

Checklist of Items to be completed for a Distributed Generation Installation under Mt. Carmel Public Utility Co.'s Net Metering

If connecting to the Mt. Carmel Public Utility Co. system under the Net Metering tariff:

- Complete the Net Metering Application. Send your application to:

Mt. Carmel Public Utility Co.
PO Box 220
Mt. Carmel, IL 62863
- Fill out all applicable blanks on the form. If you have any questions about what is being requested, please contact Mt. Carmel Public Utility Co. at 618/262-5151 for assistance.
 - 1. Enter the account number from your Mt. Carmel Public Utility Co. electric bill.
 - 2. Elect an Annual Period Anniversary Month on the Net Metering Application.
- Inverter Technical Specifications (if applicable) - When submitting the Distributed Generation Interconnection Application, include a copy of the technical specifications, label or "cut sheet" identifying the inverter manufacturer and model number and certification by a nationally recognized testing laboratory as being UL1741 compliant.
- One-Line Diagram - Prefer to have one-line diagram with every installation.

If Level 2, 3 or 4, then the Standard Distributed Generation Interconnection Agreement will also be needed.

Requirements:

- AC Disconnect - there are certain requirements for this disconnect.
 - A. Information about the required AC safety disconnect
 - 1. Location
 - a. Accessible to Mt. Carmel Public Utility Co.
 - b. Physically, the switch needs to be located next to the electric meter. If the circumstances of your installation indicate that good engineering practice would locate the switch at any other location, you **MUST** receive permission for this from a Mt. Carmel Public Utility Co. representative before proceeding. If you do not receive permission from Mt. Carmel Public Utility Co., you may be required to relocate the switch at your expense.
 - c. Electrically, the switch should be located between output of the inverter and the Mt. Carmel Public Utility Co. system. Typically the switch will be located between the inverter and a circuit breaker or fuse located in the main distribution panel.
 - 2. The switch must be rated for outdoor use.

- 3. The switch must have a visibly open gap between the switch contacts, knife-blade type. Circuit breakers are NOT suitable for this purpose.
- 4. The switch must be able to be locked in the open position.
- Signage - plaque must be either attached to the AC Safety disconnect or located next to the disconnect.
 - 1. If the plaque cannot for some reason be attached directly to the AC safety disconnect, you MUST discuss possible alternative locations with Mt. Carmel Public Utility Co.
 - 2. The plaque must be attached to its location with bolts, screws, pop rivets, etc.
 - 3. The plaque must be weatherproof and UV resistant.
 - 4. The plaque must be a minimum of 5" X 7" in size.
 - 5. Acceptable wording for the plaque would be "*Parallel Generation Present - Lockable Main Service Disconnect Available for Isolation.*" If you have been granted an exception to the preferred location of the AC safety switch by Mt. Carmel Public Utility Co., provide signage at the disconnect device itself; "*Lockable Main Service Disconnect for Isolation from Generator.*" Other requirements for the plaque(s) remain the same as outlined above.
- Proof of liability insurance - insurance coverage of the structure to which the distributed generation installation is attached (Mt. Carmel Public Utility Co. is not listed as a beneficiary.)
 - 1. The proof of insurance requested is a Homeowner's or Property Loss Declaration, typically a one or two page document available on request from your homeowner's insurance agent.
 - 2. Some agencies can print them from their offices, others must be requested by the agent from the home office of the insurer.
- Certificate of Completion - Once your installation has been completed and inspected by any municipal, county or other governmental authority claiming jurisdiction over the installation, you must complete a Certificate of Completion and return it to your Mt. Carmel Public Utility Co. representative along with a copy of any inspection documentation provided by the inspecting authority. If your installation is not in a jurisdiction requiring inspection, you must state so and still complete and return the *Certificate of Completion* to Mt. Carmel Public Utility Co.
- Distributed Generation Installer Certification - After December 13, 2013, an *Installer Certification* must be received by every customer that is installing parallel generation.