



2021 PowerClerk Status Guide for Projects

Residential Projects

This PowerClerk Status Guide explains the various statuses of Level 1 solar projects. Please note that these are listed in alphabetical order for easy reference and do not represent the sequential order of project progression through the interconnection process. Please contact renewables@tep.com if you have any questions.

APPLICATION APPROVED – IA PENDING: Project has been reviewed and approved by TEP. Projects are approved based on the correctness and completeness of the information provided. Projects in this status have passed TEP's review of the submitted project drawings and have been approved for construction. The following is a list of project application information that is verified during the approval process:

- Installation type (DG Install, Upgrade, Expansion, Battery, etc.)
- Property owner (Signer of TEP documents)
- System size
- Method of interconnection
- Module and inverter specifications
- Battery storage components
- Variance requests (If applicable)
- Adherence to TEP's service requirements via review of submitted Site Plan and 3-Line

A project approval letter is sent to the customer and installer informing them their project has been approved, and TEP prepares an Exporting System Interconnection Agreement for the customer to sign and return to TEP.

APPLICATION APPROVED – IA SENT FOR SIGNATURE: TEP has sent the Exporting System Interconnection Agreement to the customer for their electronic signature. The Notice of Installation Completion (NIC) is now available to the installer.

APPLICATION APPROVED – IA EXECUTED: The Exporting System Interconnection Agreement has been signed by both the customer and TEP. The Notice of Installation Completion (NIC) is now available to the installer.

APPLICATION CORRECTIONS SUBMITTED: The installer has corrected any errors noted by TEP in its initial review. The corrected application has been returned to TEP for a second review. Corrections were noted when the project was in the Application Requires Corrections status.

APPLICATION REQUIRES CORRECTIONS: The installer's submitted application contains administrative and/or technical errors noted during TEP's initial review process. The application must be corrected and resubmitted for review by TEP. Common errors include:

- Incorrect selection of the installation type
- Invalid customer email address
- Variance is needed, but has not been requested
- Project information on the application does not match the submitted drawings



APPLICATION REVIEW: The input of project information has been completed and the project has been officially submitted to TEP for review of the below:

- Customer information
- DG project information

COMPLETE: The project has been installed. A DG meter set has been completed and the project is Approved for Parallel Operation and Permission to Operate (PTO) is granted.

DOCUMENT COLLECTION: This status involves uploading drawings and/or photos to TEP prior to project advancement. This must be done within 30 days.

DRAWING REVIEW: Projects are awaiting TEP's final review of drawings, plot plants, technical specifications and/or other documents, if requested. TEP's review or approval of these documents does not relieve the customer **or** installer from compliance with TEP's Distributed Generation Interconnection Requirements (DGIR), electric service requirements and/or applicable building and safety codes.

DUPLICATE: This status indicates a project application is a duplicate of a previously submitted project. Duplicate projects placed in this status are retained as a record by PowerClerk.

INSPECTION FAILED: The project has failed TEP's field inspection. The installer is notified of the reasons for the failed inspection. Corrections to the installation must be made and communicated back to TEP before the project can advance to a DG meter set.

INSPECTION REQUIRED: Project carries an inspection requirement for any number of reasons, including:

- Self-installed project
- Variance request
- Installer is new to the TEP's service territory

LEVEL 1 - PENDING FACILITIES UPGRADE: Projects in this status are held until an upgrade can be completed. Upgrades might include:

- Service panel
- Transformer

Projects are considered approved; however, due to the equipment modification necessary to accommodate the customer's project remain in this status until the necessary upgrades have been completed.

NOTICE OF INSTALLATION COMPLETION (NIC): All projects advanced to this status by the installer are considered installed and ready for meter set. Projects in this status that successfully pass NIC review have Distributed Generation Clearance (DGC) received through TEP's Design Services area and have a customer signed Exporting System Interconnection Agreement (if required), which allow the project to progress to Meter Set Approved.

Customers who have not signed and returned the IA will have their projects reviewed and placed in NIC Pending IA status. In the event of an NIC failure, the project will be placed in the Notice of Installation Completion - Requires Corrections status until the installer makes the required corrections and resubmits the NIC.



NOTICE OF INSTALLATION COMPLETION REVIEW: Projects in this status have previously been placed either in Meter Set Pending Receipt of AHJ Clearance status, NIC Pending Receipt of IA or have required inspection by TEP and are now moving forward to Meter Set Pending.

NOTICE OF INSTALLATION COMPLETION - REQUIRES CORRECTIONS: Errors were found in the final administrative and drawing review of the submitted NIC, which must be corrected by the installer. Common failure errors are:

- Incomplete or missing final proof of AHJ inspection
- Missing plot plan or drawings

NOTICE OF INSTALLATION COMPLETION - REVIEW PENDING RECEIPT OF IA

A signed/e-signed Exporting System Interconnection Agreement has not been returned by the customer. Advancement to meter set is pending receipt of this required document.

METER SET PENDING: All requirements have been met for the project to advance to a request for DG meter set.

METER SET FAILED: Project failed a meter set attempt by TEP Meter Technician. Meter set failures occur for various reasons such as:

- Deviations from our posted Service Requirements
- NEC code and/or safety violations
- No Access
- Failure to install TEP labels/placards

METER SET CORRECTIONS MADE: Corrections have been made to a project previously placed in meter set failed status.

METER SET PENDING RECEIPT OF AHJ CLEARANCE: Installer has submitted the NIC to notify the utility that the project has been completed, but clearance from the AHJ has not been transmitted.

MODIFICATION REVIEW REQUEST: Projects placed in this status have request an update to their project. Installers may make updates to their previously submitted project and return to the workflow for review.

NO METER ACCESS: Our field technicians were unable to perform the meter set as they were unable to gain access due to:

- Locked gate
- Dogs near the meter or yard
- Community gate code

PRE-APP REQUESTED: Outline of project to include potential system size, customer name and address in order to run screens as outlined in the DGIR.

PROJECT ON HOLD: Installation cannot proceed until a determined time.

PTO: Project has received Permission to Operate (also referred to as Approved for Parallel Operation) from TEP.

RE-INSPECTION REQUIRED: The project failed the initial inspection by field tech. Failures have been corrected and await a secondary inspection.



SCREEN REVIEW: Projects are being reviewed to ensure compliance with DGIR Screens A, E and F.

SUPPLEMENTAL REVIEW: A formal request for a project review by TEP's Energy Services Department after the project failed the initial screen review process.

TECHNICAL CORRECTIONS NEEDED: Technical errors were discovered in our review of a project installation. Corrections are required and must be submitted for compliance.

TECHNICAL REVIEW: Projects that require an in-depth review will move from Drawing Review to Residential Technical Review. The following are potential reasons for additional project review:

- Self-Installed project
- Variance request
- Service upgrades or alterations
- Project includes battery energy storage

UNSUBMITTED: An installer has initiated a project application, but has yet to complete and submit it to TEP.

WITHDRAWN: Projects may be placed in a withdrawn status for a variety of reasons; for example:

- Customer or the installer has informed TEP that the project will no longer go forward
- Projects that fail to advance within 30 days from the statuses of Document Collection or Requires Corrections
- The submitted NIC reflects changes other than defined minor changes that were not requested or approved prior to project completion.