



GET/WBET DATABASE REPORTING INSTRUCTIONS

1.5% for Green Energy Technology (GET) or Woody Biomass Energy Technology (WBET) Database Reporting Instructions

<http://greenenergytechnology.ode.state.or.us/>

All projects must be reported to the GET/WBET Database, regardless of whether or not the technology is determined to be appropriate or inappropriate for the building site, or if it will be installed onsite or offsite.

1. **If GET/WBET is determined to be appropriate for the building site**, report the project to the database after design of the technology is completed, but before installation of the GET/WBET technology.

If GET/WBET is determined to be inappropriate onsite but you are planning to install offsite, you must provide documentation the Technical Review Panel and request a recommendation (energy produced by the GET/WBET must be used at the building). Then report the project to the database.

You will need the following information to report the project:

- Project name
- Project address: street, city, zip, county
- If installed offsite, technical review panel recommendation and address of installation
- Public body/building owner
- Reporting contact: name, phone and email
- Electric utility
- Fossil fuel utility/supplier
- Whether new building or addition or renovation
- Total contract cost
- If it is a renovation, the insured value/replacement cost of the existing building
- Amount required to be spent (.015 x total contract cost)
- Amount from previously deferred GET project(s), if any
- Projected start date of building construction
- Projected occupancy date of building
- Description of the technology that will be installed
- Output energy units
- Value of the output
- If WBET will be installed, projected cost of fuel/dry ton (including delivery costs)

2. **If GET/WBET is determined to be inappropriate both onsite and offsite**, you must provide documentation to the Technical Review Panel (TRP) that explains why and request a recommendation. After receiving the recommendation, report project to the database.

You will need the following information to report the project:

- Summary of the TRP recommendation
- Did TRP find GET/WBET to be appropriate and does the Public Body agree with TRP recommendation? If yes and GET/WBET was installed, follow instructions on page one for reporting.
- If TRP agrees that GET/WBET is inappropriate, report the following information:
 - Project name
 - Project address: street, city, zip, county
 - Public body/building owner
 - Reporting contact: name, phone and email
 - Electric utility
 - Fossil fuel utility/supplier
 - Whether new building or addition or renovation
 - Total contract cost
 - Details for why you determined GET/WBET to be inappropriate
 - Recommendation from the Technical Review Panel
 - Does the total contract cost include state funding?
 - If yes, defer the 1.5% of costs to a future project and describe the future project, if known