REVIEW/REVISION HISTORY:

Effective: 7/30/96
Revised: 12/20/00
Revised: 4/10/07
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Reviewed: 3/17/09
Reviewed: 8/9/10
Revised: 2/20/12
Revised: 8/18/14

SUMMARY OF REVISION/REVIEW:

II.B. and VIII.A. - Adjusted language for clarification

APPROVED:

Signature on file

BERNARD WARNER, Secretary
Department of Corrections

6/30/14
Date Signed
REFERENCES:

DOC 100.100 is hereby incorporated into this policy; RCW 70.94.970-990; Clean Air Act, Title VI, Sections 608-609; Master Refrigerant Phase Out Management Plan

POLICY:

I. The Department will comply with Sections 608 and 609 of the Clean Air Act, including the Refrigerant Recycling Rule.

DIRECTIVE:

I. Responsibilities

A. Superintendents will designate a facility Refrigerant Manager who will:
   
   1. Ensure the requirements of this policy are met, and
   
   2. Establish procedures for appropriate certification of employees/contract staff.

II. Certification Requirements

A. All employees who perform maintenance, service, repair, or disposal who could reasonably be expected to release refrigerants into the atmosphere must be properly trained and certified by a technician certification program approved by the Environmental Protection Agency (EPA).
   
   1. Any person who works on small appliances, Motor Vehicle Air Conditioning (MVAC) appliances, and MVAC-like appliances must have an MVAC certification.
   
   2. Any person who works on anything involving refrigerants in the facility, other than MVAC appliances, must have a universal certification.

B. Documentation verifying certifications must be maintained in a location designated by the Superintendent.

C. Superintendents will notify all employees/contract staff, in writing, of the EPA regulation requiring that only certified technicians handle refrigerants and will identify certified employees/contract staff. The notice will be updated as changes occur.

D. Facilities are required to have certified universal technicians and appropriate equipment to handle refrigerants.
III. Refrigerant Purchase Restrictions

A. Only certified technicians may purchase refrigerants.

1. The restriction excludes refrigerants contained in refrigerators or air conditioners with fully assembled refrigerant circuits (i.e., household refrigerators, window air conditioners, and packaged air conditioners), pure hydrofluorocarbons (HFCs) refrigerants, and chlorofluorocarbons (CFCs) or hydrochlorofluorocarbons (HCFCs) that are not intended for use as refrigerants.

IV. Prohibition on Venting

A. Per Section 608 of the Clean Air Act, knowingly venting ozone-depleting compounds used as refrigerants into the atmosphere while maintaining, servicing, repairing, or disposing of air conditioning or refrigeration equipment/appliances is prohibited. Only 4 types of releases are permitted:

1. Minimum quantities of refrigerant released in the course of making good faith attempts to recapture and recycle or safely dispose of refrigerant.

2. Refrigerants emitted in the course of normal operation of air conditioning and refrigeration equipment, such as from mechanical purging and leaks.

3. Releases of CFCs or HCFCs that are not used as refrigerants.

4. Small releases of refrigerant that result from purging hoses or from connecting or disconnecting hoses to charge or service appliances.

V. Recycling or Recovery Equipment

A. Certified technicians are required to evacuate air conditioning and refrigeration equipment to established vacuum levels when opening the equipment.

B. Any persons servicing or disposing of air conditioning and refrigeration equipment must certify to the appropriate EPA Regional Office that s/he has recovery or recycling equipment and is complying with Section 608 of the Clean Air Act.

VI. Required Repair/Replacement

A. Facilities must repair leaks in any equipment with a charge of greater than 50 pounds that would result in the loss of more than the following percentage of the equipment’s charge over a year:
1. 35 percent for commercial and industrial process refrigeration sectors, and
2. 15 percent for all other sectors, including comfort cooling.

B. Repair requirements are based on the current leak rate rather than the total quantity of refrigerant lost.
   1. To track leak rates, records must be kept of the quantity of refrigerant added to equipment during servicing and maintenance procedures.
   2. Leaks must be repaired within 30 days of discovery. This requirement is waived if, within 30 days of discovery, the facility develops a one year retrofit or retirement plan for the leaking equipment.

VII. Safe Disposal Requirements

   A. Recycled/reclaimed refrigerants are not considered hazardous under federal law.

   B. Any used oils that contain CFCs after the CFC reclamation procedure are subject to used oil fuel specifications if the oils will be burned. These oils must be handled and properly disposed of as hazardous waste.

VIII. Recordkeeping

   A. Records will be maintained on-site of all refrigerants stored in the facility and will include:
      1. Date of arrival,
      2. Type,
      3. Location,
      4. Final disposition, and
      5. Disposal date.

   B. Facilities will also maintain servicing records on-site for appliances that contain 50 or more pounds of refrigerant and will include:
      1. Date and type of service, and
      2. Quantity of refrigerant added.

DEFINITIONS:

Word/terms appearing in this policy may be defined in the glossary section of the Policy Manual.
ATTACHMENTS:
None

DOC FORMS:
None