

	Date First Effective: 3/27/2009	Revision:
	Document Number:	
STANDARD OPERATING PROCEDURES	Approvals and Date:	
	Operating Department: Physical Plant	
TITLE: Refrigerant Recordkeeping and Logs	Related Department: Safety	
	Related Department:	
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1.0 PURPOSE/SUBJECT:

1.1 Comply with local, state, Federal, and EPA regulations regarding refrigerant life cycle on campus.

2.0 OBJECTIVE/SCOPE:

2.1 Log refrigerant usage by type of refrigerant, cylinder number, amount used, date used, technician, and the equipment requiring service.

3.0 RESPONSIBILITY:

3.1 All HVAC technician that service refrigerant based equipment.

4.0 FREQUENCY:

4.1 Whenever equipment needs additional refrigerant.

5.0 EQUIPMENT REQUIRED:

5.1 Refrigerant, reclaim unit, gauges, and reclaim cylinder.

6.0 PROCEDURE:

6.1 Determined that a unit needs an additional refrigerant charge.

6.11 Determine refrigerant type

6.12 Select cylinder and locate log sheet that tracks that cylinder

6.13 Log: Service date, Starting weight in pounds, returning weight, pounds used, technician, and serviced equipment identification

7.0 DOCUMENTATION:

7.1 Refrigerant log that is kept with refrigerant cylinders.

REFERENCE DOCUMENTATION

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