

*Facility/Plant Name*  
**ENVIRONMENTAL WORK PRACTICE**  
**EWP-020.01**

**OPERATION: SERVICING OF STATIONARY REFRIGERATION EQUIPMENT**

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- 1 Only trained and certified refrigeration technicians may service refrigeration systems.
- 2 Certified Refrigeration Technicians are responsible for ensuring their tools are in good working condition:
  - 2.1 All hoses and gauges are free of damage or possible leaks.
  - 2.2 Recovery cylinders are in good condition, of the proper type and the retest date has not expired.
  - 2.3 Recovery equipment is approved & certified, properly oiled and filters are in good condition.
- 3 When a Certified Refrigeration Technician is adding or removing refrigerant from a refrigeration system or cylinder, methods prescribed by legal requirements and best engineering practice shall be followed.
- 4 Certified Refrigeration Technicians shall use appropriate scales and measuring devices to determine the amounts of refrigerant transferred during servicing. The amounts of refrigerant use shall be recorded.
- 5 Appliance Servicing:
  - 5.1 When adding or removing refrigerant from an appliance, the Certified Refrigeration Technician shall complete all required information on a Service Order Form.
  - 5.2 If equipment is to be scrapped or shipped off-site, the Certified Refrigeration Technician shall evacuate the refrigerant and affix a signed and dated evacuation label to the equipment. Scrapped equipment shall have their refrigeration lines cut after refrigerant is removed.
  - 5.3 All required information on the Appliance Input Form shall be completed by the Certified Refrigeration Technician for new refrigeration equipment.
  - 5.4 Certified Refrigeration Technicians will immediately notify area or department managers of any significant appliance leaks or unintentional venting of refrigerant.
- 6 Cylinder Management:
  - 6.1 All required information on a Refrigerant Cylinder Input Form must be completed by a Certified Refrigeration Technician when new refrigerant cylinders are received.
  - 6.2 If a cylinder is not clearly marked with the type of refrigerant it contains, a Certified Refrigeration Technician shall properly label or tag the cylinder to identify refrigerant type.
  - 6.3 All required information on a Refrigerant Transfer Form will be completed when refrigerant is transferred from one cylinder to another.
  - 6.4 Shipment of refrigerants off-site for recycling or disposal must be coordinated with designated waste handlers.
- 7 Contractor Control:
  - 7.1 A copy of the Contractor's Certified Refrigeration Technician Card is required to be on file with the area or department prior to any work being performed.
  - 7.2 The Contractor is responsible for performing work in compliance with all legal and other requirements.
  - 7.3 A *Facility/Store Name* Certified Refrigeration Technician shall observe the work performed by the Contractor and shall complete a Contractor Input Form.
  - 7.4 All refrigerant reclaiming shall be accomplished using certified tanks.
  - 7.5 All required information on a Service Order shall be completed or supplied by the Contractor.
- 8 Unless otherwise specified in this procedure, Certified Refrigeration Technicians shall maintain refrigeration records.