Decommissioning Guidance Checklist for Category 2B

NEW YORK STATE OF OPPORTUNITY. | NYS Clean Heat

This Decommissioning Guidance Checklist for the NYS Clean Heat Program (Program) on behalf of Central Hudson Gas and Electric, New York State Electric & Gas, Niagara Mohawk Power Corporation d/b/a National Grid, Rochester Gas and Electric, and Orange & Rockland Utilities, Inc. (together, the "New York Electric Utilities") sets forth decommissioning standards in order to be eligible for the Category 2B incentive levels offered by each of the New York Electric Utilities. The checklist items below are required in order to receive an incentive when a customer elects to have an existing fossil fuel space heating or domestic hot water (DHW) heating appliance retired or removed in conjunction with the installation of an eligible heat pump system.

The participating contractor overseeing eligible work under the Program remains responsible for complying with all applicable federal, state, and municipal laws, regulations, and codes in connection with all work performed on behalf of the customer.

While the decommissioning standards proposed by this Decommissioning Guidance Checklist are generally based on best practices, this Decommissioning Guidance Checklist is not intended to create a reliance on the part of any customer or contractor participating in any incentive program sponsored by a New York Electric Utility, nor is it intended to take the place of the knowledge, expertise, and obligation of any contractor retained by a customer to perform work in connection with New York Electric Utility incentives. Nor is the guidance intended to supersede existing building or fire code requirements that may apply to homeowners, landlords, or in-home contractors. None of the New York Electric Utilities are parties to any contract with a customer for the performance of work in connection with any incentives, nor are New York Electric Utilities parties to any contract with any contractor or subcontractor for the performance of any work for a customer.

The checklist tasks provided below should be performed and submitted as part of the incentive application to claim a Category 2B incentive. Category 2B incentives are offered only for HVAC system replacements.

New construction projects, including gut rehabs, are not eligible. In addition, the incentive applies only to decommissioning fossil fuel systems, as depicted in the scenarios in the General Requirement section below. Note that the tasks vary slightly according to the fossil fuel used by the space heating system or the DHW system being decommissioned and/or building type. If an existing fossil fuel space heating and DHW system share a common exhaust vent, then the Program considers best practice to be to decommission both appliances and to replace the water heater with an eligible heat pump water heater (HPWH)[1] or dedicated ground source heat pump (GSHP) domestic hot water system. If the best practice of total removal of the heating appliances is not completed, then all contractor required actions must be completed unless otherwise noted. Contractor assumes liability related to all decommissioning work, as outlined in the applicable utility Participation Agreement(s).

If the specific decommissioning scope encountered is not reflected in one of the scenarios below, then please contact your Program account manager or ICF at NYSCleanHeat@icf.com or 1-844-212-7823.

In addition to this Guidance Checklist on decommissioning existing systems, the Program strongly recommends the installation of a carbon monoxide detector and smoke detector in the building during installation of Clean Heat eligible equipment, even if removing fossil fuel heating equipment, as a customer protection best practice.[2]

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[1] Health and safety risks may arise from leaving a fossil fuel DHW system orphaned on an exhaust vent that it previously shared with a fossil fuel heating system, which is usually the primary appliance on shared exhaust venting. Removal of the primary appliance can cause the exhaust venting to be oversized for the smaller DHW system, preventing it from establishing draft during cold weather start-up and leading to the spillage of dangerous levels of carbon monoxide into the building.

[2] This guidance is not intended to supplant existing building or fire code requirements that apply to homeowners, landlords, or in-home contractors.

Questions for Field Staff to Answer for the Online Intake Tool (OIT):

- After decommissioning the fossil fuel space heating appliance(s), will there be any remaining fossil fuel use at the premise? ☐ Yes ☐ No
- What is the existing heating system fuel type for the space heating appliance?
  ☐ Natural Gas ☐ Propane ☐ Fuel Oil

General Requirement

To be eligible for a Category 2B incentive, the heat pump system installed must be sized to satisfy ≥ 100% of the building heating load (BHL) at design temperature. Projects with sizing ratios 120%–125% of the BHL will have incentives capped at 120% BHL and corresponding revisions to calculations and documents will be made as necessary. Projects submitted with sizing ratios over 125% will initially be deemed ineligible pending additional review.

