

WOODSMOKE REDUCTION PROGRAM VOUCHER TRACKING FORM



This form is to be completed by the Participating Retailers and sent to:
Alicia Helfrick, Air Pollution Control Specialist II
Tehama County Air Pollution Control District
PO Box 1169 | 1834 Walnut Street
Red Bluff, CA 96080

Date: _____ Voucher #: _____ Building Permit #: _____

Customer's Name: _____ HUD Permit? ☐ Yes ☐ No

New Device

Manufacturer: _____ Emissions Rate (g/h): _____

Model: _____ Heating Efficiency (%): _____

New Stove Type: ☐ Wood (catalytic) ☐ Wood (non-catalytic*) ☐ Pellet

☐ Electric Stove ☐ Electric Heat Pump

*Non-catalytic stove must be allowed in Table 1 of the State Program Guidelines.

Retailer Name: _____ Phone: _____

Installation

Name of Licensed Installer: _____ License #: _____

Date Work Completed: _____ License Class: _____

Old Non-EPA Certified Wood Stove

Manufacturer: _____

Model: _____

Year Manufactured / Approximate Age (years): _____

Please initial the following statement:

I certify that the old device was **not** EPA-certified. _____ Yes

I certify that the old device was in working condition prior to replacement. _____ Yes

I certify that the installed device was new and EPA-certified (if wood). _____ Yes

I certify that the applicant received training on proper wood storage and wood burning practices (if applicable) and device operation and maintenance. _____ Yes

Recycling (for Replacement Projects):

Residence where stove was removed from:

Customer: _____

Address: _____

Name of person delivering old stove to recycler: _____

Please initial the following statements as proof of completion:

I certify that the old wood stove has been removed from the residence. ____ Yes ____ N/A

I certify that the old wood stove's doors have been removed and hinges destroyed prior to the stove's release to a recycling facility: ____ Yes ____ N/A

I certify that the old wood stove has been released to a recycling facility and that the stove is to be destroyed (recycler to sign Recycler Certification Form): ____ Yes ____ N/A

I certify that the information contained on this tracking form is accurate and the form is completely filled out. I am a Participating Retailer and agree that I must meet the program requirements in order to receive reimbursement from the Tehama County Air Pollution Control District in Red Bluff, California. This form must be submitted with **ALL** sections completed along with the completed voucher, a copy of the in-home estimate and final invoice, recycler certification form, acknowledgement of training form, building permit with proof of final inspection, and photograph of stove **prior** to removing it **AND** of newly installed hearth appliance in order to receive reimbursement.

Name of Participating Retailer Representative: _____

Signature: _____ **Date:** _____

To ensure quick processing, please make sure you send all items listed.

Checklist:

- ☐ Voucher signed and enclosed
- ☐ Pre and post installation photos
- ☐ Copy of in-home estimate
- ☐ Copy of final invoice
- ☐ Recycler Certification Form
- ☐ Acknowledgement of Training Form
- ☐ Your signature (on this form)
- ☐ Building Permit w/ Proof of Final Inspection
- ☐ Retention of Existing Wood-Burning Device Certification (heat pump projects only)

Mail or drop off original documents to:
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