



SIGNIFICANT ASPECT CONTROL SHEET

Significant Aspect	Refrigerant Monitoring - site
Aspect owner and team	Service Department Manager Service Technician

Condition N = normal operation A = abnormal operation and E = emergency situation

Impact (6.1.2)	Cause	N	A	E
Ozone Depletion	Release of refrigerant into atmosphere		X	X

Legal Requirements (6.1.3) <i>link below.</i>
<p>Federal Environmental Protection Agency</p> <ul style="list-style-type: none"> Stationary Refrigeration and Air Conditioning Rules <p>Electronic Federal regulations 40 CFR Parts 260-299</p> <p>Link 1 260 to 265 Link 2 266 to 299</p> <p>Compliance resource (use linked compliance resource as a practical guide)</p>

Operational Control procedure for this aspect (8.1)
<ol style="list-style-type: none"> Use of EHS & Sustainability Software from IHS for tracking purchasing, distribution, and recovery of all refrigerant by Service Technicians. All records are sent to JEG Lansing Office and the recorded by The Office Administrator. All Service Technicians are to be certified in safe handling of the applicable refrigerant.

Emergency Planning procedure for this aspect (8.2)
<p>Refer to Material Safety Data Sheets</p> <p><u>If a refrigerant leak is discovered in a stored cylinder:</u></p> <ol style="list-style-type: none"> Transfer to another cylinder as soon as possible. The leaks will be repaired as soon as possible. Keep a record of the quantity that was depleted into the ozone. If the leak cannot be stopped remove container and dispose according to federal, state and local disposal or discharge laws. <p>Storage reclaim and removal of refrigerant is subject to U.S. Environmental Protection Agency Clean Air Act regulations Section 608 in 40 CFR regarding refrigerant recycling.</p>

Emergency Planning procedure for this aspect (8.2)**If a refrigerant leak is discovered during filling:**

- A) It will displace the oxygen in an enclosed room and needs to be ventilated immediately if possible by opening the windows and doors.
- B) Turn on fans to bring fresh air into the building.
- C) Keep a record of the quantity that was depleted into the ozone.
- D) If the leak cannot be stopped remove container and dispose according to federal, state and local disposal or discharge laws.

Potential Health Hazards of Exposure to Refrigerants (see Material Safety Data Sheet for full list):

- 1) When the oxygen is displaced symptoms of asphyxiation, loss or coordination, increase pulse rate and deeper respiration will occur.
- 2) It can cause skin irritation from a defatting action on tissue.
- 3) In liquid contact could cause frostbite to skin and severe irritation to the eyes.
- 4) At high levels, cardiac arrhythmia may occur.
- 5) If you feel any unusual health effects seek medical care.

EMS Records for this aspect

- Service Technician Certification (Employee Record)
- Refrigerant Service Form (Service Department Record)
- Scheduled Service Report by Appliance (Service Department Record)
- Service Record Detail Report (Sustainability Software Record)
- Service Truck CFC/ HCFC/ HFC Log Sheet (Service Department Record)

Record of Revisions				
Issue No.	Date	Approver(s)	Description	Consequence
1	1/19/16	Dan Thompson/ Bob Kieleszewski	Original document	Identify required control aspects for refrigerants
2	7/5/18	Dan Thompson/ Bob Kieleszewski	Formatting changes	N/A
3	6/11/20	Dan Thompson/ Bob Kieleszewski	Placed in QEMS Wiki page. Add Change Control table with Consequence of Change and Approver column per QP01 - 6.1.10.2.	Wiki provides better way of communicating QEMS to employees. Meets change control requirements of ISO 9001, Section 6.3.