# RETROFIT PROGRAM PARTICIPANT CONFIRMATION FORM: EQUIPMENT DISPOSAL AND DECOMMISSIONING

## Overview

This Confirmation Form and any supporting documentation attached to it serves as confirmation that the Participant has read, understood and complied with the equipment disposal and decommissioning terms of the Participant Agreement and has taken all necessary steps to have the equipment that was removed or replaced as part of each Project disposed of or decommissioned in accordance with appropriate disposal or decommissioning processes, applicable laws, and commercially reasonable environmental practices. Upon request by the IESO or its service providers, the Participant must be prepared to evidence such disposal or decommissioning activities through appropriate disposal certificates or any similar or other documentation as may be acceptable to the IESO in its discretion. The Participant should obtain, retain and be prepared to provide copies of any disposal certificates or similar documentation issued by a licensed waste disposal/recycling facility, or such other facility, as may be applicable. Where disposal of equipment is subject to a bulk disposal agreement, a copy of such agreement must be attached to this Confirmation Form.

If this Confirmation Form or any of the information submitted with it contains any discrepancies, or is otherwise deficient in any manner, the IESO or its service providers may take one or more of the following actions as may be appropriate in each case:

* Request that the Participant submit additional proof of equipment recycling, disposal or decommissioning activities having been completed in accordance with the terms of the Participant Agreement;
* Contact the disposal/recycling or other such facility to verify the issuance and/or content of disposal/recycling certificates or similar documentation;
* Conduct an on-site visit to verify information contained in the Participant’s Retrofit Program Application relating to the quantity of replaced or removed equipment and confirm that such equipment has in fact been decommissioned or removed from the Participant’s facility; and
* Reject the Retrofit Program Application for incentives if the Participant fails to provide acceptable disposal or decommissioning documentation as evidence of having completed those activities in accordance with the terms of the Participant Agreement.

**Please note:** This Confirmation Form is required to be completed and submitted even if the Measure(s) being installed is not replacing any previously existing equipment. Where there is no existing equipment to be removed or replaced and provided that the Project involves the addition of electricity load to the Facility, the Participant must comply with the Project Eligibility Requirements contained in the Participant Agreement, including being comprised of one or more Measures that produce Demand Savings and/or Energy Savings through an increase in energy efficiency as compared to the equipment that would otherwise be installed in the absence of an available incentive under the Retrofit Program.

## PARTICIPANT CONFIRMATION

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| --- | --- |
| **Participant Contact Information** | |
| Name: |  |
| Title: |  |
| Address: | *[street address, city, postal code]* |
| Phone: |  |
| **Project and Facility Information** | |
| Retrofit Application #: |  |
| Project Facility Address: | *[street address, city, postal code]* |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Equipment Decommissioning and/or Disposal Details**  *Provide details in the table below and attach any relevant/applicable supporting documentation.*  *Please* *check this box only if there is no existing equipment being removed or replaced.* | | | | | |
|  | Quantity | Equipment specification per unit (i.e.kW/fixture, hp/compressor) | Equipment type  (e.g. HID, CFL, refrigerator) | Disposal method  (e.g. Disposal bin for incandescent lamps, Hazardous waste facility, bulk disposal per agreement attached) | Name of disposal facility, as applicable |
| 1 |  |  |  |  |  |
| 2 |  |  |  |  |  |
| 3 |  |  |  |  |  |

The Participant hereby confirms to the Independent Electricity System Operator (IESO) that:

1. Pursuant to the terms of the Participant Agreement:
2. the Participant has taken all necessary steps to have any existing equipment that was removed or replaced as part of the Project, disposed of or decommissioned in accordance with appropriate disposal or decommissioning processes, applicable laws, and commercially reasonable environmental practices, as may be applicable; or,
3. where the Participant has checked the box in the “Equipment Decommissioning and/or Disposal Details” section of the Confirmation Form, the Participant has installed a Project that comprises of Measure(s) that produce Demand Savings and/or Energy Savings through an increase in energy efficiency as compared to the equipment that would otherwise be installed in the absence of an available incentive under the Retrofit Program; and
4. All information provided herein and attached to this Confirmation Form is true, complete and accurate.

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_­\_\_\_ am the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ and have the authority to sign

(Participant Signatory Name) (Position/Job Title)

this form on behalf of the Participant.

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Participant Legal Name: \_\_\_\_\_\_\_\_j\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_