

**PROCEDURE****ANNUAL LEAK INSPECTION/AUTOMATIC LEAK DETECTION  
SYSTEM – REFRIGERANT APPLIANCE****Purpose:**

The purpose of this procedure is to demonstrate compliance with the annual leak inspections or automatic leak detection systems requirements of 40 CFR 82.157(g), *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). To meet those requirements, annual leak inspections or annual audits/calibrations of automatic leak detection systems of appliances which contain 50 pounds or more refrigerant per circuit that exceeded the allowable leak rate threshold must be performed annually until the appliance is demonstrated to not exceed the leak rate for one year. Records must be kept for three years.

**Scope:**

This procedure applies to all University employees, contractors, and vendors that maintain equipment and service records of refrigerant appliances with 50 pounds or more of refrigerant per circuit.

**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 82.157(g)

**Supporting Document:**

Refrigerant Management Plan  
AQ-FORM-301

**Procedure:**

Responsible personnel ensure activities detailed in the Annual Leak Inspection/Automatic leak Detection System Refrigerant Appliance Work Instructions AQ-WI-301 are completed when the inspection or audit/calibration of the appliance is performed. Appliance information must be submitted to the AQCM for submittal into SPHERA to maintain inventory records.

**Work Instructions:**

AQ-WI-301