documents provided by Participant and of this Protocol lead you to believe that a certain worksheet(s) is applicable to the Participant’s sales of a Green-e certified product despite being filled in as ‘Not Applicable.’ ”

In Section III.A.2.b., Footnote Regarding Small Generators:

“On Worksheet 1, participants are allowed to list aggregated generation from different small generators of the same resource type in the same rows, provided that the generator is supplying a “Small Generator Attestation.” ”

In Section III.A.2.o., Regarding How To Treat “Small Generator Attestations” in Worksheet 1:

“If any entries in column 1L denote that a “Small Generator Attestation” was supplied for a generator on Worksheet 1, compare each “Small Generator Attestation” and the respective small generator’s entry in column 1G for the renewable MWh supplied to Participant:

- i. If the generation supplied is broken down by quarter in column 1J, check that the corresponding attestation also records generation by quarter and check that the generation listed on the attestation and in Worksheet 1 match. Note any exceptions.
- ii. If the generation supplied is broken down by quarter in column 1J and the attestation does *not* record generation by quarter:

- If the generating facility’s “Date First Placed into Service” on the attestation is on or before the middle of the first quarter of the Reporting Year, check that the MWh listed per quarter is equal to total annual generation on the attestation divided by four. Note any exceptions.
 - If the generating facility’s “Date First Placed into Service” on the attestation is after the middle of the first quarter of the Reporting Year, check that the MWh listed per quarter is equal to total annual generation on the attestation divided by the number of quarters of the RY for which the generator was in operation. For example, if the generator was first operational on May 3rd of the Reporting Year, the generator should be listed in three rows of Worksheet 1 with quarters 2, 3 and 4 of the RY recorded in column 1J of each row, respectively, and with one third of the annual generation reported on the attestation recorded in column 1G. Note any exceptions.
- iii. If the entry for generation from a small generator has “All” recorded in column 1J, follow the instructions in Section III.A.3.b.i., below.”

In Section III.A.3.b.i., Regarding How To Treat “Small Generator Attestations” in Worksheet 2:

“If “All” is recorded in column 1J of Worksheet 1 for generation from a small generator, check that all MWh from the small generator are recorded only in column 2C and not in column 2D. Note any exceptions.”