



Washington University - Danforth Campus Refrigeration Appliance Disposal Form

Instructions on Reverse; Return Completed Forms to both Facilities and EH&S

General Information

Work Order Number: _____
Recovery / Disposal Date: _____
Technician Name: _____
Company / Department: _____
Technician Certification#: _____
Technician Certification Type: _____
Valid for Appliance: Y / N

Appliance Information

Equipment ID: _____
Circuit Number: _____
Zone Color: _____
Building: _____
Area/Room Number: _____
Refrigerant Type: _____
Full Charge, if known: _____ lb
Manufacturer: _____
Model Number: _____
Serial Number: _____

Disposal Information

- Y / N 1. Did all refrigerant leak out due to unavoidable occurrences prior to recovery?
- Y / N 2. Was recovery/recycle equipment used EPA-certified for refrigerant type?
- Y / N 3. Was required evacuation level achieved?
- Y / N 4. Will the recovered refrigerant be re-used in another appliance at this site?
- Y / N 5. If no to 4, was ownership of the recovered refrigerant transferred to a consolidator (e.g., HVAC contractor) on the same date as the refrigerant was evacuated?
- Y / N 6. Is the entire appliance being scrapped?
- Y / N 7. Was ownership of the appliance, including entrained refrigerant, transferred to another entity?

Refrigerant Recovery

Recovered: _____ lb _____ oz
Cylinder ID: _____
Recovery Unit Used: _____
Date of Refrigerant Transfer (if yes to 5): _____
Name of Company for Refrigerant Transfer (if yes to 5): _____

Appliance Disposal

Parts of Appliance Being Scrapped (if no to 6):

Name of Company Receiving Appliance or Parts of Appliance:

Technician Signature: _____ Date: _____

For questions, please call HVAC Services

Instructions for Refrigeration Appliance Disposal Form

Appliance Information:

1. Enter the Equipment ID as noted in the Refrigerant Tracking Tool and as posted on the appliance. If the appliance is not included in the Refrigerant Tracking Tool (under 50 lb), include ___ identification number.
 - a. Utilities ID Numbers have the format B###-####-C (C is the circuit number or letter designation).
 - b. Facilities ID Numbers have the format BLD-TYP#-C.
 - i. BLD is the building code (ex. LEW=Lewis Center).
 - ii. TYP# is the type of unit with a number, if there are multiple units (ex. RTU1).
 - iii. C is the circuit number or letter designation.
2. Enter the circuit number.
3. Enter the Zone Color (Facilities only), the building name, and the area or room number to further identify the unit.
4. If the unit is not included in the Refrigerant Tracking Tool, provide the manufacturer, model number, and serial number.
5. Enter the refrigerant type of the unit and full charge (lb) of the circuit being serviced, if known.

General Information:

1. Enter the Work Order Number, if applicable.
2. Enter the Recovery/Disposal Date.
3. Include the name, company or department (within WU), and certification type of the technician who completed the job. Certification Types are as follows: Type I - servicing small appliances (<5 lb charge); Type II - servicing or disposing of high- or very high-pressure appliances, except small appliances and MVACs; Type III - servicing or disposing of low-pressure appliances; and Universal - servicing all types of equipment.
4. Verify that the technician type is appropriate for the appliance being disposed.

Disposal Information:

Answer the questions in this section by circling Yes (Y) or No (N).

Refrigerant Recovery:

1. Enter the amount of refrigerant recovered from the appliance that was sent for disposal or reclamation, if applicable.
2. Enter the Cylinder ID Number for the recovered refrigerant. Also, note the addition on the refrigerant cylinder tag.
3. Enter identifying information for the recovery device used to evacuate the appliance.
4. If refrigerant was transferred off-site for reclamation, enter the date of refrigerant transfer and the name of the company receiving the refrigerant. Refrigerant may only be transferred to consolidators (e.g., HVAC contractors) or certified reclamation companies.

Appliance Disposal:

1. If parts of the appliance (not the entire appliance) are being disposed, indicate which parts are being sent off-site.
2. If the ownership of the entire appliance, including entrained refrigerant, is transferred to another entity, circle "Y" in the appropriate question.
3. Provide the name of the company receiving the appliance or parts of the appliance.

Technician Signature:

1. Sign and date the bottom of the form. The signature of the technician is required to verify that the proper procedures were completed.
2. Return the completed form to Facilities and EH&S.