



*Midwest Renewable Energy Tracking System, Inc.
60 S. 6th Street, Suite 2800
Minneapolis, MN 55402*

Minimum Information Needed from Account Holder to Consider Variance Requests

By signing the M-RETS Terms of Use, Account Holders agree to abide by the M-RETS Operating Procedures. The M-RETS Operating Procedures are posted on the website: www.mrets.org. The M-RETS Administrator is the entity with the authority to oversee the administration and implementation of the M-RETS Operating Procedures and Terms of Use. The M-RETS Administrator will not permit Account Holders to violate the Operating Procedures unless an exception has been granted by M-RETS Inc.

An Account Holder can request a variance from a section of the Operating Procedures by submitting a letter to the M-RETS Administrator requesting approval. Submitting a variance request does not guarantee that a request will be approved. All variance requests must include the following:

1. A statement of why the Account Holder needs the variance
2. Account Names and IDs for all accounts affected and a descriptions of their relationship to the M-RETS Account
3. M-RETS Asset Names and IDs
4. If data related: State vintage begin/end dates and why this date is appropriate
5. An estimate of the number of RECs affected
6. State the specific section of the OP for which a variance is needed; and a statement that apart from the requested variance all other M-RETS procedures will be followed
7. Provide attestation letters from the Facility Owner and all other related parties that there has been no compliance or voluntary use or sale of the renewable generation, RECs or environmental attributes associated with the renewable generation for which the variance is requested.
8. Notify and obtain approval from the appropriate regulatory body as necessary.
9. Other additional information as requested.