

Decommissioning Checklist – Residential Clean Heat Projects



NYS Clean Heat



This Decommissioning Checklist for the New York State (NYS) Clean Heat Statewide Heat Pump Program (Program) on behalf of Consolidated Edison Company of New York, Inc. (Con Edison) outlines decommissioning standards and requirements for eligibility for Categories 2B and 3 incentive levels for residential space and water heating projects. For full requirements please refer to the New York State Clean Heat Con Edison Heat Pump Program Manual, which is the Program Manual particular to Con Edison.

Contractors applying for decommissioning incentives must complete the appropriate checklist to be eligible for decommissioning incentives.

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 guidance proposed by this Decommissioning Checklist is generally based on best practices, this Decommissioning Checklist is not intended to create a reliance on the part of any customer or contractor participating in any incentive program sponsored by Con Edison, 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 Con Edison incentives. The guidance is also not intended to replace existing building or fire code requirements that may apply to homeowners, landlords, or in-home contractors. Con Edison is not a party to any contract with a customer for the performance of work in connection with any incentives, nor is Con Edison a party to any contract with any contractor or subcontractor for the performance of any work for a customer.

Incentives under category 2B are only available to existing buildings. Both existing buildings and new construction are eligible for incentives under Category 3. Both Categories 2B and 3 require that the heat pump system must be sized to satisfy at least 100% of the building heating load at design temperature.

The checklist tasks provided below should be performed and the checklist should be submitted as part of the incentive application to claim Categories 2B or 3 incentives. Note that the checklist tasks vary slightly according to the fossil fuel used by the space heating system, or the domestic hot water (DHW) heating appliance being decommissioned and/or the 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 GSHP domestic hot water system.

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

In addition to this Decommissioning 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 equipment eligible under the Program, even if removing fossil fuel heating equipment, as a customer protection best practice.²

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 Here again, and throughout this Decommissioning Checklist, this guidance is not intended to replace existing building or fire code requirements that apply to homeowners, landlords, or in-home contractors.

Which Checklist Do I Use?

Different fuels and existing DHW systems require different steps for proper decommissioning. One of the decommissioning checklists below must be completed and submitted with your application in order to receive the incentive.

To determine which checklist to use for single-family attached and detached homes, start with the current fuel type being used. If the DHW system is being decommissioned as well as the HVAC system, use the current DHW system type to identify the checklist you'll need to follow.

Follow these three steps to find the appropriate checklist to use

1. What is the existing fuel type being used for HVAC?	2. Is the customer also replacing their DHW system? (Yes or No)	3. What type of DHW system is the customer using?	Checklist to Use
Natural Gas or Propane	Yes	Any Eligible System	<u>1</u>
Natural Gas or Propane	No	Standalone	<u>2</u>
		Indirect or Tankless Coil	<u>3</u>
Oil	Yes	Any	<u>4</u>
Oil	No	Standalone	<u>5</u>
		Indirect or Tankless Coil	<u>6</u>
Electric Resistance	Yes	Standalone	<u>8</u>
Electric Resistance	No	Standalone	<u>9</u>

When decommissioning HVAC equipment from a 2-4 family building, when at least one dwelling unit will remain connected to the existing fossil fuel system, **use checklist 7**. Otherwise, use the appropriate checklist from the table above if all dwelling units in a 2-4 family building are being decommissioned.

Domestic hot water system examples:



Standalone DHW system



Indirect DHW system, with two tanks connected to a boiler

Decommissioning Checklists

1. Decommissioning an Existing Natural Gas or Liquefied Petroleum Gas (Propane) Heating System and DHW System

In the case of existing space heating and DHW heating systems that use natural gas or propane, the Program considers best practice to be the total removal of the heating appliance(s). If the system being removed used propane and there will no longer be use of propane in the building after the installation of equipment eligible under the Program, then the propane storage tank(s) should be removed by the propane delivery company that provided it.

Contractor Best Practice

- Remove the natural gas or propane space heating appliance and DHW tank (if present). Includes removing all connecting fuel lines to the appliance and permanently sealing any exhaust vent openings. Take pre-removal and post-removal images with date and timestamps.

