



STATE OF WASHINGTON
DEPARTMENT OF CORRECTIONS

APPLICABILITY
PRISON

REVISION DATE
10/14/20

PAGE NUMBER
1 of 5

NUMBER
DOC 250.250

POLICY

TITLE

REFRIGERANTS

REVIEW/REVISION HISTORY:

Effective: 7/30/96
 Revised: 12/20/00
 Revised: 4/10/07
 Reviewed: 5/27/08
 Reviewed: 3/17/09
 Reviewed: 8/9/10
 Revised: 2/20/12
 Revised: 8/18/14
 Revised: 10/14/20

SUMMARY OF REVISION/REVIEW:

Policy statement I., Directive II.A., II.A.2., IV.A.1., V.A., V.A.1.-3., V.B., VI.B., and VI.E. - Adjusted language for clarification
 II.D. and III.A. - Removed language for clarification
 III.A. and VI.C. - Added clarifying language
 Removed IV.A.3. that releases of CFCs or HCFCs used as refrigerants are permitted
 Added IV.A.3. that releases of substitute refrigerants the EPA has determined as not a threat may be released
 Added V.C. that inspections or continuous monitoring will be conducted for equipment that has exceeded the leak rate
 Added VI.D. that equipment dismantled onsite will have refrigerant recovered before disposal


APPROVED:

Signature on file

STEPHEN SINCLAIR, Secretary
 Department of Corrections

9/10/20

 Date Signed

 <p>STATE OF WASHINGTON DEPARTMENT OF CORRECTIONS</p> <p>POLICY</p>	<p>APPLICABILITY PRISON</p>		
	<p>REVISION DATE 10/14/20</p>	<p>PAGE NUMBER 2 of 5</p>	<p>NUMBER DOC 250.250</p>
	<p>TITLE REFRIGERANTS</p>		

REFERENCES:


DOC 100.100 is hereby incorporated into this policy; [RCW 70.94.970-990](#); [DOC 890.030 Hazardous/Dangerous Waste Management](#); [Clean Air Act, Title VI, Sections 608-609](#); [40 CFR Part 82](#)

POLICY:

- I. The Department will comply with Sections 608 and 609 of the Clean Air Act and has established guidelines for the safe disposal of refrigeration and air-conditioning equipment.

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. Employees/contract staff, who could reasonably be expected to release refrigerants into the atmosphere (i.e., perform maintenance, service, repair, or disposal), will 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 refrigerant 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.

 <p>STATE OF WASHINGTON DEPARTMENT OF CORRECTIONS</p> <p>POLICY</p>	<p>APPLICABILITY PRISON</p>		
	<p>REVISION DATE 10/14/20</p>	<p>PAGE NUMBER 3 of 5</p>	<p>NUMBER DOC 250.250</p>
	<p>TITLE REFRIGERANTS</p>		

- D. Facilities are required to have certified technicians and appropriate equipment to handle refrigerants.

III. Refrigerant Purchase Restrictions

- A. Only certified technicians may purchase refrigerants, except:

1. Refrigerants contained in refrigerators or air conditioners with fully assembled refrigerant circuits (i.e., household refrigerators, window air conditioners, and packaged air conditioners),
2. Pure hydrofluorocarbons (HFCs) refrigerants, and
3. 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 3 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, including releases that result from connecting or disconnecting hoses to charge or service appliances.
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 substitute refrigerants that the EPA has determined do not pose a threat to the environment.

V. Required Repair/Replacement

- A. Facilities will repair leaks in any equipment with a charge of 50 or more pounds that would result in the loss of more than the following percentage of the equipment's charge over a year:

1. 30 percent for industrial process refrigeration,
2. 20 percent for commercial refrigeration, and
3. 10 percent for all other appliances, including comfort cooling.

 <p>STATE OF WASHINGTON DEPARTMENT OF CORRECTIONS</p> <p>POLICY</p>	<p>APPLICABILITY PRISON</p>		
	<p>REVISION DATE 10/14/20</p>	<p>PAGE NUMBER 4 of 5</p>	<p>NUMBER DOC 250.250</p>
	<p>TITLE REFRIGERANTS</p>		

- B. Repair requirements are based on the current leak rate rather than the total quantity of refrigerant lost. Leaks must be repaired within 30 days of discovery unless a one year retrofit or retirement plan for the leaking equipment is developed within 30 days.
- C. Certified technicians will conduct quarterly/annual leak inspections or use continuous monitoring devices for equipment that has exceeded the leak rate.

VI. Recycling, Recovery, and Disposal

- A. Certified technicians are required to evacuate air-conditioning and refrigeration equipment to established vacuum levels when opening the equipment.
- B. The Refrigerant Manager should report to the appropriate EPA Regional Office if the facility has recovery or recycling equipment and is complying with Section 608 of the Clean Air Act.
- C. Refrigerants will be recycled/reclaimed and are not considered hazardous under federal law.
- D. Equipment that is typically dismantled onsite before disposal (e.g., food refrigeration, central air conditioning, chillers, industrial process refrigeration) will have refrigerant recovered before disposal.
- E. Used oils that contain CFCs after being reclaimed are subject to used oil fuel specifications if the oils will be burned, and will be handled and disposed of as hazardous waste per DOC 890.030 Hazardous/Dangerous Waste Management.

VII. Recordkeeping

- A. Records will be maintained onsite 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 maintain servicing records onsite 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.



STATE OF WASHINGTON
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APPLICABILITY
PRISON

REVISION DATE
10/14/20

PAGE NUMBER
5 of 5

NUMBER
DOC 250.250

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TITLE

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DEFINITIONS:

The following words/terms are important to this policy and are defined in the glossary section of the Policy Manual: Recover. Other words/terms appearing in this policy may also be defined in the glossary.

ATTACHMENTS:

None

DOC FORMS:

None