

## Package Scope

---

The following checklists shall be used to gather information required to be submitted to FortisAlberta at specific milestones of the interconnection process. The customer is responsible to ensure all items are completed, verified, and sent to FortisAlberta for approval to ensure the DER Project does not incur delays towards the in-service date for generation.

There are 4 packages to be submitted:

1. 110 Day Package – to be submitted a minimum 110 days prior to the In-Service Date
2. 30 Day Package – to be submitted a minimum 30 days prior to the In-Service Date
3. Final Commissioning – to be submitted prior to the Energization Date.
4. Post Commissioning– to be submitted at a maximum 45 days after the In-Service Date

Two dates are referred to

- Energization Date: Date at which the customer may start critical load facilities and testing procedures.
- In-Service Date: Date at which the customer may start generating onto the distribution system.

## Package Requirements

---

Each package is to be provided by the customer and must include the information outlined within each checklist and be submitted within the appropriate timeline to avoid delays to energization and in-service dates. Documents that require approval (such as engineering studies, protection settings, etc. as indicated) shall be submitted for review and approval in advance, and only final approved copies submitted as part of the package requirements.

All items/documents must be submitted to FortisAlberta via email/courier. Each checklist indicates required timelines for submission and specific items/documents required.

## 110 DAY PACKAGE - CHECKLIST

The following items must be complete and included in the 110 Day package. Complete, sign and submit this checklist as part of the package. The package must be submitted a minimum 110 days prior to the In-Service Date.

| Generator Owner Information |  |                   |  |
|-----------------------------|--|-------------------|--|
| Company Name                |  | Telephone Number  |  |
| Contact Name                |  | Alt. Phone Number |  |
| FortisAlberta Project #     |  | Email             |  |
| AESO Project #              |  |                   |  |

Incomplete packages may incur delays to energization and in-service dates.

| #  | Requirements  | Description  | Format      |
|----|---|--|-------------|
| 1. | DER Engineering Studies   | <ul style="list-style-type: none"> <li>▪ <b>APEGA Authenticated Required</b></li> <li>▪ Studied must be approved in advanced.</li> </ul> <p>The following studies will be required. (Refer to the DER-02A for details)</p> <ul style="list-style-type: none"> <li>▪ Short Circuit Study</li> <li>▪ Effective Grounding Study</li> <li>▪ Self-Excitation Study (if applicable)</li> </ul> | PDF         |
| 2. | DER Unit Certifications   | All CSA / UL certification for generating equipment must be submitted.   | PDF         |
| 3. | IFC Technical Data Form   | <ul style="list-style-type: none"> <li>▪ Verify In-Service Date (ISD)</li> <li>▪ Verify AESO asset ID</li> <li>▪ Verify Breaker Failure</li> <li>▪ All final (IFC) equipment specifications, configurations, impedances are required. This includes transformer, generator, and any supplemental grounding devices.</li> </ul>   | PDF or Word |
| 4. | Preliminary Commissioning Plan  | <ul style="list-style-type: none"> <li>▪ Plan must include dates and times to coordinate with FortisAlberta Field Technical Services.</li> <li>▪ Plan must align with FortisAlberta's IPSC (Section 2) report, and the DER-02 commissioning requirements.</li> <li>▪ All operating procedures must be included.</li> </ul>   | PDF or Word |
| 5. | Proposed Interconnection Protection Settings (IPSC – Section 1)                 | <ul style="list-style-type: none"> <li>▪ <b>APEGA Authenticated Required</b></li> <li>▪ All Sections must be completed.</li> <li>▪ Must be approved in advanced.</li> </ul>  | PDF         |
| 6. | Single Line Diagram - Issued for Construction (IFC)                             | <ul style="list-style-type: none"> <li>▪ <b>APEGA Authenticated Required</b></li> <li>▪ See DER-02 for list of requirements</li> <li>▪ Must be approved in advanced.</li> </ul>  | PDF         |
| 7. | Site Layout, Contact Information and Access Procedure provided to FortisAlberta | Include GIS Electrical Block Diagram of Facility   | PDF         |
| 8. | Telecom Assessment  | Provide an assessment report on the TELUS cellular coverage, which is used to determine the FortisAlberta telecommunication requirements.  | PDF         |

|     |                                       |  |             |
|-----|---------------------------------------|--|-------------|
| 9.  | SCADA Data Concentrator DNP Points    | <ul style="list-style-type: none"> <li>▪ DNP Points list for data concentrator, must align with requirements in DER-02.</li> <li>▪ Include a communications block diagram</li> </ul> | PDF         |
| 10. | DER Inverter Settings (If applicable) | <ul style="list-style-type: none"> <li>▪ See DER-02 for list of requirements.</li> <li>▪ Must be approved in advanced.</li> </ul>  | PDF         |
| 11. | Electrical Permit                     |  | PDF or Word |

By signing below, you agree that you have completed all requirements above and have attached all necessary documentation to the 110 day package.