Decommissioning Checklist Section Guidance

To determine which checklist to use for single-family attached and detached homes, start with the current fuel type being used. Answer if the space heating and/or DHW system is being completely removed, and if the DHW is being replaced, then use the current DHW system type. A "No" on complete removal could mean decommissioned *or* left in place.

Follow these four steps to find the appropriate checklist to use

1. What is the existing fuel type being used for HVAC?	2. Is complete appliance removal occurring?		3. Is DHW being replaced?	4. What type of DHW system is the customer using?	Checklist to use
	Space-heating	DHW			
Natural Gas or Propane	Yes	Yes	Yes	Any Eligible System	**1**
Natural Gas or Propane	Yes	No	No	Standalone System	**2A**
Natural Gas or Propane	No	No	No	System Requiring Continued Boiler Operation	**2B**
Natural Gas or Propane	No	No	Yes	Any Eligible System	**3**
Fuel Oil	Yes	Yes	Yes	Any Eligible System	**4**
Fuel Oil	Yes	No	No	Standalone System	**5A**
Fuel Oil	No	No	No	System Requiring Continued Boiler Operation	**5B**
Fuel Oil	No	No	Yes	Any Eligible System	**6**
Any - MultiFam 2- to 4-Family*	No	No	No	Any Eligible System (not a factor)	**7**

*This is reserved for 2- to 4-family buildings where at least one dwelling unit will remain connected to the existing fossil fuel sytem.

Section 1. Removal of an Existing Natural Gas or Propane Heating Appliance *and* DHW Appliance

If ALL the following conditions are met, then complete the checks within section 1.

- Fuel type is either natural gas or propane for the heating system.
- Fuel type is either natural gas or propane for the DHW system.
- The heating appliance (boiler or furnace) has been removed from the site.
- The DHW appliance (standalone or indirect water heater) has been removed from the site.
- The building is a single-family building.

ALL checklist items must be completed.

☐ Remove the natural gas or propane space heating appliance.
☐ Remove the natural gas or propane domestic hot water appliance.
☐ Remove and permanently cap all connecting fuel lines to the heating appliance.
☐ Remove and permanently cap all connecting fuel lines to the DHW appliance.
☐ Permanently seal any exhaust vent openings from the heating appliance.
☐ Permanently seal any exhaust vent openings from the DHW appliance.

Disconnect the existing heating distribution system by completing one of the following.

☐ If the existing system is a ducted system and the ductwork is no longer used, remove existing ductwork or disconnect and seal ductwork air handler connections and close all supply and return registers.

☐ If the existing system is a hydronic system, drain and remove all zone circulator pumps and cap all circulation pipes.

Notify gas company by completing one of the following.

☐ If decommissioning of a natural gas space heating and DHW system removes all natural gas use in the building, call gas company to remove meter and riser.

☐ Decommissioning of the natural gas space heating and DHW system did not remove all natural gas use in the building. Other building appliances use natural gas.

☐ N/A, the fuel type for the home is propane.

Notify fuel delivery company by completing one of the following.

☐ If decommissioning of a propane space heating and DHW appliance removes all propane use in the building, call the propane delivery company to recover its storage tank.

☐ Decommissioning of the propane space heating and DHW system did not remove all propane use in the building. Other building end uses propane.

☐ N/A, the fuel type for the home is natural gas.

Section 2A. Removal of an Existing Natural Gas or Propane Heating Appliance While Leaving a Standalone Domestic Water Heater in Operation (Only Heating Appliance Is Removed)

If ALL the following conditions are met, then complete the checks within section 2A.

- Fuel type is either natural gas or propane for the heating system.
- Fuel type is natural gas, propane, or electric for the DHW system.
- The heating appliance (boiler or furnace) has been removed from the site.
- The DHW appliance is a standalone water heater and has not been removed from the site.
- The building is a single-family building.

