WATERLOO NORTH HYDRO INC.
Engineering Department

MICRO-EMBEDDED GENERATION FACILITY CHECKLIST

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Waterloo North Hydro Inc. (WNH) will make all reasonable efforts to promptly connect a micro-embedded generation facility to its distribution system as long as the required steps are adhered to in accordance with the Ontario Power Authority's (OPA) microFIT (Feed-In Tariff) program.

This document is intended to assist a customer complete the connection process.

- ❍ **REVIEW** the microFIT program information available on the OPA's website. *http://microfit.powerauthority.on.ca*

- ❍ **REGISTER** with the OPA on line and complete the microFIT application on the OPA's website. Once the application is completed, your project will be issued a Reference Number. *http://microfit.powerauthority.on.ca/sign-up-pre.php*

- ❍ **COMPLETE IN FULL** and send to WNH via email (preferred) or fax:
  - Micro-Embedded Generation Facility Connection Request ***
  - Micro-Embedded Generation Facility Connection Agreement ***
  - New Electric Service Application ***

  ****** The applicant's legal name, as listed on the OPA application, must be identical with the name used on each form.***

  WNH will not engage in the connection of a microFIT installation to our distribution system until all information has been received and verified. Incomplete or erroneous documents will require a resubmission.

- ❍ **RECEIVE** an 'Offer to Connect' layout and payment request for the costs associated with the changes necessary to the distribution system.

- ❍ **RECEIVE** a Conditional Offer of a microFIT contract from the OPA if your application is approved.

- ❍ **MAKE** applicable payments to Waterloo North Hydro Inc.

- ❍ **APPLY** to the Electrical Safety Authority (ESA) for Electrical Inspection and ensure all permits and other approvals are obtained. ESA will issue a Connection Authorization to WNH upon approval.

- ❍ **BOOK** a WNH Service Crew to connect your microFIT project by calling the Operations Department at 519-888-5577. WNH will not install any metering equipment until an ESA Connection Authorization is received.

- ❍ **ACCEPT** your microFIT contract.