



## Refrigerant Management Policy

- Our refrigerant management policy shows below the company's intention to comply with all regulations. As a minimum we include for the following within our policy.
- Recovery and recycling equipment will be made available to service technicians in sufficient quantity to perform within EPA regulations.
- Responsibility for the care and maintenance of recovery and recycling equipment, including recordkeeping, rests with the service technician.
- Records will be kept to guarantee performance and ensure regulation compliance. Included are inventory cards attached to new drums of refrigerant, use records for recycling and recovery equipment, and records on disposition of recovered or recycled refrigerant.
- Refrigerant cylinders stored on-site will not be filled to more than 80% of fluid capacity.
- Leak testing shall be performed periodically to ensure the integrity of all systems.
- Leaks will be repaired upon discovery. Management will be notified of any substantial venting or inability to repair leaks immediately.
- Refrigerants shall be recovered, reclaimed, or properly destroyed whenever removed from equipment.
- Before refrigerant is recovered, recycling or reclamation requirements shall be determined.
- Equipment will meet or exceed Air-Conditioning and Refrigeration Institute standards before being reused.
- Only approved containment vessels and equipment will be used. Dry nitrogen shall be used to break all vacuums created by the recovery process.
- We also have refrigerant logs on our Click Management system for the movements of new virgin refrigerants as well as reclaimed and recyclable gases.
- We also ensure that all our Employees have the same opportunities and are all treated fairly, courteously and without course for any action against the company.



This policy has been created and circulated to all persons named above as and when requested. It is also forms part of our employees' terms and conditions of employment and can be found in their Handbook.

This policy is also supported by our "Quality Policy"

Jason McMullen    Position:- Managing Director    Signed.     Date: 03/01/2012

Darren Parker    Position:- Technical services Director    Signed.     Date: 03/01/2012