ALL checklist items must be completed.

☐ Remove the natural gas or propane space heating appliance.

☐ Remove all connecting fuel lines to the heating appliance.

☐ Permanently seal any exhaust vent openings from the heating appliance.

Disconnect the existing heating distribution system by completing one of the following.

☐ If the existing system is a forced air furnace system and the ductwork is no longer used, remove existing ductwork or disconnect and seal ductwork air handler connections and close all supply and return registers if possible.

☐ If the existing system is a boiler system, drain and remove all zone circulator pumps and cap all circulation pipes.

Reconfigure or decommission the existing space heating thermostatic control by completing one of the following.

☐ If a new thermostat is installed to control the heat pump, remove the existing thermostat controlling the natural gas or propane space heating appliance.

☐ If the existing space heating system thermostat is to be used for controlling the heat pump, remove the existing space heating control module and wiring for any space heating appliance removed.

Verify if DHW system exhaust vent resizing is required by completing one of the following.

☐ Confirmed the DHW and space heating appliances *do* share a chimney or an exhaust vent. Measured draft pressure, conducted spillage test, and confirmed the DHW system's exhaust vent *does* need to be resized.

Original Chimney/Exhaust Vent Dimensions: _____

Final/Resized Chimney/Exhaust Vent Dimensions: _____

☐ Confirmed the DHW and space heating appliances *do* share a chimney or an exhaust vent. Measured draft pressure, conducted spillage test, and confirmed the DHW system's exhaust vent *does not* need to be resized.

☐ Confirmed the DHW and space heating appliances *do not* share a chimney or exhaust vent. No resizing of the DHW system's exhaust vent is required.

Section 2B. Decommissioning of Existing Natural Gas or Propane Boiler to Provide Domestic Hot Water Only. DHW System Is an Indirect DHW Tank or Tankless Coil Requiring Continuing Boiler Operation.

If ALL the following conditions are met, then complete the checks within section 2B.

- Fuel type is either natural gas or propane for the heating system.
- Fuel type is either natural gas or propane for the DHW system.
- The heating appliance (boiler) has not been removed from the site to maintain DHW operation.
- The DHW appliance is an indirect tank or tankless coil and has not been removed from the site.
- The building is a single-family building.

ALL checklist items must be completed.

☐ Remove all space heating zone circulator pumps.

☐ Remove all space heating zone valves.

☐ Cap space heating circulation pipes.

Reconfigure or decommission the existing space heating thermostatic control by completing one of the following.

☐ If a new thermostat is installed to control the heat pump, remove the existing thermostat controlling the natural gas or propane space heating appliance.

☐ If the existing space heating system thermostat is to be used for controlling the heat pump, disconnect it from the space heating control module.

Section 3. Decommissioning of Natural Gas or Propane Heating System *and* DHW System (Neither Appliance Is Removed)

If ALL the following conditions are met, then complete the checks within section 3.

- Fuel type is either natural gas or propane for the heating system.
- Fuel type is either natural gas or propane for the DHW system.
- The heating appliance (boiler or furnace) has not been removed from the site but has been decommissioned.
- The DHW appliance (standalone or indirect water heater) has not been removed from the site but has been decommissioned.
- The building is a single-family building.

ALL checklist items must be completed.

☐ Remove fuel lines to the space heating and DHW heating appliance(s) as far back to the source as possible to minimize the length of any unused fuel line(s) remaining in the building. For natural gas, remove the fuel line(s) as far back to the natural gas meter as possible. For propane, remove the fuel line(s) as far back to the propane regulator as possible.

☐ Permanently seal exhaust vent openings for the space heating appliance being decommissioned.

☐ Permanently seal exhaust vent openings for the DHW appliance being decommissioned.

☐ Remove burner assembly on space heating appliances being decommissioned.

☐ Remove burner assembly on DHW appliances being decommissioned.

Disconnect the existing heating distribution system by completing one of the following.

☐ If the existing system is a forced air furnace system and the ductwork is no longer used, remove existing ductwork or disconnect and seal ductwork air handler connections and close all supply and return registers if possible.

