M-RETS
60 S. 6th Street, Suite 2800, Minneapolis, MN 55402

M-RETS RTC Professional Engineer Documentation Requirements

Per Section 4.3.4.1 of the M-RETS Thermal Operating Procedures, the following information is required to be submitted by a licensed professional engineer registered in the state where the generator is located when registering a project in the M-RETS Renewable Thermal Tracking System. Projects located outside the US may be permitted to use a professional engineer licensed in the country if licensing within a state or province is not possible, subject to approval from the M-RETS Administrator.

To register the Generating Unit(s), the owner of the Generators or the Responsible Party must submit to M-RETS the following:

Required Documentation supporting the RTC Registration:

- **Schedule A: Generator Owner's Designation of Responsible Party(If applicable)**: Generators that are registered by a designated Responsible Party can assign the registration rights to a Designated Responsible Party. (Required only if registering Organization is not the Generator Owner)
- **Certificate of Interconnection and Operational Balancing Agreement (if applicable):** include a generator interconnection agreement if the generator is connected to a pipeline or a gas distribution network.
- **Air and Building Permits:** Any local, state, or provincial documentation or permits that can substantiate the generator registration data.
- **Program Certification Documentation (if applicable) :** Please refer to the compliance program requirements for program-specific documents to be uploaded.

Engineering Report prepared by a licensed Professional Engineer:

- Documentation for measuring and verifying the quantities of each feedstock (see Section 4.3.4.1)
  - Fuel and Feedstock Sources
  - Calculations used to determine maximum daily, monthly, and yearly values.
  - Fuel processing
  - Reports or certificates from laboratories that demonstrate the chemical composition of the biogas and/or biomethane produced and its calorific value.
  - When it is a biomethane production unit based on the purchase or production of biogas, presentation of evidence that the biomethane production unit owns the biogas or has contractual coverage for the biogas used. Evidence that both parties understand the language of the agreement and precautions have been taken to prevent double counting. An attestation may be submitted from both parties that the biogas is not independently registered or otherwise double counted.
  - Production capacity data and production data from the last 24 months (if applicable).
- Description of the Interconnection/Injection point and measurement
  - Coordinates
  - Pipeline details
  - Pipeline name
  - End user details - Presentation of contracts or other evidence that demonstrates the destination of the biogas or biomethane produced from the production unit.

- Equipment Specifications: Information regarding specific equipment and processes detailed in the process flow diagram. This can include but are not limited to:
    - Inlet meter
    - Efficiency upgrading
    - Revenue Quality Meter Details
        - Meter Model
        - Meter Serial Number
        - Certifications
        - Photo of Installed Meter
    - Gas Compressors
- Process flow diagram - A single line gas diagram using industry standard notation. This must show all existing network entry/exit points and any directly connected consumer supply points
- Statement on Generator certification and participation in the RFS, LCFS or any other program outside of the M-RETS RTC including Carbon Tracking System.
- Require proof of site visit from Third Party PE or IRE
    - Unedited project photos (ideally with Production Facility location embedded).
    - An onsite inspection report should include:
        - The location of the Production Facility as both address and latitude and longitude;
        - The sources/type of Production Facility (including photographic evidence);
        - The capacity of the Production Facility;
        - The nature and size of any on-site consumer loads;
        - The location and class of metering equipment;
        - The connection to the pipeline if it exists;
        - Any standby generators (e.g., for start-up) and whether they can directly contribute to the export of gas from the site;
        - How and when the site takes gas from the network;
        - The Commenced Operation Date
        - The quality of the produced biogas, including its calorific power;
        - The accuracy of the single line diagram provided;
        - Photos of the inspection.
- A detailed description of the system and its components:
    - Documentation for measuring and verifying the quantities of each feedstock (see Section 4.3.4.1)
        - Fuel and Feedstock Sources
        - Calculations used to determine maximum daily, monthly, and yearly values.
        - Fuel processing
        - Reports or certificates from laboratories that demonstrate the chemical composition of the biogas and/or biomethane produced and its calorific value.
        - When it is a biomethane production unit based on the purchase or production of biogas, presentation of evidence that the biomethane production unit owns the biogas or has contractual coverage for the biogas used. Evidence that both parties understand the language of the agreement and precautions have been taken to prevent double counting. An attestation may be submitted from both parties that the biogas is not independently registered or otherwise double counted.

        - Production capacity data and production data from the last 24 months (if applicable).
    - Description of the Interconnection/Injection point and measurement
        - Coordinates
        - Pipeline details
        - Pipeline name
        - End user details - Presentation of contracts or other evidence that demonstrates the destination of the biogas or biomethane produced from the production unit.
    - Equipment Specifications: Information regarding specific equipment and processes detailed in the process flow diagram. This can include but are not limited to:
        - Inlet meter
        - Efficiency upgrading
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            - The connection to the pipeline if it exists;
            - Any standby generators (e.g., for start-up) and whether they can directly contribute to the export of gas from the site;
            - How and when the site takes gas from the network;
            - The Commenced Operation Date
            - The quality of the produced biogas, including its calorific power;
            - The accuracy of the single line diagram provided;
            - Photos of the inspection.
- **Life Cycle Assessment Report (Third Party Required):** Only required if Carbon Pathways are to be reported.
    - Initial review of fuel pathways/carbon intensity score (Reference)
    - Analysis of the Carbon Intensity and assessment methodology
    - Review all inputs and outputs that could affect CI

- Statement on the independence of the third party performing the review
- Documentation validating individuals credentials:
  - PE Stamp and license number
  - PHD in Lifecycle Carbon Analysis with Accreditation Documentation

M-RETS reviews and verifies all static data submitted for accuracy and to ensure that requirements are met.The Generator registration process will include both mandatory and optional data entry and M-RETS shall verify all data prior to changing a Generators status to Active.