Contractor minimum requirements if heating appliances are not removed:

- Take pictures of your project pre-removal with date and time stamps, including a wide shot of the boiler or furnace, as well as the exhaust vent(s), the existing burner assembly, and the thermostat controlling the appliance.
- Remove fuel lines to the space heating and DHW heating appliance(s) to the appliance valve at a minimum. Minimize the length of any unused fuel line(s) and permanently seal the line(s).
- Permanently seal any exhaust vent openings.
- Remove burner assembly on each space heating and DHW heating appliance being decommissioned.
- Remove heating zone circulator pumps and cap circulation pipes (boiler).
- Disconnect and seal ductwork to air handler (furnace).
- Remove the space heating control module and wiring for any space heating appliance being decommissioned.
- Remove the thermostat(s) controlling the natural gas or propane space heating appliance(s) or confirm existing thermostat(s) will be used to control the heat pump system being installed.
- Customer Required Notification: If decommissioning of a natural gas space heating and DHW system removes all natural gas use in the building, the contractor must notify the customer that the customer needs to call the gas company to schedule a visit to remove the gas meter and riser.
 - Con Edison: 1-800-752-6633
 - National Grid: 1-718-643-4050
- Customer Required Notification: If decommissioning a propane space heating and DHW system removes all propane use in the building, the contractor must notify the customer that the customer needs to call the propane delivery company to recover its storage tank.
- Take post-removal images of the decommissioned system with date and timestamps, including the capped fuel line(s), sealed exhaust vent openings, sealed circulation pipes (boiler), sealed ducts (furnace), and the space where the burner assembly had been.

2. Decommissioning an Existing Natural Gas or Liquefied Petroleum Gas (Propane) Heating System While Leaving Natural Gas or Propane DHW System in Operation

Standalone Combustion DHW Tank

Contractor Best Practice

- Remove the natural gas or propane space heating appliance, as well as all connecting fuel lines to the appliance, permanently seal the vent opening left by the removed space heating appliance. If the DHW system to be left in service is atmospherically vented on a common vent with the space heating appliance, resize the DHW system exhaust vent opening per manufacturer specifications. Take pre-removal and post-removal images with date and timestamps.

Contractor minimum requirements if the space heating appliance is not removed:

- Take pictures of your project pre-removal with date and time stamps, including a wide shot of the boiler or furnace, the exhaust vent(s), the existing burner assembly, and the thermostat controlling the appliance.
- Remove fuel line to the space heating appliance to the appliance valve at a minimum. Minimize the length of any unused fuel line and permanently seal the line.
- Disconnect the heating appliance exhaust vent and permanently seal the exhaust vent opening.
- Remove burner assembly on each space heating appliance.
- Remove heating zone circulator pumps and cap circulation pipes (boiler).
- Disconnect and seal ductwork to air handler (furnace).
- Remove the space heating control module and wiring for any space heating appliance being decommissioned.
- Remove the thermostat controlling the natural gas or propane space heating appliance, or confirm existing thermostat is to be used to control the heat pump system being installed.
- If the DHW system has a common atmospheric exhaust vent with the space heating appliance, resize the DHW exhaust vent to manufacturer's specifications to mitigate threat of carbon monoxide spillage.
- Take post-removal images of the decommissioned system with date and timestamps, including the capped fuel line, sealed exhaust vent openings, sealed circulation pipes (boiler), sealed ducts (furnace), and the space where the burner assembly had been.

3. Decommissioning an Existing Natural Gas or Liquefied Petroleum Gas (Propane) Heating System While Leaving Natural Gas or Propane DHW System in Operation

Indirect DHW Tank or Tankless Coil Requiring Continuing Boiler Operation

Contractor minimum requirements if heating appliances are not removed:

- Take pictures of your project pre-removal with date and time stamps.
- Remove zone control wiring between the space heating zones and the boiler's control module.
- Remove the thermostat(s) controlling the natural gas or propane space heating appliance(s) or confirm existing thermostat(s) will be used to control the heat pump system being installed.
- Remove all space heating zone circulator pumps and valves, and cap circulation pipes.
- Take post-removal images of the decommissioned system with date and timestamps.

4. Decommissioning of Existing Heating/Fuel Oil Heating System and DHW System

In the case of existing space heating and DHW heating systems that use heating/fuel oil, the Program considers best practice to be total removal of the heating appliance(s). If there is no longer going to be any use of heating/fuel oil in the building after the installation of equipment eligible under the Program, then the heating/fuel oil storage tank(s) must be removed or closed in compliance with all applicable federal, state, and municipal laws, regulations, and codes. This includes removal of oil fill piping and sealing of exterior wall penetration, or if removal not feasible, permanent capping of both ends of the oil fill piping. For guidance from the NYS Department of Environmental Conservation on heating/fuel oil storage tanks, please refer to:

- Underground Heating/Fuel Oil Tanks: A Homeowner’s Guide—NYS Dept. of Environmental Conservation
- Petroleum Bulk Storage Program—Regulated Petroleum Products—NYS Dept. of Environmental Conservation (principally for businesses)

Contractor Best Practice

- Remove the heating/fuel oil space heating appliance and DHW tank, as well as all connecting fuel lines to the appliance(s), and permanently seal any exhaust vent openings. Take pre-removal and post-removal images with date and timestamps.

