### RMP 4.0.2 Documentation and Record Keeping Requirements

SP shall provide documentation on the Service Work Order with all required information to the Refrigerant Manager.

1. Equipment ID tag number
2. Manufacturer and Model number
3. Serial number
4. Location of equipment
5. Refrigerant type
6. Date of service
7. Service, repair or disposal description
8. Details of where a leak was and what was done to repair leak.
9. Quantity of refrigerant added, removed, recovered, recycled, reclaimed or disposed of
10. Quantity of lubricant disposed of, and method of disposal
11. Name(s) of EPA certified service technicians who performed work
12. Leak rate monitoring record shall be conducted on all equipment noting the trigger leak rate based on the size of the equipment.
13. Equipment Acquisition Certification to USEPA
14. Small appliance disposal records see equipment disposal
15. Records are to be retained for a period of 5 year
16. Refrigerant Purchasing and Issuance Policy
17. Refrigerant Leak Response Policy: If contractor tops off a system to prevent an outage or to keep the unit on line and does not make any leak repairs then the SP Refrigerant Manager must be notified within 24 hours of the top off who will notify the District and or the Area Supervisor.
18. Maintain Material Data Safety (MSDS) sheets on all chemicals, refrigerants and lubrication as per Federal, State and Local regulators requirements.
19. Provide a physical location of a refrigeration or air-conditioning system (e.g. simple schematic/floor plan with equipment locations clearly noted)
20. Total refrigerant charge
21. All hard copy records are to be stored on site in a water proof pouch in the controls cabinet on or near the machine.

**Annual Fiscal Year Report**

An annual fiscal year report of refrigeration and air-conditioning service and leak

repairs must include each automatic leak detection system audit, leak inspection,

and service and refrigerant leak repair that included an additional refrigerant charge equal

to or greater than 5 pounds, or one percent of the full charge, whichever amount is greater

for each refrigeration air conditioning system. The annual fiscal year report of refrigeration and leak repair report must include, but is not limited to, the following:

1. System Identification Number
2. Equipment Manufacturer
3. Equipment Model or Description
4. Equipment Serial number. The serial number(s) of the affected equipment or component must be recorded when present and accessible. When the affected equipment or component is part of an assembly without serial number or does not have an individual serial number or is not accessible after assembly, the physical location of the effected equipment must be recorded in enough detail to permit positive identification.
5. Date of initial installation
6. Date of last leak repair
7. Date leak detected
8. Date service provided or leak repair completed
9. Cause of refrigerant leak, if applicable
10. Description of leak repair or service
11. Date of initial verification test
12. Date of follow-up verification test, if applicable
13. Total additional refrigerant charge of each type of high-GWP refrigerant or refrigerant blend.
14. Purpose for additional refrigerant charge (Leak Repair, Topping Off, Initial Refrigerant Charge, or Seasonal Adjustment)
15. Name of certified technician completing leak repair
16. The certified technician’s identification number issued by an approved technician certification program pursuant to Title 40 of the Code of Federal Regulation, Part 82, §82.161.

(3) An annual fiscal year report of refrigerant purchased and used by the facility owner or operator must include, but is not limited to, the following:

1. The total weight in pounds of each type of high-GWP refrigerant and refrigerant blend that was purchased.
2. The total weight in pounds of each type of high-GWP refrigerant and refrigerant blend that was charged into a refrigeration or air conditioning system.
3. The total weight in pounds of each type of high-GWP refrigerant and refrigerant blend that was recovered from a refrigeration or air conditioning system.
4. The total weight in pounds of each type of high-GWP refrigerant and refrigerant blend that was stored in inventory at the facility or stored at a different location for use by the facility, on the last day of the fiscal year.
5. The total weight in pounds of each type of high-GWP refrigerant and refrigerant blend that was shipped by the owner for reclamation and destruction.

(4) The following records must be retained by all facilities for a minimum of 5 years and must be made available to the Executive Officer or Air Pollution Control Officer upon request.

1. Registration to operate
2. Documentation of all leak detection systems, leak inspections, and automatic leak detection system annual audit and calibrations.
3. Records Leak of all service and refrigerant leaks and repairs, and documentation of any conditions allowing repair of a refrigerant leak to be conducted greater than 14 days after leak detection.
4. Retrofit and retirement plans.
5. All reports on the equipment.
6. Documentation and invoices of all refrigerant purchases.
7. Documentation of all shipments of refrigerants for reclamation or destruction, including a transportation bill-of-lading or other transportation document to document all shipment of refrigerants. The documentation must include, but is not limited to, the following:
8. Name of facility refrigerant is shipped to.
9. Address facility refrigerant is shipped to.
10. Weight Quantity in pounds of refrigerant shipped.
11. Type of refrigerant or refrigerant blend purchased.
12. Date of shipment.
13. Purpose of shipment (e.g. reclamation, destruction).
14. Documentation of all refrigeration and air-conditioning systems component data, measurements, calculations and assumptions used to determine the full charge.

### 4.0.4 CAFM Equipment Input

The AOC equipment input shall be completed for all new/existing equipment and demolition equipment. Copies of this documentation are to be included in all operation and maintenance manuals or other job close out documentation prior close of the project. Information must also be submitted to the AOC Project Manager and the Refrigerant Manager. All final information will be place on the South Coast Air Quality Management Rule 1415 Registration Form (see appendix II). All service work orders (SWO) should be closed and the appropriate information attached and noted on the SWO. Hard copies returned to equipment and filed on accordance with Section 4.0.2 (u.)

### 6.0.1 Record Keeping Recovered Refrigerant taken off site

Recovered refrigerant taken off site to a refrigerant reclaimer document the following:

* 1. To whom it was sent to (Name/ Phone number)
  2. Date sent
  3. Gross weight
  4. The name of the trucking company or how it was sent
  5. Bills of lading
  6. Note the number of pounds contaminated beyond the ability to be reclaimed
  7. Note the information in CAFM
  8. Email information to the AOC Refrigerant Manager /Environmental Analyst