

REFRIGERANT SERVICE ORDER FORM

**TO BE FILLED OUT FOR EVERY SERVICE WHERE REFRIGERANT TRANSFER WILL OCCUR
LEGIBLY FILL OUT ALL FIELDS ON FORM FOR EACH SERVICE. FILL OUT A SEPARATE FORM FOR EACH CIRCUIT.**

Work Order #: _____ Date of Initial Visit: _____ Date Completed: _____ Technician: (include printed name & signature) _____ <div style="display: flex; justify-content: space-between; width: 100%;"> Print Name Sign Name </div>	<h3 style="text-align: center;">Equipment Data</h3> Building # _____ Specific Location _____ MHMV _____ Manufacturer _____ Model # _____ Serial # _____ Circuit # (if applicable) _____ Refrigerant Type _____ FULL CHARGE of System <u>or</u> Circuit being serviced _____ lb _____ oz Equip Type: <input type="checkbox"/> Chiller <input type="checkbox"/> Split Sys <input type="checkbox"/> Pkg Unit <input type="checkbox"/> Lg Freezer <input type="checkbox"/> Lg Refrig <input type="checkbox"/> Other _____
Service Description (check all that apply): <input type="checkbox"/> Major Maintenance <input type="checkbox"/> Non-Major Maintenance <input type="checkbox"/> Other (Use Svc Desc. Box below) <input type="checkbox"/> Dispose of Unit <input type="checkbox"/> Refrigerant Recovered <input type="checkbox"/> Unit Disposal Paperwork Completed <input type="checkbox"/> Unit Marked "Empty"/Dated <input type="checkbox"/> Isolated Leak <input type="checkbox"/> Vacuum Level _____ <input type="checkbox"/> Transferred to Receiver/Condenser, or Pump Out Unit <input type="checkbox"/> Unit Flat at "0" psi – Could Not Recover	

Refrigerant	Cylinder Tag ID	Refrigerant Type	Total Quantity Refrigerant Added	
Recovered			lbs	oz
			lbs	oz
Added			lbs	oz
			lbs	oz
			lbs	oz
			lbs	oz
			lbs	oz
			lbs	oz
<input type="checkbox"/> New Unit Startup Charge		TOTAL QUANTITY ADDED:	lbs	oz

Leak Information

Leak Found Date _____

Leak Repaired Date _____

Initial Leak Verification Test Date _____
 Test done after repair before charging
 Method _____

Final Leak Verification Test Date _____
 Test done with unit running under normal load
 Method _____

ONLY FILL THIS SECTION OUT IF TRACE GAS IS USED

Trace Gas Used Ref. Type _____
 Cylinder ID _____
 Quantity _____ lbs _____ oz

Leak/Service Description: *Mark exact location of leak on diagram and describe how repaired in space below.*

Accidental Release Occurred (ONLY USE THIS SECTION IF A REFRIGERANT RELEASE ACCIDENTALLY OCCURS AND IS NOT DUE TO MECHANICAL FAILURE, INCLUDE REASON FOR RELEASE IN THE DESC. BOX ABOVE) **Estimated Quantity** _____ lbs _____ oz

**IF YOU RUN OUT OF ROOM
ON THIS FORM, ATTACH
ADDITIONAL FORM/SHEET.
7MAR2016**

HVAC SUPERVISOR OR DESIGNEE ENTRY ONLY

Appliance ID _____ Service Order Form ID _____ <input type="checkbox"/> Entered into Database - Initials _____	Leak Rate Calculation for unit with >50 lbs Class I/II Refrigerant (e.g. R-22): _____ %
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REFER TO INSTRUCTIONS FOR THE REFRIGERANT SERVICE ORDER FORM

ITEM 1 REFRIGERANT SERVICE ORDER FORM

**TO BE FILLED OUT FOR EVERY SERVICE WHERE REFRIGERANT TRANSFER WILL OCCUR
LEGIBLY FILL OUT ALL FIELDS ON FORM FOR EACH SERVICE. FILL OUT A SEPARATE FORM FOR EACH CIRCUIT.**

