

## WORK INSTRUCTIONS

### NEW REFRIGERANT APPLIANCE

**Reference Procedure:**

AQ-PROC-100

**Purpose:**

The purpose of these instructions is to collect and maintain required data from a new appliance (or existing appliance not previously inventoried) contained on form AQ-FORM-101 and either enter or supply the data to be entered in SAP (where available on Lexington campus) or submitted to AQCM for submittal into SPHERA to maintain inventory records.

**Scope:**

The instructions apply to all University employees, contractors, and vendors that install or maintain refrigerant appliances, other than small appliances. A small appliance is one which contains equal to or less than 5 pounds of refrigerant per circuit.

**Responsible Personnel:**

Environmental Management – Air Quality Compliance Manager  
University, Contractor, and Vendor 40 CFR 82, Subpart F Certified Technicians

**Supporting Documents:**

AQ-FORM-101

**Work Instructions:**

1. University staff that enter new appliance information into the SAP tracking system must collect the information on form AQ-FORM-101. Use of the actual form is not required as long as the data is entered in SAP.
2. Departments or buildings that own and operate refrigerant appliances not maintained through PPD, MCPPD, or Athletics must complete form AQ-FORM-101 and submit to the AQCM whenever installing new appliances. The AQCM will enter the information into the SPHERA refrigerant software.
3. Contractors and vendors must complete form AQ-FORM-101 whenever installing new appliances and submit to University staff for entry into SAP. For University property not maintained through SAP, the form must be submitted to the Department or building operator, which must forward the information to the AQCM.
4. The AQCM must run weekly reports from SAP to retrieve new equipment to add into SPHERA.

5. As appliances are added into SAP and SPHERA, an appliance identification number will be assigned and future work or disposal will rely on that identifier to manage the appliance.
6. All records, EPA requests, and reports must be maintained for three years. Additionally, the information collected for a new appliance on AQ-FORM-101, must be kept until three years after appliance is retired.