Contractor minimum requirements if heating appliances are not removed:

- Take pictures of your project pre-removal with date and time stamps, including a wide shot of the boiler or furnace, as well as the exhaust vent(s), the existing burner assembly, and the thermostat controlling the appliance.
- Remove fuel lines to the space heating and DHW heating appliance(s) as far back to the heating/fuel oil tank as possible to minimize the length of any unused fuel line(s) remaining in the building.
- Permanently seal any exhaust vent openings.
- Remove burner assembly on each space heating and DHW heating appliance being decommissioned.
- Remove zone circulator pumps and cap circulation pipes (boiler).
- Disconnect and seal ductwork to air handler (furnace).
- Remove the space heating control module and wiring for any space heating appliance being decommissioned.
- Remove the thermostat(s) controlling the natural gas or propane space heating appliance(s), or confirm existing thermostat(s) will be used to control the heat pump system being installed.
- Remove the heating/fuel oil fill pipe or fill it with concrete to prevent inadvertent heating/fuel oil delivery.
- 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 oil fill line or capping it with cement, OR
- 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).
- Take post-removal images of the decommissioned system with date and timestamps, including the capped fuel line, sealed exhaust vent openings, sealed circulation pipes (boiler), sealed ducts (furnace), and the space where the burner assembly had been.

Required Notification

- Write certified letter to customer’s heating/fuel oil delivery company to discontinue service and include this in project documentation submission. It is strongly recommended that the customer also call the heating/fuel oil company immediately to discontinue deliveries and to arrange for removal of any unused fuel that is left in the tank.

5. Decommissioning of Existing Heating/Fuel Oil Heating System While Leaving Heating/Fuel Oil DHW System in Operation

Standalone Combustion DHW Tank

Contractor Best Practice

- Remove the heating/fuel oil appliance, as well as all connecting fuel lines to the appliance, permanently seal the vent opening left by the removed space heating appliance. If the DHW system to be left in service is atmospherically vented on a common vent with the space heating appliance, resize the DHW system exhaust vent opening per manufacturer specifications. Take pre-removal and post-removal images with date and timestamps.

Contractor minimum requirements if the space heating appliance is not removed:

- Take pictures of your project pre-removal with date and time stamps, including a wide shot of the boiler or furnace, as well as the exhaust vent(s), the existing burner assembly, and the thermostat controlling the appliance.
- Remove fuel line to the space heating appliance as far back to the heating/fuel oil tank source as possible to minimize the length of any unused fuel line(s) remaining in the building.
- Disconnect the heating appliance exhaust vent and permanently seal the exhaust vent opening.
- Remove burner assembly on space heating appliance.
- Remove heating zone circulator pumps and cap circulation pipes (boiler).
- Disconnect and seal ductwork to air handler (furnace).
- Remove the thermostat(s) controlling the natural gas or propane space heating appliance(s) or confirm existing thermostat(s) will be used to control the heat pump system being installed.
- If the DHW system has a common atmospheric exhaust vent with the space heating appliance, resize the DHW exhaust vent to manufacturer's specifications to mitigate threat of carbon monoxide spillage.
- Take post-removal images of the decommissioned system with date and timestamps, including the capped fuel line, sealed exhaust vent openings, sealed circulation pipes (boiler), sealed ducts (furnace), and the space where the burner assembly had been.

Required Notification

- 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.

6. Decommissioning of Existing Heating/Fuel Oil Heating System While Leaving Heating/Fuel Oil DHW System in Operation

Indirect DHW Tank or Tankless Coil Requiring Continuing Boiler Operation

Contractor minimum requirements if heating appliances are not removed:

- Take pictures of your project pre-removal with date and time stamps.
- Remove control wiring between the space heating zones and the boiler's control module.
- Remove the thermostat controlling the boiler or confirm existing thermostat will be used to control the heat pump system being installed.
- Remove all space heating zone circulator pumps and valves and cap circulation pipes.
- Take post-removal images of the decommissioned system with date and timestamps.

Required Notification

- Contractor contacts 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.

