

PROCEDURE

NEW REFRIGERANT APPLIANCE

Purpose:

The purpose of this procedure is to demonstrate compliance with 40 CFR 82.155, *Safe disposal of appliances* and 40 CFR 82.157, *Appliance maintenance and leak repair*. To meet those requirements, an inventory of specific information must be maintained for all appliances which contain more than 5 pounds of refrigerant (all appliance except small appliances). There is no inventory requirement for the installation of small appliances.

Scope:

This procedure applies to all University employees, contractors, and vendors that maintain equipment inventory and service records of refrigerant appliances.

Responsible Personnel:

Refer to the Refrigerant Management Plan for specific responsibilities.

Environmental Management – Air Quality Compliance Manager

Facilities Management Campus– Maintenance and Operations Preventative Maintenance Manager; Maintenance Managers; and Planning, Design, & Construction Manager

Facilities Management Medical Center– Facilities Preventative Maintenance Manager; Physical Plant Managers; Facilities Construction Manager

Utility and Energy Management – Utilities System Manager

Capital Planning, Design, Construction – Capital Construction Project Manager

Athletics (Projects and Trades) – Directors of Operations/Athletics; Associate Director Operations/Athletic Skilled Trades; Operations Coordinator/Athletic Projects

Auxiliary Services – Auxiliary Services Director Associate

Risk Management & Administrative Services – Stores Central Manager

Departments or Buildings not maintained through the above programs

Contractor and Vendors

Regulatory Reference:

40 CFR 82.156(a)(3)

40 CFR 82.157(g)

40 CFR 82.157(l)

Supporting Document:

Refrigerant Management Plan

AQ-FORM-101

Procedure:

Responsible personnel ensure activities detailed in the New Refrigerant Appliance Work Instructions AQ-WI-101 are completed for a new appliance (or existing appliance not previously inventoried). Appliance information must be entered in SAP (where available on Lexington campus) or submitted to the AQCM for submittal into SPHERA to maintain inventory records.

Work Instructions:

AQ-WI-101