---

Customer Representative Name Signature

---

Position Title Date

## 30 DAY PACKAGE

The following items must be complete and included in the 30 Day package. Complete, sign and submit this checklist as part of the package. The package must be submitted a minimum 30 days prior to the In-Service Date.

| Generator Owner Information |  |                   |  |
|-----------------------------|--|-------------------|--|
| Company Name                |  | Telephone Number  |  |
| Contact Name                |  | Alt. Phone Number |  |
| FortisAlberta Project #     |  | Email             |  |
| AESO Project #              |  |                   |  |

**Incomplete packages may incur delays to energization and in-service dates.**

| #  | Requirements   | Description   | Format      |
|----|--|---|-------------|
| 1. | Final Commissioning Plan   | <ul style="list-style-type: none"> <li>Final commissioning schedule and alignment with FortisAlberta Field Technical Services for witness testing.</li> <li>Plan must include dates and times to coordinate with FortisAlberta Field Technical Services.</li> <li>Plan must align with FortisAlberta's IPSC (Section 2) report, and the DER-02 commissioning requirements.</li> <li>All operating procedures must be included.</li> </ul> | PDF or Word |
| 2. | Data Concentrator Bench Test Report  | <ul style="list-style-type: none"> <li>Point to point testing of all DNP points</li> <li>Verification of class, variation, scaling, dead banding, output type.</li> </ul>   | PDF or Word |
| 3. | Meter Verification Certificate   |   | PDF or Word |
| 4. | Power Quality Benchmark Monitoring Plan  | <ul style="list-style-type: none"> <li>Benchmark report is required for 7 days before any generation and within 30 days following in-service date. (Refer to DER-02, section 6.6)</li> </ul>  | PDF or Word |
| 5. | Interconnection Agreement Required Documents <ul style="list-style-type: none"> <li>Certificate of Insurance</li> <li>Electric Service Agreement (for station service load)</li> <li>Joint Use agreement in place (if applicable)</li> </ul> | <ul style="list-style-type: none"> <li>Documents required for the completion of the interconnection agreement</li> </ul>  | PDF or Word |

By signing below, you agree that you have completed all requirements above and have attached all necessary documentation to the 30 day package.

|                              |           |
|------------------------------|-----------|
| Customer Representative Name | Signature |
| Position Title               | Date      |

## FINAL COMMISSIONING PACKAGE

The following items must be complete and included in the Final Commissioning Package. Complete, sign and submit this checklist as part of the package. The package must be submitted prior to the Energization Date.

| Generator Owner Information |  |                   |  |
|-----------------------------|--|-------------------|--|
| Company Name                |  | Telephone Number  |  |
| Contact Name                |  | Alt. Phone Number |  |
| FortisAlberta Project #     |  | Email             |  |
| AESO Project #              |  |                   |  |

**Incomplete packages may incur delays to energization and in-service dates.**

| #  | Requirements  | Description  | Format      |
|----|---|--|-------------|
| 1. | FortisAlberta IPSC (Section 2) Commissioning Report | <ul style="list-style-type: none"> <li>Commissioning report submitted and filled out with testing / clearing time results.</li> <li>FortisAlberta Field Technical Services must be available for witness testing and name of witness is required.</li> </ul> | PDF or Word |
| 2. | Connection Authorization Form/ Signed Permit        | <ul style="list-style-type: none"> <li>Signed by Safety Codes Officer</li> </ul>   | PDF or Word |

By signing below, you agree that you have completed all requirements above and have attached all necessary documentation to the Final Commissioning package.

---

 Customer Representative Name

---

 Signature

---

 Position Title

---

 Date

## POST COMMISSION PACKAGE

The following items must be complete and included in the Post Commission Package. Complete, sign and submit this checklist as part of the package. The package must be submitted at a maximum 45 days after the In-Service Date

| Generator Owner Information |  |                   |  |
|-----------------------------|--|-------------------|--|
| Company Name                |  | Telephone Number  |  |
| Contact Name                |  | Alt. Phone Number |  |
| FortisAlberta Project #     |  | Email             |  |
| AESO Project #              |  |                   |  |

| #  | Requirements                             | Description  | Format      |
|----|--|--|-------------|
| 1. | As-Built Documentation                   | <ul style="list-style-type: none"> <li>As-Built Single Line Diagram (SLD)</li> <li>As-Built Communication Block Diagram</li> <li>As-Built RAS Logic Diagram</li> <li>As-Built Generator Parameters</li> </ul>                                  | PDF or Word |
| 2. | Power Quality Benchmark Report           | <ul style="list-style-type: none"> <li>Benchmark report is required within 30 days following the in-service date. (Refer to DER-02, section 6.6)</li> <li>Must comply with the PQ specification document <a href="#">PQ-SPEC-01</a></li> </ul> | PDF or Word |
| 3. | Metering Field Installation Test Report  |  | PDF or Word |
| 4. | Maintenance Verification Plan / Schedule | <ul style="list-style-type: none"> <li>Provide a plan and schedule for the maintenance plan as set in the interconnection agreement.</li> </ul>  | PDF or Word |

By signing below, you agree that you have completed all requirements above and have attached all necessary documentation to the Post Commissioning package.

\_\_\_\_\_  
Customer Representative Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Position Title

\_\_\_\_\_  
Date