☐ If the existing system is a boiler system, drain and remove all zone circulator pumps and cap all circulation pipes.

Reconfigure or decommission the existing space heating thermostatic control by completing one of the following.

☐ If a new thermostat is installed to control the heat pump, remove the existing thermostat controlling the natural gas or propane space heating appliance.

☐ If the existing space heating system thermostat is to be used for controlling the heat pump, remove the existing space heating control module and wiring for any space heating appliance decommissioned.

Notify gas company by completing one of the following.

☐ If decommissioning of a natural gas space heating and DHW system removes all natural gas use in the building, call gas company to remove meter and riser.

☐ Decommissioning of the natural gas space heating and DHW system did not remove all natural gas use in the building. Other building end uses natural gas.

☐ N/A, the fuel type for the home is propane.

Notify fuel delivery company by completing one of the following.

☐ If decommissioning of a propane space heating and DHW appliance removes all propane use in the building, call the propane delivery company to recover its storage tank.

☐ Decommissioning of the propane space heating and DHW system did not remove all propane use in the building. Other building end uses propane.

☐ N/A, the fuel type for the home is natural gas.

Section 4. Removal of an Existing Fuel Oil Heating Appliance *and* DHW Appliance

If ALL the following conditions are met, then complete the checks within section 4.

- Fuel type is fuel oil for the heating system.
- Fuel type is fuel oil for the DHW system.
- The heating appliance (boiler or furnace) has been removed from the site.
- The DHW appliance (standalone or indirect water heater) has been removed from the site.
- The building is a single-family building.

ALL checklist items must be completed.

☐ Remove the fuel oil space heating appliance.

☐ Remove the fuel oil domestic hot water appliance.

☐ Remove fuel lines to the space heating and DHW heating appliance(s) as far back to the source as possible in order to minimize the length of any unused fuel line(s) remaining in the building. For fuel oil, remove the fuel line(s) as far back to the storage tank as possible.

☐ Permanently seal any exhaust vent openings from the heating appliance.

☐ Permanently seal any exhaust vent openings from the DHW appliance.

☐ Remove the heating/fuel oil fill pipe or fill it with concrete to prevent inadvertent heating/fuel oil delivery.

Disconnect the existing heating distribution system by completing one of the following.

☐ If the existing system is a forced air furnace system and the ductwork is no longer used, remove existing ductwork or disconnect and seal ductwork air handler connections and close all supply and return registers if possible.

☐ If the existing system is a boiler system, drain and remove all zone circulator pumps and cap all circulation pipes.

Reconfigure or decommission the existing space heating thermostatic control by completing one of the following.

☐ If a new thermostat is installed to control the heat pump, remove the existing thermostat controlling the fuel oil space heating appliance.

☐ If the existing space heating system thermostat is to be used for controlling the heat pump, remove the existing space heating control module and wiring for any space heating appliance removed.

Decommission the heating/fuel oil tank by completing one of the following.

☐ BEST PRACTICE: Remove the heating/fuel oil tank in accordance with all applicable federal, state, and municipal laws, regulations, and codes by removing the vent line and either removing the fill line or capping it with cement.

☐ Close the heating tank in accordance with all applicable federal, state, and municipal laws, regulations, and codes by emptying the tank, purging all vapors, filling the tank with an inert substance such as sand, and removing or capping the fill line with concrete (leave vent line in place).

Section 5A. Removal of an Existing Heating Fuel Oil Appliance While Leaving a Standalone Domestic Water Heater in Operation (Only Heating Appliance Is Removed)

If ALL the following conditions are met, then complete the checks within section 5A.

- Fuel type is fuel oil for the heating system.
- Fuel type is fuel oil for the DHW system.
- The heating appliance (boiler or furnace) has been removed from the site.
- The DHW appliance is a standalone water heater and has not been removed from the site.
- The building is a single-family building.

ALL checklist items must be completed.

☐ Remove the fuel oil space heating appliance.

☐ Remove all connecting fuel lines to the heating appliance.

