

PROCEDURE**MAINTENANCE OF REFRIGERANT APPLIANCE****Purpose:**

The purpose of this procedure is to demonstrate compliance with 40 CFR 82.156, *Proper evacuation of refrigerant from appliances*; 40 CFR 82.157, *Appliance maintenance and leak repair* (applicable only to appliances that contain class I, class II, or a blend of class I and class II refrigerants); and 40 CFR 82.158, *Standards for recovery and/or recycling equipment*. To meet those requirements, work must be performed according to the regulation, and records of appliance maintenance/service/repairs (including annual leak inspections and automatic leak detection system certifications) for appliances which contain 50 pounds or more of refrigerant per circuit and where refrigerant was added or deleted, must be kept for three years. For the purposes of the procedure, maintenance is a service or repair that adds or removes refrigerant.

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

40 CFR 82.157
40 CFR 82.158

Supporting Documents:

Refrigerant Management Plan
AQ-FORM-201

Procedure:

Responsible personnel ensure that work is performed in accordance with requirements in 40 CFR 82 and activities detailed in the Maintenance of Refrigerant Appliance Work Instructions AQ-WI-201 are completed when maintenance/service/repairs of an appliance are performed. Appliance information must be submitted to the AQCM for submittal into SPHERA to maintain inventory records.

Work Instructions:

AQ-WI-201