



COMMUNITY WOOD SMOKE REDUCTION PROGRAM

DO IT YOURSELF (DIY) KIT

INTRODUCTION

The Fraser Valley Regional District's (FVRD) Community Wood Smoke Reduction Program encourages residents to replace their old, inefficient, wood-burning stoves with new, cleaner-burning appliances. Wood stoves can create significant local air pollution. The goal of the program is to improve air quality by removing wood smoke from the environment. Appliances that qualify for the rebate include electric fireplaces and inserts; pellet stoves and inserts; electric inserts; and heat pumps that qualify under BC Hydro's Heat Pump program. Please refer to the next page to find out if your appliances meet the guidelines to qualify for this program.

FVRD residents who exchange their old wood-burning appliance for one **qualified under the Program**, are eligible to receive **up to a \$1500 rebate**, providing that the old stove will be decommissioned and recycled.

Residents in the following areas are eligible to participate in the program: Abbotsford, Chilliwack, Harrison Hot Springs, Hope, Kent, Mission and the FVRD's Electoral Areas.

This DIY Kit is a step-by-step instruction manual intended to guide residents through the exchange process.

QUESTIONS

604-702-5000 (Local)
1-800-528-0061 (Toll-Free)
environment@fvr.ca

HOW TO QUALIFY

Step 1: Check your Existing Stove

To qualify, you must be a resident of the FVRD. The wood stove being disposed of must currently be used in your home for heating purposes. It must have been manufactured before November 1, 1994 and not be US Environmental Protection Agency (EPA) certified. Appliances manufactured after this date, are usually EPA-certified and, therefore, do not qualify. Check the label behind your wood stove for the manufacture date to determine the year. Your retailer or the program coordinator can help you determine if your stove qualifies.

Appliances eligible for the rebate

- » A free-standing, non-EPA certified "stove"
- » A "homemade" or "barrel" stove
- » A so-called "airtight" non-EPA certified fireplace insert or tube type heat exchanger with a faceplate and door (like the Free Heat Machine or Welenco) that is currently installed in an open-hearth fireplace
- » A non-EPA certified "wood furnace" (ducted, forced air, home heating appliance) – may only be replaced by an EPA certified wood furnace, pellet furnace, or qualifying electric heat pump
- » A wood-burning cookstove
- » An open-hearth fireplace (must be upgraded with an EPA-certified wood insert or electric insert)

Step 2: Shop

Contact any of the participating retailers to seek advice on a low-emission heating appliance to purchase. Many of the retailers are offering additional discounts and rebates at the same time. Your retailer will request a tracking form from the FVRD, and this form will need to be signed by the retailer at the time of sale and installation, and by the transfer station or recycling facility staff when the old unit is sent in for recycling. Most insurance companies require notification if you are installing a new heating appliance. The value of the rebates cannot exceed the value of the appliance.

Qualifying appliances

- » An EPA-certified wood stove or pellet stove
- » An EPA-certified wood insert or pellet insert, or an electrical insert
- » An EPA-certified factory-built wood fireplace (This may only be accepted if it's replacing a non-EPA-certified wood stove or non-EPA-certified wood insert and not an existing factory-built fireplace)
- » An electric heat pump that meets the criteria for BC Hydro's heat pump rebate
- » An EPA or CSA B415 certified wood or pellet furnace only if it's replacing an existing uncertified wood-burning furnace

Additional requirements

For wood stove to wood stove exchanges, you must complete the [online wood smoke education course](#).

Step 3: Photograph, Destroy and Disposal

Your old stove must be destroyed and taken to a disposal location to be recycled (either by you or the installer). Upon disposal, obtain a receipt that will provide proof of destruction. This receipt should be attached to your signed rebate voucher. Photos need to be taken throughout all stages of old stove removal and new install (*see next page*).

A. Photograph Before *(see Appendix A for examples)*

Before you decommission your old appliance you must take the following **before photos**:

- » Close-up of the serial number (where one exists)
- » Front of appliance including any distinguishing features
- » Photo of the old appliance in your home before removal. Be sure to include the wall area around the wood stove to match after photos.

