

# Village of Port Alice

## Wood **Stove** Exchange Program

# Do-It-Yourself Kit



### Introduction:

The Port Alice Wood Stove Exchange Program is designed to encourage residents to exchange their old, inefficient, non-EPA certified wood burning appliances for new EPA-certified wood burning stoves and inserts, and other qualifying appliances including gas, pellet and electric. (Some exceptions apply).

Port Alice residents who exchange their old wood-burning appliance for one qualified under the Program, are eligible to receive a **\$250 rebate**, providing that the old stove will be decommissioned and recycled.

### Do-It-Yourself Kit:

The Do-It-Yourself Kit is a step-by step instruction manual intended to guide residents who will be taking care of their own Exchange Steps.

### Before you start:

Contact the Port Alice Program Coordinator to determine eligibility.

Tanya Spafford – Administrative Assistant

Tel: 250. 284.3391

Fax: 250. 284.3416

Email: [info@portalice.ca](mailto:info@portalice.ca)



## Wood Stove Exchange Program Steps:

### Step 1:

#### Visit a Participating Retailer.

After you've contacted the Program Coordinator, and determined that you are eligible to participate, visit a Participating Retailer to pick out your replacement appliance, a Program Brochure and Do-It-Yourself Kit.

Please read the ENTIRE Kit before you begin!

### Step 2:



#### Reserve a Tracking Form.

If you are certain you would like to proceed with the Exchange, call or email the Program Coordinator at 250. 284.3391 or [info@portalice.ca](mailto:info@portalice.ca) to request one.

Rebates are limited and will be assigned on a first-come, first-serve basis.

A sample Tracking Form is included in [Appendix A](#).

### Step 4:

#### Deliver the old, disabled appliance to a scrap metal recycling facility.

You must **obtain a recycling receipt**, to be submitted along with other paperwork at the end of the exchange.

There is no charge to dispose of your old wood stove at the Port Alice Transfer Station. Contact the Village Office to provide you with a receipt, which is required for your rebate. You can also dispose of your old stove at the 7 Mile Recycling Facility on Hwy 19.

### Step 3:

#### Take "BEFORE" photos, disable your old appliance, and take "AFTER" photos.

Before you decommission your old appliance you must include the following "BEFORE" photos:

- A. Close-up of serial number (in cases where one exists).
- B. Front of appliance including any distinguishing features.

Examples of "BEFORE" photos A and B are included in [Appendix B](#).

After taking "BEFORE" photos, you must decommission your old appliance by:

1. Removing the door of the old appliance and smashing the door hinges;
2. Removing the firebrick

The old appliance can be decommissioned by either the Customer (resident) or the Retailer.

After you decommission your old appliance you must take "AFTER" photos, and include the following shots:

- C. Front of appliance showing that the door and firebrick were removed and that the door hinge mechanism was smashed.
- D. Smashed flue collar.

Examples of "AFTER" photos C, D and E are included in [Appendix B](#).

### Step 5:

#### Submit completed Tracking Form and all paperwork to the Port Alice Program Coordinator, and receive your \$250 rebate cheque.

Use the checklist in [Appendix C](#) to ensure that all requested paperwork is submitted along with the Tracking Form.

The \$250 rebate cheque will be mailed to you at the end of the Exchange, within 8 weeks from when the Program Coordinator receives your completed Tracking Form and paperwork.

The cheque will be mailed to the address indicated on the Tracking Form.

# Appendix A: Sample Tracking Form.



**Port Alice**  
Wood Stove Change out Program  
**TRACKING FORM**  
**(Required for \$250 Rebate)**



**Important: Rebate Money is Limited**

Please follow the below steps to ensure the customer will receive the \$250 rebate for their wood stove or insert change out.

**In order for the customer to receive the \$250 rebate the following steps must be completed at time of sale:**

**1) Call: Tanya @ (250) 284-3391**

Retailer to call local government wood stove change out program coordinator to confirm that rebate money is still available and to receive a tracking number.

**2) Inform the customer:**

- > That an old wood appliance must be exchanged for a qualifying wood, pellet, electric or gas stove or insert (for more information – see guidelines document)
- > That the old wood appliance must be recycled to guarantee the rebate money
- > Rebate money is limited therefore those who complete both buying and recycling are eligible first

**3) Tracking Form:**

- > Customer to fill out first part of attached tracking form and then give back to retailer
- > If the customer has brought in the old appliance to the retailer or recycled at one of the landfills listed below and provides verification to you – then the retailer can fill out the second part of the form and the \$250 rebate will be guaranteed.

4) If the appliance has not been recycled or brought in to the retailer at the time of the sale then the retailer will fill out the retailer portion of the tracking form after recycling.