☐ Permanently seal any exhaust vent openings from the heating appliance.

Disconnect the existing heating distribution system by completing one of the following.

☐ If the existing system is a forced air furnace system and the ductwork is no longer used, remove existing ductwork or disconnect and seal ductwork air handler connections and close all supply and return registers if possible.

☐ If the existing system is a boiler system, drain and remove all zone circulator pumps and cap all circulation pipes.

Reconfigure or decommission the existing space heating thermostatic control by completing one of the following.

☐ If a new thermostat is installed to control the heat pump, remove the existing thermostat controlling the fuel oil space heating appliance.

☐ If the existing space heating system thermostat is to be used for controlling the heat pump, remove the existing space heating control module and wiring for any space heating appliance removed.

Verify if DHW system exhaust vent resizing is required by completing one of the following.

☐ Confirmed the DHW and space heating appliances *do* share a chimney or an exhaust vent. Measured draft pressure, conducted spillage test, and confirmed the DHW system's exhaust vent *does* need to be resized.

Original Chimney/Exhaust Vent Dimensions: _____

Final Chimney/Exhaust Vent Dimensions: _____

☐ Confirmed the DHW and space heating appliances *do* share a chimney or an exhaust vent. Measured draft pressure, conducted spillage test, and confirmed the DHW system's exhaust vent *does not* need to be resized.

☐ Confirmed the DHW and space heating appliances *do not* share a chimney or exhaust vent. No resizing of the DHW system's exhaust vent is required.

Section 5B. Decommissioning of Existing Heating Fuel Oil Boiler to Provide Domestic Hot Water Only. DHW System Is an Indirect DHW Tank or Tankless Coil Requiring Continuing Boiler Operation.

If ALL the following conditions are met, then complete the checks within section 5B.

- Fuel type is fuel oil for the heating system.
- Fuel type is fuel oil for the DHW system.
- The heating appliance is a boiler and has not been removed from the site to maintain DHW operation.
- The DHW appliance is an indirect water heater and has not been removed from the site.
- The building is a single-family building.

ALL checklist items must be completed.

☐ Remove all space heating zone circulator pumps.

☐ Remove all space heating zone valves.

☐ Cap space heating circulation pipes.

Reconfigure or decommission the existing space heating thermostatic control by completing one of the following.

☐ If a new thermostat is installed to control the heat pump, remove the existing thermostat controlling the fuel oil space heating appliance.

☐ If the existing space heating system thermostat is to be used for controlling the heat pump, disconnect it from the space heating control module.

Section 6. Decommissioning of an Existing Fuel Oil Heating System *and* DHW System (Neither Appliance Is Removed)

If ALL the following conditions are met, then complete the checks within section 6.

- Fuel type is fuel oil for the heating system.
- Fuel type is fuel oil for the DHW system.
- The heating appliance (boiler or furnace) has not been removed from the site but has been decommissioned.
- The DHW appliance (standalone or indirect water heater) has not been removed from the site but has been decommissioned.
- The building is a single-family building.

ALL checklist items must be completed.

☐ Remove fuel lines to the space heating and DHW heating appliance(s) as far back to the source as possible in order to minimize the length of any unused fuel line(s) remaining in the building. For fuel oil, remove the fuel line(s) as far back to the storage tank as possible.

☐ Permanently seal exhaust vent openings for the space heating appliance being decommissioned.

☐ Permanently seal exhaust vent openings for the DHW appliance being decommissioned.

☐ Remove burner assembly on space heating appliances being decommissioned.

☐ Remove burner assembly on DHW appliances being decommissioned.

Disconnect the existing heating distribution system by completing one of the following.

☐ If the existing system is a forced air furnace system and the ductwork is no longer used, remove existing ductwork or disconnect and seal ductwork air handler connections and close all supply and return registers if possible.

☐ If the existing system is a boiler system, remove all zone circulator pumps and cap all circulation pipes.

Reconfigure or decommission the existing space heating thermostatic control by completing one of the following.