B. Destroy

Decommission your old appliance by:

- » Removing the door of the old appliance and smashing the door hinges
- » Removing the firebrick
- » Smashing the hinge mechanism attached to the body of the old appliance
- » Smashing the flue collar of the old appliance to disable the flue connection

C. Photograph After

After you decommission your old appliance you must take the following **after photos**:

- » Front of appliance showing that the door and firebrick were removed and that the door hinge mechanism was smashed
- » Smashed flue collar
- » Removed door showing smashed hinges
- » New appliance in your home. Be sure to include the wall area around the wood stove to match after photos.

D. Disposal

You must obtain a recycling receipt, to be submitted along with other paperwork.

Step 4: Purchase and Install New Stove

In some jurisdictions, a **building permit is mandatory** for the installation of a new wood stove. Please contact your municipality's Building Department or, if you live in an electoral area, call the FVRD's Building Department at 604-702-5016 to confirm if a Building Permit is required. A copy of your Building Permit or a Building Permit number should be submitted along with other paperwork at the end of the Exchange.

If your municipality or the FVRD does not require a Building Permit, you will need to have your new appliance installed and inspected by a Wood Energy Technology Transfer (WETT) certified installer. Provide the WETT inspection number on the tracking form. To find a WETT-certified installer or technician in your area, visit www.wettinc.ca/search-wett. Most participating retailers have WETT-certified installers on staff and will provide you with a WETT inspection number once they install your new appliance.

Step 5: Submit Application

A completed application must include **all** of the following documents:

1. Filled out tracking form
2. Receipt for disposal of your old stove
3. Receipt for your new appliance
4. Photos of your old stove before removal, a close up of the serial number and photos of the stove destroyed
5. Photo of your new appliance installed

The tracking form and paperwork can be submitted either by you or the retailer. The rebate cheque will be mailed to the address indicated on the form within eight weeks from the date when the Program Coordinator receives your completed form and paperwork *(see Appendix B for a checklist)*.

APPENDIX A: EXAMPLES OF BEFORE & AFTER PHOTOS

Before Photos

A. Close-up of the serial number



B. Front of appliance including any distinguishing features as well as wall background



After Photos

C. Front of the appliance showing that the door and firebrick were removed and that the door hinge mechanism was smashed



Door hinge mechanism smashed

Firebrick removed



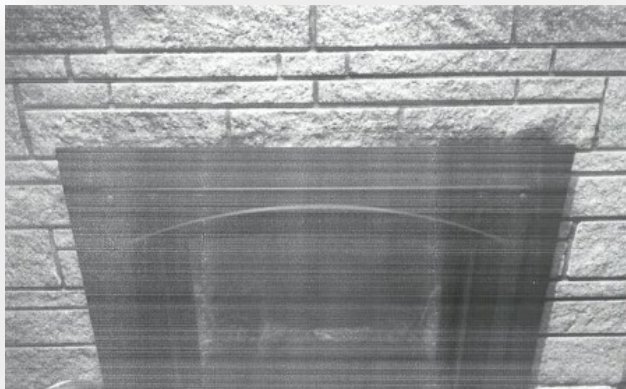
D. Smashed flue collar



E. Removed door showing smashed hinges



F. Photos of the new appliance installed in home with distinguishing surrounding features



APPENDIX B: PAPERWORK CHECKLIST



1. Completed tracking form



2. Copy of sales receipt for the new appliance



3. Recycling receipt as proof of recycling your old appliance



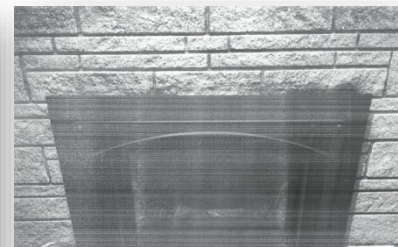
4. Before photos **A** and **B**



OLD



5. After photos **C, D, E, and F**



NEW