WOODSMOKE REDUCTION PROGRAM
VOUCHER TRACKING FORM

This form is to be completed by the Participating Retailers and sent to:
Jason Mandly, Senior Air Quality Planner
Butte County AQMD
629 Entler Avenue, Suite 15
Chico, CA 95928

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 (hybrid) ☐Wood (non-catalytic)* ☐Natural Gas
☐Electric Stove ☐Electric Heat Pump ☐Pellet ☐Propane

*Non-catalytic stove must have certification federally cleared

Company Name: _____

Installation

Name of Licensed Installer:_____ License #:_____

Date Work Completed:_____ License Class: _____

Existing Device

☐ Wood Stove/Insert ☐ Pellet Stove/Insert ☐ Open-Hearth / Zero-Clearance Fireplace

Manufacturer:_____

Model:_____

Year Manufactured / Approximate Age (years):_____

Please initial the following statement:

I certify that the old device matched the description on the Voucher. ____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

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

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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 Butte County Air Quality Management District, in Chico, 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 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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Butte County Air Quality Management District
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Chico, CA 95928