

## Step 1 – Notification

Call [608-647-3173](tel:608-647-3173) to inform us that you want to interconnect an electric generating system to our distribution system. We respond to your request within 10 business days and will give you multiple options for completing the remaining requirements.

There are several ways you can complete forms and provide information necessary to meet our requirements.

1. We can mail you all the forms necessary as well as additional information about rates, interconnection and more. You can then complete these forms and mail them back as needed.
2. We can send you forms and information by email which you can print, complete and sign. Alternatively, all forms are available for download on our website at <https://.rec.coop/member-distributed-generation> . Complete the forms including all required signatures and you can either scan into an electronic format (PDF) and return by email, or you can complete, sign and mail them back or deliver them to our office.
3. You can complete electronic fill-in forms found on our website without signing, submit them to us electronically and we will email a link to the fully completed forms for your electronic signature and they will then be returned to us electronically. We also coordinate this with your installer for their signature as needed.

\* Any required payments can be paid by check by mail, credit card or cash in our office, or if you prefer electronic payment we will provide a method for that as well.

\*\*Any items such as certificates of insurance, inspection certificates, drawings, schematics and pictures will need to be mailed to our office, dropped off or scanned into PDF format and emailed to us at the email address we will provide you.

## Step 2 – Interconnection application

Complete and submit the distributed resources application we will provide you with. Our application form is required to be used as we do not accept the Wisconsin Public Service Commission version.

The following required documentation will need to be included:

1. Interconnection Agreement
2. Proof of insurance showing the appropriate liability insurance based on category.
3. One-line diagram
4. Plot plan
5. Spec sheets for inverter
6. Spec sheets for solar panels/wind turbine

**If mailing a hard copy, send the completed application to:**

Richland Electric Cooperative  
PO Box 439  
Richland Center, WI 53581

### **Step 3 – Application review**

Within 10 working days of receiving a new or revised application, we notify you whether the application is complete. If the application is incomplete, you will need to resubmit it with the needed corrections. We will send you the appropriate standard interconnection agreement. It must be signed by you and by us prior to interconnection.

### **Step 4 – Engineering review determination**

When your application is complete, we determine whether an engineering review is needed. Engineering reviews are typically not required for systems of 20Kw or less. If an engineering review is necessary, we contact you within 10 business days and provide you with more details including any costs you may incur. Please consider utility input when specifying components to ensure that your components will work with the Richland Electric Cooperative distribution system.

### **Step 5 – Installation of member-owned distributed generation**

You install your generating equipment within a timeframe that is mutually agreed upon. You notify us when project construction is complete. At this point the Interconnection Agreement must be complete and the Engineering Fee must be paid. After we receive those items, we perform all work needed to accommodate your generating equipment.

### **Step 6 – System testing and acceptance**

You notify us of the completed installation, including providing us with a Certificate of Compliance signed by a Wisconsin Electrical Inspector having jurisdiction and allow us an opportunity to witness or verify system testing. You also are required to provide us with any test results. After we receive notification that an installation is complete, we do any or all of the following:

- Witness commissioning tests  
Perform an anti-islanding test or verify protective equipment settings at our expense, OR  
Waive our right, in writing, to witness or verify commissioning test(s).

### **Step 7 – Testing approval/rejection**

We notify you of our approval or rejection of the interconnection. If we do not approve the interconnection, you may take corrective action and ask that we re-examine your interconnection request.

### **Step 8– Billing & Settlement Process**

We move your billing account to the rates that are appropriate for interconnected distributed generation at the beginning of the next billing cycle.