7. Decommissioning of Existing Boilers or Selected Apartment Distribution Systems in 2–4 Family Buildings

This section covers scenarios in which a space heating system previously serving two or more apartments in a one to four family building is being decommissioned for one or more apartments, while being kept in service for at least one apartment that did not receive a heat pump system eligible under the Program. For situations in which the space heating system is being fully decommissioned and will no longer serve any of the apartments, follow the guidance provided in Sections 1–6, as appropriate.

Contractor Required Actions

- Take pictures of your project pre-removal with date and time stamps.
- Remove heating zone circulator pumps for the apartment(s) receiving the heat pump installation and cap circulation pipes.
- 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.
- Remove wiring between the boiler's control module and the boiler for the space heating zones serving the apartment(s) receiving the heat pump installation.
- Remove the thermostat(s) controlling the heating/fuel oil heating appliance(s) in the apartment(s) receiving the heat pump installation or confirm existing thermostat(s) will be used to control the heat pump system(s) being installed.
- Take post-removal images with date and timestamps.

Landlord/Customer Required Notification

- If the existing fuel is oil, 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.

8. Decommissioning an Existing Electric Resistance Heating System and DHW System

In the case of existing ductless electric resistance space and water heating systems, the Program considers best practice to be the total removal of the space and water heating appliance(s). This includes the removal of all zonal heaters including baseboards, wall heaters, and radiant systems. In cases where the existing electric resistance heating system utilizes a centralized forced-air furnace, the best practice would be to remove the existing furnace.

Contractor Best Practice

Remove the zonal electric heaters, furnace, and DHW tank (if present). If DHW is utilizes fossil fuels, remove all connecting fuel lines to the appliance and permanently disconnect the exhaust vent and seal any exhaust vent openings. Take pre-removal and post-removal images with date and timestamps.

Contractor minimum requirements if heating appliances are not removed:

- Take pictures of your project pre-removal with date and time stamps, including shots of the electric heating appliances, as well as any exhaust vent(s), the existing burner assembly for DHW if applicable, and the thermostat controlling the DHW system.
- Remove the electrical connections, space heating control module and wiring for any space heating appliance being decommissioned. Remove fuel lines to the DHW heating appliance(s) to the appliance valve at a minimum. Minimize the length of any unused fuel line(s) and permanently seal the line.
- Permanently seal any exhaust vent openings.
- Remove burner assembly on the DHW heating appliance being decommissioned.
- In cases where the heat pump system does not use existing ductwork, disconnect and seal ductwork to air handler (furnace)
- Remove the thermostat(s) controlling the space heating appliance(s), or confirm existing thermostat(s) will be used to control the heat pump system being installed.
- Customer Required Notification: If decommissioning of a DHW system that removes all natural gas use in the building, the contractor must notify the customer that the customer needs to call the gas company to schedule a visit to remove the gas meter and riser.
 - Con Edison: 1-800-752-6633
 - National Grid: 1-718-643-4050
- Customer Required Notification: If decommissioning a propane DHW system that removes all propane use in the building, the contractor must notify the customer that the customer needs to call the propane delivery company to recover its storage tank.
- Take post-removal images of the decommissioned system with date and timestamps, including the capped fuel line, sealed exhaust vent openings, sealed ducts (furnace), and the space where the burner assembly previously resided.

9. Decommissioning an Existing Electric Resistance Heating System

In the case of existing space heating systems that use electric resistance, the Program considers best practice to be the total removal of the heating appliance(s). This includes the removal of all zonal heaters including baseboards, wall heaters, and radiant systems. In cases where the existing electric resistance heating system utilizes a centralized forced-air furnace, the best practice would be to remove the existing furnace.

Contractor Best Practice

- Remove all zonal electric heaters and/or electric furnaces. Take pre-removal and post-removal images with date and timestamps.

Contractor minimum requirements if heating appliances are not removed:

- Take pictures of your project pre-removal with date and time stamps, including shots of zonal heaters, furnace, and the thermostat(s) controlling the appliances.
- Remove the electrical connections, space heating control module and wiring for any space heating appliance being decommissioned.
- In cases where the heat pump system does not use existing ductwork, disconnect and seal ductwork to air handler (furnace).
- Remove the thermostat(s) controlling space heating appliance(s) or confirm that existing thermostat(s) will be used to control the heat pump system being installed.
- Take post-removal images of the decommissioned system with date and timestamps, including the sealed ducts (furnace), and the space where the burner assembly had been.

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 for the project installed for the customer providing attestation below, that I have met all of the requirements for the Program provided for by the Participating Contractor Agreement entered into with Con Edison and governing my participation in the Program, and that I have informed the customer of decommissioning requirements and best practices.

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 that 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: _____