

WORK INSTRUCTIONS

ANNUAL LEAK INSPECTION/AUTOMATIC LEAK DETECTION SYSTEM – REFRIGERANT APPLIANCE

Reference Procedure:

AQ-PROC-300

Purpose:

The purpose of these instructions is to collect and retain required data on AQ-FORM-301 from the annual leak inspections or automatic leak detection systems of refrigerant appliances which contains 50 pounds or more of class I, class II, or a blend of class I and class II refrigerants per circuit and where the appliance exceeded the allowable leak rate threshold. AQ-FORM-301 must be submitted to the AQCM for submittal into SPHERA to maintain inventory records.

Scope:

The instructions apply to all University employees, contractors, and vendors that maintain, service, or repair refrigerant appliances.

Responsible Personnel:

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

Regulatory Reference:

40 CFR 82.157(g)

Supporting Documents:

Refrigerant Management Plan
AQ-FORM-301

Work Instructions:

- As new appliances were added into SAP and SPHERA, an appliance identification number was assigned. The leak inspections of an appliance should be identified by that number. If the number is unknown, please contact the AQCM. Additionally, use of an automatic leak detection system was identified when the appliance was initially inventoried. An annual leak inspection is required for an appliance with 50 or more of class I, class II, or a blend of class I and class II refrigerants per circuit that exceeds the leak rate. An annual leak inspection is mandatory until it is shown through leak rate

calculations that the appliance hasn't exceeded the leak rate limit for one year. However, an annual inspection is not required if the appliance is monitored by an automatic leak detection system that is annually calibrated or audited and meets the operating requirements of the regulation.

- University staff that enter appliance information into the SAP tracking system must collect the information on form AQ-FORM-301. Use of the actual form is not required as long as the data is entered in SAP.
- Departments or buildings that own and operate refrigerant appliances not maintained through PPD, MCPPD, or Athletics must complete form AQ-FORM-301 and submit to the AQCM of EMD whenever an annual inspection is conducted or a leak detection system indicates a leak. The AQCM will enter the information into the SPHERA refrigerant software.
- Contractors and vendors must complete form AQ-FORM-301 whenever an annual inspection is conducted or a leak detection system indicates a leak 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.
- The AQCM will run weekly reports from SAP to retrieve records of equipment to add into SPHERA.
- Records must be kept for three years.