

Owners/Operators of Refrigeration Equipment

Maintain records for a minimum of 3 years. Records must be legible.

Appliances/refrigeration equipment normally containing 50 or more pounds of refrigerant must keep service records documenting:							
	The date and type of service;						
	The quantity of refrigerant added, as recorded on an invoice or other documentation provided by the person performing the service; and						
	The certification of the technician performing the service.						
In instances where owners/operators add their own refrigerant to equipment normally containing 50 or more pounds of refrigerant, the owner/operator must keep records of:							
	The date and quantity of refrigerant purchased;						
	The date and quantity of refrigerant added; and						
	The certification of the technician performing the service.						
Owners/operators of appliances/refrigeration equipment that has been repaired must maintain records of:							
	The date and type of repairs;						
	The dates, types, and results of all initial verification tests; and						
	The dates, types, and results of all follow-up verification tests.						
Owners/operators of regulated appliances/refrigeration equipment intended to be retrofitted or retired must maintain on-site the following information relevant to the affected appliances/refrigeration equipment:							
	The identification of the industrial process facility;						
	The leak rate;						
	The method used to determine the leak rate and full charge;						
	The date a leak rate above the applicable allowable rate was discovered.						
	The location of leaks(s) to the extent determined to date;						
	Any repair work that has been completed thus far and the date that work was completed;						
	Certification records any technicians performing the service on the appliances/refrigeration equipment;						
	A plan to complete the retrofit or retirement of the system;						
	The reasons why more than 1 year is necessary to retrofit or retire the system;						
	The date of notification to EPA; and						
	An estimate of when retrofit or retirement work will be completed.						
	<table> <tr> <td></td><td>If the estimated date of completion changes from the original estimate and results in extending the date of completion, the owner or operator must submit to EPA the new estimated date of completion and documentation of the reason for the change within 30 days of discovering the need for the change, and must retain a dated copy of this submission.</td></tr> <tr> <td></td><td>If the estimated date of completion changes from the original estimate and results in moving the date of completion forward, documentation of the reason for these changes must be submitted within 30 days of occurring.</td></tr> <tr> <td></td><td>If the estimated date of completion changes from the original estimate and results in moving the date of completion forward, the date of notification to EPA regarding this change and the estimate of when the work will be completed must be maintained and submitted.</td></tr> </table>		If the estimated date of completion changes from the original estimate and results in extending the date of completion, the owner or operator must submit to EPA the new estimated date of completion and documentation of the reason for the change within 30 days of discovering the need for the change, and must retain a dated copy of this submission.		If the estimated date of completion changes from the original estimate and results in moving the date of completion forward, documentation of the reason for these changes must be submitted within 30 days of occurring.		If the estimated date of completion changes from the original estimate and results in moving the date of completion forward, the date of notification to EPA regarding this change and the estimate of when the work will be completed must be maintained and submitted.
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Owners/operators of regulated appliances/refrigeration equipment who wish to exclude purged refrigerants that are destroyed from annual leak rate calculations must maintain the following records:	
	Records sufficient to support the amount of refrigerant claimed as sent for destruction, including flow rate, quantity or concentration of the refrigerant in the vent stream, and periods of purge flow;
	The identification of the facility and a contact person, including the address and telephone number;
	A general description of the appliance/refrigeration equipment, focusing on aspects of the appliance relevant to the purging of refrigerant and subsequent destruction;
	A description of the methods used to determine the quantity of refrigerant sent for destruction and type of records that are being kept by the owners or operators where the appliance/refrigeration equipment is located;
	The frequency of monitoring and data-recording; and
	A description of the control device, and its destruction efficiency
Owners/operators of regulated appliances/refrigeration equipment choosing to determine the full charge of regulated appliances/refrigeration equipment by using an established range or using that methodology in combination with other methods for determining the full charge must maintain the following information:	
	The identification of the owner or operator of the appliance/refrigeration equipment;
	The location of the appliance/refrigeration equipment;
	The original range for the full charge of the appliance/refrigeration equipment, its midpoint, and how the range was determined;
	Any and all revisions of the full charge range and how they were determined; and
	The dates such revisions occurred.