# VARIANCE REQUEST FORM

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Name |  | | | | |
| Email |  | | | | |
| Organization |  | | | | |
| System |  | Renewable Electricity | |  | Renewable Thermal |
| M-RETS ID |  | | | | |
| Generator Name |  | | | | |
| Vintage Date Range Affected |  | | To |  | |
| # of Certificates Affected |  | | | | |

|  |  |  |
| --- | --- | --- |
| Provide a statement of why the Account Holder needs the variance. Include any steps you have taken to notify the appropriate regulatory body and attach any approval documents if necessary.  If you have not notified any regulators, describe why that is not necessary in this instance. |  | |
| Identify the specific section(s) of the Renewable Electricity Operating Procedures for which a variance is needed. |  | Section 4.2.7: "If an Organization notices an error in the selected retirement reason outside the 24-hour window, the Organization may contact M-RETS (systemadmin@mrets.org) in writing and ask that M-RETS grant a variance." |
|  | Section 4.4.2: "For new Generators, M-RETS will accept generation within 62 days from the date of registration without supplemental documentation. However, M-RETS may accept generation which occurred between the 62-day deadline and two years prior to the current month with a completed Variance Request Form…M-RETS may submit the variance request—or send an email outlining the circumstances—to a state or provincial regulator should there be concern compliance with the variance request could result in potential double-counting."  **NOTE: The M-RETS Issuance Cap does not apply to backloaded generation.** |
|  | N/A |
| Identify the specific section(s) of the Renewable Thermal Operating Procedures for which a variance is needed. |  | Section 4.2.8: “If an Organization notices an error in the Withdrawal reason outside the 24-hour window, the Organization may contact M-RETS (systemadmin@mrets.org) in writing and ask that M-RETS grant a variance.” |
|  | Section 4.4.3: “Any generation uploaded past the 90th day from registration or more than 11 years back requires a Variance Request and if there is a program eligibility may require sign off from the appropriate regulator.” |
|  | N/A |

By signing below, the account holder attests that there has been no compliance or voluntary use or sale of the renewable thermal generation, RTCs, or environmental attributes associated with the renewable generation for the requested variance.

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| --- | --- |
|  |  |
| Signature | Date |

If the account holder is not the Facility Owner, provide attestation letters from the Facility Owner and all other related parties.