

University of West Georgia

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Department: Facilities & Grounds
Title: Standard Operating Procedure for Refrigerant Recovery
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Approved By: Wanda Williams 3/13/2009
(Signature) (Date)

Wanda Williams Manager-Work Information Center
(Name) (Title)

1.0 PURPOSE

The purpose of this Standard Operating Procedure is to outline the steps for reporting and tracking refrigerant recovery.

2.0 SCOPE

This procedure applies to all activities related to refrigerant recovery from equipment that contain greater than or equal to 50lbs of refrigerant.

3.0 RESPONSIBILITIES

It is the responsibility of the HVAC supervisor to ensure that this procedure is followed.

It is the responsibility of all applicable and licensed HVAC employees to comply with this procedure.

It is the responsibility of data entry personnel to ensure reported data is recorded and stored according to this procedure.

4.0 PROCEDURE

4.1 Application & Exemptions:

- 4.1.1 Work Information Center receives request from client
- 4.1.2 Work request is created and sent to HVAC supervisor
- 4.1.3 Supervisor assigns work request to HVAC technician or contractor

- 4.1.4 Technician/Contractor completes Service Record form and any supporting documentation while performing work.
- 4.1.5 Technician turns in Service Record to data entry personnel for entry¹.

5.0 DOCUMENTATION

5.1 Refer to ESS manual for additional information².

Document Identification	Location of Completed Documents	Length of Storage	Responsible for Document Management
Appliance Disposal Form	Within ESS	TBD	WIC Staff
Appliance Input Form	Within ESS	TBD	WIC Staff
Contractor Input Form	Within ESS	TBD	WIC Staff
Extension of Time Limit	Within ESS	TBD	WIC Staff
Facility Input Form	Within ESS	TBD	WIC Staff
Full Charge Computation	Within ESS	TBD	WIC Staff
Location Input Form	Within ESS	TBD	WIC Staff
Recovery Unit Input Form	Within ESS	TBD	WIC Staff
Recovery Unit Acquisition Form	Within ESS	TBD	WIC Staff
Recovery/Recycling Unit Input Form	Within ESS	TBD	WIC Staff
Refrigerant Audit Input Form	Within ESS	TBD	WIC Staff
Refrigerant Cylinder Input Form	Within ESS	TBD	WIC Staff
Refrigerant Transfer Input Form	Within ESS	TBD	WIC Staff
Repair Appliance Form	Within ESS	TBD	WIC Staff
Schedule Service Input Form	Within ESS	TBD	WIC Staff
Service Order Form	Within ESS	TBD	WIC Staff
Service Order Form – No Parts	Within ESS	TBD	WIC Staff
Service Order Form Instructions	Within ESS	TBD	WIC Staff
Service Order Form Instruction – No Parts	Within ESS	TBD	WIC Staff
Technician Input Form	Within ESS	TBD	WIC Staff

¹ See ESS manual for requirements

² All documentation can be found in Work Information Center

Vender Input Form	Within ESS	TBD	WIC Staff
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