**1) Retailers to Fax:**

- > Sales invoice for new qualifying appliance and Completed Tracking Form to:  
Village Office @ 250-284-3391

the \$250 cheque will then be mailed to the participant using the information supplied in the Tracking Form.



**Tracking Number:** \_\_\_\_\_

Port Alice Wood Stove  
Change out Program  
**TRACKING FORM**  
**(Required for \$250 Rebate)**

Ph: (250) 284-3391 Fax to: (250) 284-3416

**Customer to complete:**

Date: _____
Name: _____
Telephone: _____
Location _____ of _____
Installation: _____
Mailing _____ Address: _____
Postal Code: _____

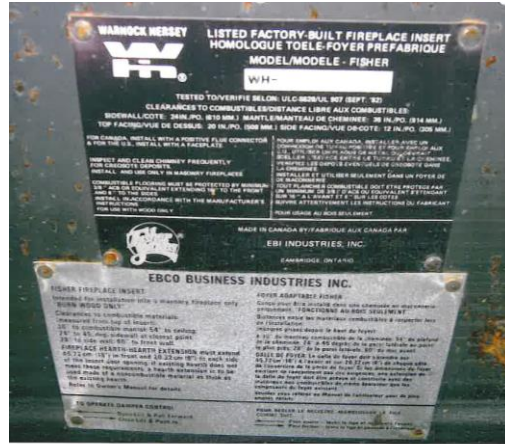
**Retailer to complete: (to verify old wood appliance has been recycled)**

<b>Old System:</b> Wood ___ Gas ___ Pellet ___
Other: _____
Model: _____
Make: _____
<b>New System:</b> Stove ___ Fireplace Insert: ___
Other: _____
<b>Fuel Type:</b> Wood ___ Gas ___ Pellet ___
Other: _____
Model: _____
Make: _____
<b>Store</b> _____ <b>Name:</b> _____
Tel: _____
Location: _____

## Appendix B: Examples of “BEFORE” photos and “AFTER” photos.

### BEFORE Photos:

A: Close-up of serial number.



B: Front of appliance including any distinguishing features.



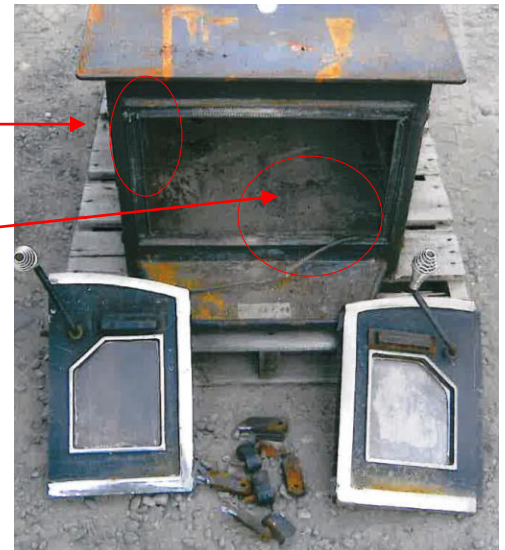
### AFTER Photos:

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



Door hinge mechanism smashed

Firebrick removed





# Appendix C: Wood Stove Exchange Paperwork Checklist – to be submitted at end of Exchange.

## Wood Stove Exchange Program Paperwork Checklist



1. Completed Tracking Form

The tracking form is divided into two main sections. The top section is titled 'Tracking Number' and includes fields for 'Customer to complete', 'Name', 'Address', 'City', 'State', and 'Zip'. The bottom section is titled 'Dealer to complete' and includes fields for 'Name', 'Address', 'City', 'State', 'Zip', 'Phone', and 'Fax'.

2. Copy of sales receipt for new appliance

The sales receipt is from 'Wood Stoves Unlimited'. It includes the following information: Invoice No. 4557, Date Received 1/2/09, Exchange No. 1235, Salesperson C. G. S., and Phone 714. The receipt is addressed to 'JERRY CLARK RD, CAROLINE, VA 22616'. The invoice details include: 'To supply & install a [Redacted] wood stove with chimney', 'Spec: [Redacted]', 'Qty: 1', 'Unit Price: \$3,100.00', 'Total: \$3,100.00', and 'Net of Credits: \$0.00'. A comment at the bottom states: 'Comment: [Redacted]'. A 'SAMPLE' watermark is visible across the receipt.

3. Recycling receipt as proof of recycling your old appliance

The recycling receipt is a yellow form with the number 956107 in the top right corner. It has several sections with handwritten entries, including 'Recycling Receipt', 'Date Recycled', 'Quantity', and 'Comments'. The form is used to document the recycling of old appliances.

4. "BEFORE" photos **A** and **B**



5. "AFTER" photos **C**, **D** & **E**