☐ If a new thermostat is installed to control the heat pump, remove the existing thermostat controlling the natural gas or propane space heating appliance.

☐ If the existing space heating system thermostat is to be used for controlling the heat pump, remove the existing space heating control module and wiring for any space heating appliance decommissioned.

Decommission the heating/fuel oil tank by completing one of the following.

☐ BEST PRACTICE: Remove the heating/fuel oil tank in accordance with all applicable federal, state, and municipal laws, regulations, and codes by removing the vent line and either removing the fill line or capping it with cement.

☐ Close the heating tank in accordance with all applicable federal, state, and municipal laws, regulations, and codes by emptying the tank, purging all vapors, filling the tank with an inert substance such as sand, and removing or capping the fill line with concrete (leave vent line in place).

Section 7. Decommissioning of Selected Apartment Heating Distribution Systems Served by Natural Gas, Propane, or Fuel Oil Heating System in 2- to 4-Family Buildings

If ALL the following conditions are met, then complete the checks within section 7.

- Fuel type is natural gas, propane, or fuel oil for the heating system.
- Space heating system prior to decommissioning serves two or more apartments in a 2- to 4-family building and is only being decommissioned for a select number of apartments.
- Space heating system is being kept in service for at least one or more apartments that did not receive a Clean Heat program eligible heat pump.
- The heating appliance serving the apartments is a boiler or furnace.
- The building is a multi-family building.

Note for situations in which the space heating system is being fully decommissioned and will no longer serve any of the apartments, follow the guidance in sections 1–6, as appropriate.

All required actions must be completed, unless otherwise noted.

If the existing heating system is a boiler, disconnect the existing heating distribution system for the apartment(s) receiving the heat pump installation by completing all the following.

☐ Remove all zone circulator pumps and/or zone valves and cap all circulation pipes serving the apartment(s) receiving the heat pump.

☐ Disconnect pipes connecting all hydronic baseboards or steam radiators in the apartment(s) receiving the heat pump installation as flush to the floor as possible to reduce the possibility of reconnection and to prevent injury.

If the existing heating system is a furnace, disconnect the existing heating distribution system for the apartment(s) receiving the heat pump installation by completing one of the following.

☐ Permanently seal off both the supply and return ductwork serving the apartment(s) receiving the heat pump air handler connections (preferred).

☐ Close all duct dampers serving the apartment zone sufficient to stop both supply and return air.

☐ Close all supply and return registers serving the apartment zone sufficient to stop both supply and return air.

If the existing heating system is either a furnace or boiler, reconfigure or decommission the existing space heating thermostatic control by completing one of the following.

☐ If a new thermostat is installed to control the heat pump in the apartment(s) receiving the heat pump, remove the existing thermostat controlling the space heating appliance in the apartment(s) receiving the heat pump.

☐ If the existing space heating system thermostat in the apartment(s) receiving the heat pump is to be used for controlling the new heat pump, remove wiring between the control module and the space heating system for the space heating zones serving the apartment(s) receiving the heat pump installation.

If the existing heating system uses fuel oil, complete the following.

☐ Contact heating fuel oil delivery company to notify it of the change in use of heating/fuel oil, which will impact any automatic delivery schedule to require less frequent deliveries.

NYS Clean Heat Participating Contractor Attestation

I attest that I have performed all relevant tasks as laid out on this checklist and that may be otherwise required by law as laid out in the Clean Heat Participating Contractor Agreement governing the project installed for the customer providing attestations below, and I have informed the customer of decommissioning requirements and best practices.

I acknowledge that all other participating contractor expectations are met as laid out in the Central Hudson, O&R, NYSEG, RG&E, or National Grid Participating Contractor Agreement.

Contractor Signature: _____

Contractor Name (Print):_____

Date: _____

NYS Clean Heat Customer Attestation

I attest that I have performed all relevant tasks as laid out on this checklist, and I have been informed by the contractor of decommissioning requirements and best practices.

I acknowledge that all other customer expectations are met as laid out in the Participation Acknowledgment Form.

Customer Signature: _____

Customer Name (Print):_____

Date: _____