

**To receive your rebate:**

1. **Complete all information on the rebate application.** The form will be returned to you, and your rebate possibly disallowed, if all information is not completed.
2. Read the program requirements and guidelines below. Sign and date the form.
3. Attach a copy of the lighting invoice or receipt, including detailed equipment costs and information such as brand, wattage, catalog number, and separate labor costs. UL approval documentation must accompany rebate requests for reflector installations.
4. Deliver the completed rebate form and attachments to your local Otter Tail Power Company Representative, email to [Rebates@otpc.com](mailto:Rebates@otpc.com), or mail to:  
**Otter Tail Power Company Rebates**  
**PO Box 496**  
**Fergus Falls, MN 56538-0496**
5. For assistance, contact your local Otter Tail Power Company representative.
6. Allow 6 to 8 weeks for rebate processing.

**REBATE RATES FOR EXISTING LIGHTING SYSTEM RETROFITS**

EXISTING TECHNOLOGY	REPLACED WITH	REBATE PER WATT SAVED
Low-efficiency incandescent / CFL / fluorescent	Screw-in LED indoor (with and without removal prevention devices)	20¢
	Screw-in LED outdoor (with and without removal prevention devices)	10¢
	Hard-wired LED indoor	60¢
	Hard-wired LED outdoor	40¢
Standard T8 fluorescent lamps	LED lamp-only retrofit	40¢
Mercury-vapor	Hard-wired LED indoor	60¢
	Hard-wired LED outdoor	40¢
	Screw-in LED indoor	40¢
	Screw-in LED outdoor	20¢
Standard high-intensity discharge (HID)	Hard-wired LED indoor	60¢
	Hard-wired LED outdoor	40¢
	Screw-in LED indoor	40¢
	Screw-in LED outdoor	20¢
Exit lighting fixtures	High-efficiency LED exit lighting (based on maximum demand reduction of 20 watts/fixture)	60¢
Occupancy/daylight sensing controls		\$200 per connected kw
Luminaire level lighting controls		\$200 per connected kw

**MN Lighting Retrofit Rebate Requirements and Guidelines**

Otter Tail Power Company reserves the right to deny any rebate that does not meet program guidelines included in this application and to discontinue or modify the program at any time.

1. Only those lamps and fixtures listed qualify for rebate. Other lamps or fixtures not specifically listed are not included in this program.
  2. Not all LED products are manufactured equally. We encourage participants to consult Energy Star for qualified products at [www.energystar.gov](http://www.energystar.gov) or the Design Lights Consortium at [www.designlights.org](http://www.designlights.org) for details on specific products. We neither endorse nor imply any guarantees on any lighting products.
  3. Rebate must be at least \$20 to be eligible for processing.
  4. Residential customers are eligible for hard-wired retrofits only. Residential customers do not qualify for screw-in LED rebate incentives.
  5. Rebates will not exceed 75% of total lighting labor and material costs. Labor costs must be actual expense in the form of reimbursement for services from the applicant to an installer. Commercial customers relying on paid staff or employees for labor to provide installations may apply employee and/or staff wages to total project costs. Applicants with residential hard-wired lighting projects may apply installation expenses from a licensed electrical contractor only to the total project cost. Applicants may not assign an expense value for the applicant's own labor toward project costs for any projects. Any labor from the applicant or other source outside of a licensed electrical contractor invoicing for installation services may not count toward total project costs for residential hard-wired projects.
  6. Sports lighting installations do not qualify for rebates.
  7. **All rebates greater than \$4,500 must be preapproved.** Preapproval will ensure retrofit lighting qualifies for a rebate. (Call 800-493-3299.)
  8. Screw-in bulbs purchased at retailers participating in our Energy Star LED program do not qualify for rebate through this program. For a list of the participating retailers, please refer to [www.otpc.com/BrightChoice](http://www.otpc.com/BrightChoice).
  9. Lighting system design must meet present lighting standards established by I.E.S. and result in a minimum of 12% watt savings over standard installations.
  10. Continual operation depreciates the light output of any luminaire; therefore, the lighting installation should be designed, and luminaire selected, based on average light levels over the product's lifetime rather than initial values.
  11. **Delamping does not qualify for rebates** unless reflectors are used in the fixture retrofit process.
  12. Equipment must be purchased and installed prior to December 31 to qualify for a current year rebate. Rebates on applications received after December 31 are subject to change. Rebate applications received after March 31 for prior year installations will not qualify for a rebate.
  13. Otter Tail accepts no responsibility for light level output. All lighting modifications and warranties are between the vendor and the owner.
  14. Otter Tail reserves the right to inspect any installation and to meter your installation up to 18 months after installation is complete to aid us in tracking the efficiency of the installation.
  15. Disposal costs may be associated with proper recycling of lighting technologies. The costs for disposal are the responsibility of the customer.
- Note:** According to the United States Environmental Protection Agency and the Minnesota Pollution Control Agency, disposal of fluorescent lamps, high-intensity-discharge lamps, and ballasts must follow prescribed regulatory requirements. Neither fluorescent lamps nor ballasts may be disposed of as municipal waste. Businesses are advised to avoid breaking or crushing old fluorescent lamps and to store them safely for recycling.

**Otter Tail Power Company advises customers to store old fluorescent lamps and high-intensity-discharge lamps per MPCA procedures described below:**

- \* Store in an area and a manner that will prevent breakage.
- \* Use signs and notices to show employees where and how to store lamps.
- \* If storage on-site is not possible, transport the lamps to a storage location. A hazardous waste manifest is not needed as long as lamps are transported to a site within Minnesota, but shipping papers are required.

Ballasts may contain polychlorinated biphenyls (PCB). Storage and disposal of PCB ballasts must conform to the requirements of the Environmental Protection Agency and the Minnesota Pollution Control Agency.

For more information about fluorescent lamps, high-intensity-discharge lamps and ballast storage, and disposal requirements contact your local county recycling offices. They may have recycling programs in your area. Or in Minnesota, call the Minnesota Pollution Control Agency at 800-657-3864.