ITEM 2
 Work Order #: _____
 Date of Initial Visit: _____
 Date Completed: _____
 Technician: (include printed name & signature)

 Print Name Sign Name

ITEM 3 Equipment Data
 Building # _____
 Specific Location _____
 MHMV _____
 Manufacturer _____
 Model # _____
 Serial # _____
 Circuit # (if applicable) _____
 Refrigerant Type _____
 FULL CHARGE of System or Circuit being serviced
 _____ lb _____ oz

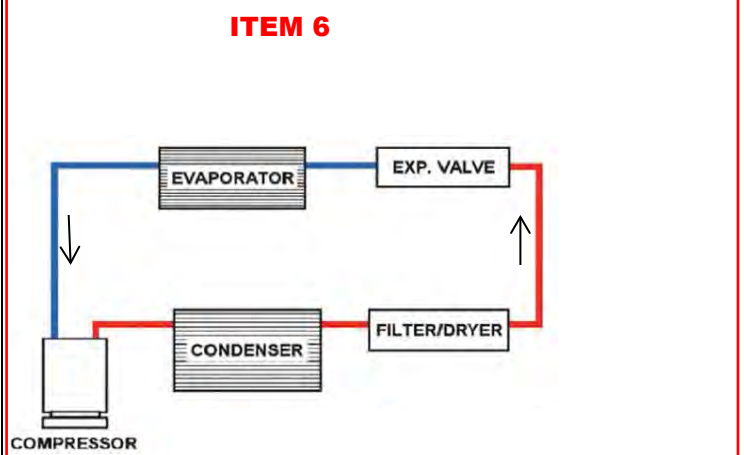
Service Description (check all that apply):
 Major Maintenance
 Non-Major Maintenance Other (Use Svc Desc. Box below)
 Dispose of Unit Refrigerant Recovered
 Unit Disposal Paperwork Completed
 Unit Marked "Empty"/Dated
 Isolated Leak Vacuum Level _____
 Transferred to Receiver/Condenser, or Pump Out Unit
 Unit Flat at "0" psi – Could Not Recover

Equip Type: Chiller Split Sys Pkg Unit
 Lg Freezer Lg Refrig Other _____

Refrigerant	Cylinder Tag ID	Refrigerant Type	Total Quantity Refrigerant Added	
Recovered			lbs	oz
			lbs	oz
ITEM 4 Added			lbs	oz
			lbs	oz
			lbs	oz
			lbs	oz
			lbs	oz
			lbs	oz
<input type="checkbox"/> New Unit Startup Charge		TOTAL QUANTITY ADDED:	lbs	oz

Leak Information ITEM 5
 Leak Found Date _____
 Leak Repaired Date _____
 Initial Leak Verification Test Date _____
 Test done after repair before charging
 Method _____
 Final Leak Verification Test Date _____
 Test done with unit running under normal load
 Method _____

Leak/Service Description: Mark exact location of leak on diagram and describe how repaired in space below.



ONLY FILL THIS SECTION OUT IF TRACE GAS IS USED ITEM 7
 Trace Gas Used Ref. Type _____
 Cylinder ID _____
 Quantity _____ lbs _____ oz

ITEM 8 **Accidental Release Occurred** (ONLY USE THIS SECTION IF A REFRIGERANT RELEASE ACCIDENTALLY OCCURS AND IS NOT DUE TO MECHANICAL FAILURE, INCLUDE REASON FOR RELEASE IN THE DESC. BOX ABOVE) **Estimated Quantity** _____ lbs _____ oz

IF YOU RUN OUT OF ROOM ON THIS FORM, ATTACH ADDITIONAL FORM/SHEET.
 7MAR2016

HVAC SUPERVISOR OR DESIGNEE ENTRY ONLY

Appliance ID _____ **ITEM 9**
 Service Order Form ID _____
 Entered into Database - Initials _____

