

How to Apply for Fee Reductions and Refunds

Fee Refunds or Reductions

The [Non-Road Diesel Engine Emission Regulation Bylaw No. 1161, 2012](#) (the Bylaw) allows fee refunds and fee reductions. Operating period fees are refunded or reduced when:

1. an annual or monthly engine operating period is cancelled partway through the paid operating period,
2. the particulate matter (PM) emission rate from an engine is lowered using an approved emissions reduction measure (ERM), or
3. an engine is permanently retired from the region.

Cancellation Refund

If an annual or monthly engine operating period is cancelled, a refund of the unused portion, less a \$15 administration fee, will be issued to the registrant. To receive a refund, the registrant can cancel the operating period online or make a written application to the District Director.

- If the operating period is cancelled online, a refund will be applied to the same credit card originally used to pay for the operating period. If that credit card is no longer valid, a cheque will be mailed to the registrant.
- If a written notice of cancellation is submitted, a cheque will be mailed to the registrant. Please mail your written notice of cancellation to:

Metro Vancouver

4330 Kingsway

Burnaby, BC, V5H 4G8

Attn: Environmental Regulation and Enforcement Division

There are no refunds for cancellation of an annual low-use engine operating period.



Approved ERMs

To qualify for a fee reduction or refund, engines must be upgraded or retrofitted using an approved ERM. Emission reduction technologies verified by the [US Environmental Protection Agency \(EPA\)](#) or the [California Air Resources Board \(CARB\)](#) may qualify for fee reductions in Metro Vancouver. The fee reduction is proportionate to the reduction in the PM emissions rate associated with the technology and is calculated in accordance with Schedule 3 of the Bylaw.

To apply for a refund or fee reduction, the registrant must register their engine and submit an application for an ERM using the [online registration system](#). Metro Vancouver staff will review the application to confirm the emission reduction associated with the technology. The application must include supporting documentation as listed below.

Documentation Requirements

- a) For EPA verified technologies the applicant must submit:
 - the non-road diesel engine (NRDE) registration number,
 - the family name from the engine emission label,
 - a copy of the EPA verification letter (from the EPA website) for the selected technology,
 - a purchase receipt from the vendor for the parts and labour,
 - written assurance from the installer that the device was installed in accordance with the operating criteria specified by EPA for the device, and
 - a photograph of the device installed on the engine.

- b) For CARB verified technologies the applicant must submit:
 - the NRDE registration number,
 - the family name from the engine emission label,
 - the CARB verification letter (from the CARB website) for the device,
 - The CARB executive order number,
 - a purchase receipt from the vendor for the parts and labour,
 - written assurance from the installer that the device was installed in accordance with operating criteria specified by the Executive Order or a [Written Statement of Compatibility](#) based on the Executive Order, and
 - a photograph of the device installed on the engine.

The registrant should contact Metro Vancouver before the upgrade or retrofit is purchased to confirm the documentation requirements and that the device qualifies for the fee reduction or refund.



c) For Biodiesel

The PM emission rate for biodiesel is lower than for petroleum based diesel fuel. Only operators that use biodiesel on a full-time basis qualify for the fee reduction. The fee reduction is proportional to the blend of biodiesel used. Fee reductions associated with biodiesel are calculated during the online registration process and are automatically applied. **The registrant must maintain all fuel purchase records, fuel consumption records and cumulative hours of engine use. If requested, samples of fuel must be provided to officers in the field.**

Engine Retirement

A registrant who permanently retires a Tier 0 or Tier 1 engine is eligible for a refund of 80% of the operating period fees paid in the 3 years immediately prior to the date of retirement. To qualify for the fee refund, the registrant must have purchased an operating period for the engine and must submit a completed [Engine Retirement Application Form](#). To support engine retirement, declarations and documentation as outlined on the Engine Retirement Application Form must be submitted no later than 365 days following the date of retirement.

Eligibility for Refund

For the purpose of eligibility for a fee refund, the following categories of engines shall be considered permanently retired from present and future operation in Metro Vancouver:

- a) Engines that are sold for use outside of Metro Vancouver,
- b) Engines that are scrapped,
- c) Engines that are moved permanently outside of Metro Vancouver by the registrant.

Detailed requirements for engine retirement can be found on the [Engine Retirement Application Form](#).

Please contact us if you have any questions at nonroaddiesel@metrovancover.org or 604-451-6655.

Web Resources

- 1 [FACTS- Diesel Particulate Matter](#)
- 2 [FACTS- Emission Reduction Measure](#)
- 3 [EPA verified list](#)
- 4 [CARB verified list](#)
- 5 [Written Statement of Compatibility](#)
- 6 [Engine Retirement Application Form](#)

