

Checklist for Refrigerant Management

This checklist is provided as a tool to gauge your organization's state of preparedness to navigate the upcoming regulatory changes.

- ☐ Has a Refrigerant Manager or Refrigerant Management Team been assigned for your organization?
- ☐ Have your technicians and contractors been provided with all the detailed refrigerant service and disposal documentation forms?
- ☐ Are your policies, procedures, and work instructions updated to include HFCs and SNAP refrigerants?
- ☐ Has your organization evaluated the potential use and maintenance of flammable and the new A2L labeled refrigerants?
- ☐ Does your organization have an electronic record keeping system for refrigerant-related services?
- ☐ Can the electronic record keeping system monitor and alert on leak rates for each Appliance and Circuit?
- ☐ Do you have a way to keep management aware of compliance violations?
- ☐ Do you have a way to audit your compliance progress at intervals?
- ☐ Do you know if you have any Chronically Leaky Appliances? and do you have a plan for managing them?
- ☐ Do all of your records include a leak rate calculation and is that calculation using the right formula?
- ☐ Do you know how many leak inspections are required based on the size & type of equipment?
- ☐ Do you own HVAC/R appliances in any of the following? (Circle all that apply) California Washington Massachusetts Vermont New Jersey
- ☐ Can you verify that all the service people performing work have the proper license and training to ensure you remain compliant?
- ☐ Does the system alert if a leak was repaired but follow up verification testing was not performed?
- ☐ Can the system monitor and alert on Chronically leaky Appliances?
- ☐ Will you be able to produce 3 to 5 years of service records and leak rate calculations?
- ☐ Do your technicians have a documentation method for 5 lb. to 50 lb. Appliance disposals?
- ☐ Will you be able to produce monthly, detailed refrigerant usage reports?
- ☐ Do you have a plan to manage your ALD's and provide documentation on maintenance and calibration?
- ☐ Can your system provide recurring scheduling of Leak Inspections (Monthly, Quarterly, Annually)?
- ☐ Does your system have preset reports and forms for audits and inspections?
- ☐ Do you have a written refrigerant handling and maintenance policy in place and is the training well documented?
- ☐ Do you know the specific day when each appliance was installed? or Removed?
- ☐ Do you have an accurate & comprehensive inventory of your companies installed appliances?
- ☐ Are you certain that all the work being done on your HVAC/R appliances is recorded accurately?
- ☐ Do you have a vendor policy for gas recovery and reclamation?
- ☐ Do you have an updated compliance reporting and filing calendar published for your team to be aware of upcoming record-keeping, filing and reporting requirements?

Based on the results of this quick survey, how prepared do you think your organization is to meet the new requirements? Is there room for improvement?

Most organizations with more than 10,000 Sq feet of space have enough refrigerant on site to trigger regulatory oversight. Refrigerant and HVAC/R Regulations are evolving at a sufficient pace that most organizations should be updating their policy and handling guidelines annually.

With fines at **~\$37,500 per day, per violation** and supplemental environmental projects costing millions of dollars, there is too much risk.

Get Started with Fexa Trakref

Trakref's powerful **refrigerant management and compliance solution** helps you stay compliant with ever-changing regulations while reducing leaks and costs. See how we simplify your refrigerant management by scheduling a live, personalized demo at:

<https://info.fexa.io/lp/tr-request-a-demo>