Leak Rate Calculation for unit with >50 lbs Class I/II Refrigerant (e.g. R-22):
 _____ %

INSTRUCTIONS FOR THE REFRIGERANT SERVICE ORDER FORM

Item 1: GENERAL INSTRUCTIONS

- Fill out a form for every HVAC service where refrigerant transfer will occur.
- Fill out a separate form for each circuit you work on.
- Write legibly - the data is being entered into a database and an EPA inspector may review this record.
- Fill out all applicable fields.

Item 2: SERVICE DOCUMENTATION AND DESCRIPTION

- Enter the work order #, the date of your first service (initial visit), and the date you complete the repair.
- Print and Sign as the technician on the job.
- For the "Service Description" check all boxes that apply.

Major maintenance means any maintenance, service, or repair that involves the removal of any or all of the following appliance components: compressor, condenser, evaporator, or auxiliary heat exchange coil (40 CFR 82.152).

Item 3: REFRIGERATION EQUIPMENT INFORMATION

- Enter ALL equipment data to ensure the equipment can be identified in the database. In Specific Location, enter "Roof", "Ground", and direction (North, South, East, West), Room Number, etc.
- Include the MHMV number if found on unit.
- Use the Model/Serial of the condenser when applicable. For units with no Model/Serial use (1) MHMV#, (2) XXXXX-1, 2, etc. (XXXXX = Bldg #), or agreed upon nomenclature. Assigned numbers need to be discussed with Supervisor and eventually affixed to unit to ensure accurate inventory tracking.
- For multi-circuit units, you must fill out a separate service order form for each circuit. Please indicate the circuit number you are working on. If it is difficult to determine a number, then indicate specific identifying information in the service description box.
- Include the full charge of the system/circuit being serviced (not the amount of refrigerant added during the service).
- Indicate the equipment type by checking the appropriate box.

Item 4: AMOUNT OF REFRIGERANT USED IN THE SERVICE

- If refrigerant is added during the service, then include the details on the amount of refrigerant recovered and the amount of refrigerant that is added to the system in the appropriate area of the form.
- The Refrigerant Cylinder Tag ID, Refrigerant Type (R-22, 410A, etc), and Quantity of refrigerant added is extremely important to ensure accurate inventory tracking.
- This is the only area on the form that you will record the amount of refrigerant is added to the system. If you need more room use another service order form or a blank sheet.

Item 5: LEAK REPAIR DOCUMENTATION

- You must ensure that all fields in leak section are filled out; this is one of the most important parts of the form.
- Include the date you found the leak, repaired the leak, did the initial leak verification test (the test done after repair but before charging), and the final leak verification test (the test done with the unit running under normal load). Also include the appropriate leak test methods (electronic leak detector, soap bubbles, etc).
- In general, owners or operators must either repair leaks within thirty days from the date the leak was discovered, or develop a dated retrofit/retirement plan within thirty days and complete actions under that plan within one year from the plan's date. There is also an option to mothball the system (intentional shutdown and refrigerant removal) but the timelines pick up again as soon as the system is back on-line.

Item 6: LEAK/SERVICE DESCRIPTION

- On the diagram, mark the location of the leak.
- Include a description of how the leak was repaired.

Item 7: TRACE GAS DATA (IF APPLICABLE)

- Only fill out this section if a trace gas is used to ensure accurate inventory tracking.

Item 8: ACCIDENTAL RELEASE DATA (IF APPLICABLE)

- Use this section to document if there was an accidental release. Accidental release is not defined by EPA, but it is not a mechanical failure. This would be rare, but enter data here only if the release was caused by human error, weather, or some other incident outside of your control.

Item 9: HVAC SUPERVISOR OR DESIGNEE ENTRY ONLY

- This section used by the person entering the Service Order Form into the database for tracking compliance.