Introduction to the Production Tracking System

The Production Tracking System (PTS) is a database used by the Massachusetts Clean Energy Center (MassCEC) to track the production of renewable energy systems that are installed through MassCEC’s grant and rebate programs. The primary objective of the PTS is to provide MassCEC with the information necessary to monitor and evaluate the effectiveness of MassCEC programs and other installation efforts.

The PTS also provides renewable generation system owners a convenient method for earning additional income from their renewable energy generation systems by verifying and reporting production data to sell in the form of Renewable Energy Certificates (RECs). To sell RECs, you may be required by contract with the REC buyer to report renewable energy production to the PTS on a monthly basis.

Reporting Requirements

You are welcome to report data to the PTS for any size renewable energy system free of charge. This data is analyzed on a monthly basis, and system owners with erratic data may be contacted to ensure accurate data was provided and that the system is operating properly. If you need a user account to report to the PTS, contact PTS@masscec.com. Include your name and the address of the installation with your request to report.

Photovoltaic systems 10kW or smaller may report manually to the PTS. For systems larger than 10kW, automated reporting to the PTS is required. For more information see: http://ar.masscec-pts.com.

Reporting is required by MassCEC for all wind installations.

Regardless of MassCEC program requirements, if you choose to sell your RECs for any renewable energy system, you may be required by your contract agreement with the new REC owner to report production data from a revenue quality meter to the PTS.

Reporting Protocol

This data must be reported during a ten day period starting five days before the end of the month lasting until five days after the beginning of the next month. The data can be reported through the PTS website (http://www.masscec-pts.com) or, if you must report to the PTS to meet MassCEC requirements or REC sale requirements and you do not have access to the web, you may complete a hard copy form and submit it either by mail or fax to the PTS Administrator. No production data submitted by phone or e-mail will be accepted. Data submitted after the end of the reporting period will not be accepted. In the event you are not able to enter production data in the PTS during the reporting period, please wait until the next reporting period and proceed as usual. The PTS will automatically calculate estimated production for the month’s data that was not provided.
Reporting Instructions

Once your in-service date is in the PTS you should receive automated emails each month to remind you to report. Please check your spam filters setting to make sure it does not filter out these automated messages coming from PTS@masscec-pts.com. NOTE: If you are accessing the PTS over the web, it is best viewed with 5.0 browsers and up or other standards compliant browsers. Some web browsers such as Safari are incompatible with the PTS.

The first time you report you may need to enter the in-service date for the PV array (the date the system was turned on, which must be after the system receives interconnection approval from the utility), and the initial meter read (often times this is zero or near zero for meters that are brand new when installed). You can report production only during the reporting period (a 10 day window lasting the last 5 days of the month through the first 5 days of the next month).

**Step 1: Login to the PTS** Go to the PTS login page www.masscec-pts.com and enter your account username and password.

To navigate through the PTS use the "Next" and "Previous" buttons (when available), the links at the top of the page, or the links on the right side of the page. NOTE: do not use the “Back” button on your internet browser when in the PTS database! On the Welcome Page select Enter Production Data in the top Menu Bar.

**Step 2: Select System** If you have logged in during a production data-entry period with a valid System Representative user name and password, a list of systems for which you are the designated representative will appear. Most system representatives have only one system to report, and that system should be your only choice on the list. However, if you do have multiple systems, the list will indicate which systems have already received monthly data, and those that have not. Go to Select for the system requiring data entry.

**Step 3: Enter First Time Only Information** If this is the first time monthly data will be recorded for a system, you may be asked for additional information on the system. If this is not the first time, then this step will be skipped. In some cases MassCEC will have already entered this information for you based on project completion paperwork. In this case you can ignore this step.
  - **Date In Service:** Enter the date that the system received approval from the utility to interconnect.
  - **Initial Meter Reading:** Enter the initial system meter reading on the interconnection approval date.

**Step 4: Enter Monthly Meter Reading** Enter the meter reading, in kilowatt hours (kWh), taken from the revenue grade production meter that was installed with the system. (This meter is usually located next to the inverter). Also enter the date and time that the reading was taken. Monthly production will be automatically calculated based on this reading and the previous monthly reading. For reference, meter reading history and monthly production for the previous three reporting periods is supplied on the screen. Scroll down and click on the NEXT button.

**Step 5: Enter Operational Experience** If applicable, enter the total cost for maintenance, repairs and service. If there are no service costs or outages to report, just click NEXT at the bottom of the screen.

**Step 6: Click Save** Once you click next on the bottom right hand side of the screen you will see a SAVE button. Click SAVE and this will complete the reporting process for one month.