

Procedure: Property Management - Refrigerant Compliance Management

Revision	0
Effective Date	TBD (First issuance)
Management System	Property and Infrastructure
Owner	Property and Infrastructure Management System Owner
Review Cycle	Every 3 years

This procedure outlines the steps required for issuing and returning refrigerants to the stockroom.

1. Purpose

The purpose of this procedure is to ensure that the proper steps and United States Environmental Protection Agency (USEPA), Illinois Environmental Protection Agency (IEPA) and Superfund Amendments and Reauthorization Act (SARA) regulations and guidelines for accurately tracking refrigerant materials through issuing, receiving and recording refrigerants are followed. With this, designated Stockroom personnel will be able to issue/receive refrigerant and/or recovery cylinders and properly record weights and cylinder information in the Refrigerant Compliance Management (RCM) system to maintain accurate records for reporting.

2. Procedure

- 2.1. Certified technician, whether employee or sub-contractor, will report to Site 38 Stockroom to request refrigerant. He/she must have a Work Order (WO) number and/or project/task information. If technician does not have a WO, project/task information can be given to the Refrigerant Manager (RM) to create a WO for issuing purposes. **Only EPA certified technicians entered into the RCM system can receive refrigerant.**
- 2.2. Designated Stockroom personnel will verify requesting individual's certification before issuing any refrigerant. This can be done by verifying that technician is entered into the RCM system or by verifying with RM. The technician performing the work is the **only** person that the cylinders are to be issued to, no other person will be allowed to sign for cylinders.
- 2.3. RM will get a Refrigerant cylinder from the designated locked cabinets and/or a Recovery cylinder from the cylinder shed outside, in front of Warehouse 1.
- 2.4. Refrigerant/recovery cylinder will be weighed on the designated Stockroom scale to get weight of exiting cylinder. Cylinder weight and ID number will be recorded in RCM. If it is a NEW refrigerant cylinder(s), a parts issue in the computerized asset management system will be done. Parts issues are **ONLY** done for NEW cylinders.

- 2.5. Certification date should be verified for compliance. Also, verify that date on cylinder matches date in RCM system. Recovery cylinders require recertification every five years. The date stamped on the cylinder is the last test date.
- 2.6. When a recovery cylinder exits, it must be determined what type of refrigerant will be recovered into it and the appropriate label will be attached to the cylinder. If the cylinder has refrigerant in it already, the refrigerant going in must be the same as what is in it.
- 2.7. Paper receipt for each cylinder issued will be printed, and technician must sign acknowledging his/her receipt of the cylinder. Technician may get a copy if desired.
- 2.8. Technician will be given a Service Order Form when the tank is issued. This form documents the equipment, amount of refrigerant used, the reason for the work, etc. and should be filled out and returned to the RM as soon as possible after work is completed. Any changes or additions to the service order form after initial completion must be initialed or signed off on.
- 2.9. Upon return to the Stockroom, a refrigerant cylinder will be weighed to get the amount of refrigerant used and designated Stockroom personnel will record the information in RCM.
A recovery cylinder will be weighed to get the amount of refrigerant recovered and designated Stockroom personnel will verify with technician the type of refrigerant recovered, then record the information in RCM. A paper record of the return will be printed. Technician may get a copy if desired. **All cylinders must be returned to the Stockroom by close of business daily.**
- 2.10. Designated Stockroom personnel will mark/tag returned cylinders with new weight and secure in the proper location.
- 2.11. Disposable tanks that are not empty go back in the lock cabinets. Recovery tanks get tagged/marked with what type of refrigerant and whether it is it good, burnt or mixed. Empty disposable tanks are punched out to prevent pressure buildup and sent to scrap metal.

3. Definitions

- 3.1. **Certified Technician (Employee or Sub-Contractor)** – any person licensed by the Environmental Protection Agency who performs maintenance, service, or repair that could reasonably be expected to release class I (CFC) and (HFC) or class II (HCFC) substances from appliances.
- 3.2. **Disposable tank** -- is a tank of unused refrigerant
- 3.3. **Recovery tank** – is a tank used to put recovered refrigerant in
- 3.4. **Recovery** – the process of taking the used refrigerant out of a unit
- 3.5. **CFC/HFC – Chlorofluorocarbon/Hydrofluorocarbon** – any chemical listed as a Class 1 ODS in Sections 608 and 609 of Clean Air Act
- 3.6. **HCFC – Hydrochlorofluorocarbon** – any chemical listed as a Class II ODS in Section 608 or 609 of the Clean Air Act.
- 3.7. **RCM** – Refrigerant Compliance Management system
- 3.8. **RM** – Refrigerant Manager
- 3.9. **SARA** -- The Superfund Amendments and Re-authorization Act
- 3.10. **USEPA** – United States Environmental Protection Agency

4. Responsibilities

4.1. FESS

FESS shall provide documentation for annual reporting related to SARA Title II & III to the ES&H Section in a timely manner, so that reports to the appropriate agencies can be prepared and submitted.

4.2. Logistics Property & Control (LPC)

4.2.1. LPC shall maintain the inventory of all refrigerants at the Main Stockroom.

4.2.2. Designate a RM and ensure certification of the RM.

4.3. Refrigerant Manager

4.3.1. Oversee the Refrigerant Management program and refrigerant management activities performed by stockroom personnel.

4.3.2. The RM shall maintain the RCM database that tracks refrigerant use and releases.

4.3.3. Enter all purchases and disposals of refrigerant and recovery cylinders in RCM

4.3.4. Maintain, in the RCM database, the equipment at the Laboratory that requires refrigerant.

4.3.5. Ensure that only certified technicians are issued refrigerants and document the certification for all technicians by entering their information in RCM.

4.3.6. Verify the certification of technicians checking out refrigerant and/or recovery cylinders.

4.3.7. Check out and accept returned refrigerant and recovery cylinders to/from certified technicians and verify the use of refrigerant from the containers by weight.

4.3.8. Stay current on and ensure compliance with applicable EPA regulations.

4.3.9. Coordinate with Environmental Protection Group Air Emissions subject matter expert as needed.

4.4. Designated Stockroom Personnel

4.4.1. Verify the certification of technicians receiving refrigerant and/or recovery cylinders.

4.4.2. Check out and accept returned refrigerant and recovery cylinders to/from certified technicians and verify the use of refrigerant from the containers by weight.

4.5. Certified Technician (Employee or Sub-Contractor)

4.5.1. Provide proper certification upon requesting refrigerant from Stockroom

4.5.2. Properly fill out service order form with all required information and return form to the RM as soon as possible after completion of the job.

4.5.3. Follow the requirements of FESHM 8081.



5. Resources / Supporting Documents

N/A

6. Revision History

Version Number	Date	Author	Change Summary
0	TBD	Kevin Anderson	First issuance

7. Approvals

Title	Name	Electronic Signature
FESS Logistics and Property Control Head	Jack Kelly	Jack Kelly, UID:jkelly  Digitally signed by Jack Kelly, UID:jkelly Date: 2019.03.29 12:10:50 -05'00'
Property and Infrastructure Management System Owner	Karen Kosky	Karen Kosky, UID:kkosky  Digitally signed by Karen Kosky, UID:kkosky Date: 2019.04.03 05:42:29 -05'00'