



**Refrigerators, freezers, and other small appliances containing <5 gallons of refrigerants must be disposed in a manner which is compliant with the Environmental Protection Agency Clean Air Act. This guide summarizes the requirements for disposing small appliances.**

**Disposal of small appliances:**

- Prior disposal, refrigerant must be recovered from the small appliance by a certified refrigerant technician (Facilities Services and Physical Plant have employees who are certified refrigerant technicians).
- The certified refrigerant technician must complete a signed statement certifying refrigerant was recovered from the small appliance prior to disposal and identifies name the certified refrigerant technician and their company's name and address.
- The signed statement must be provided to the person who will collect the small appliance.
- The collector must provide then provide the signed statement to the person receiving the small appliance.

**Recordkeeping**

The following records must be maintained, for at least 3 years, for all small appliances which are disposed from the University of Chicago or University of Chicago Medicine:

- Location of equipment, date of recovery and type of refrigerant recovered for each disposed small appliance.
- Quantity of refrigerant, by type, recovered from disposed-small appliances in each calendar month.
- Quantity and type of refrigerant transferred for reclamation or destruction, the person to whom it was transferred, and the date of the transfer.
- Confirmation the reclamation equipment used by the certified refrigerant technician is certified.