**Ozone Depleting Substances (ODS) & other Halocarbons 24-Hour Release Report**

Report releases of ODS (or other halocarbons) estimated to be equal or greater than **10 kg** (22 lbs)\*

Report all releases to: UBC Risk Management Services (RMS).

RMS Main Office phone#: 604-822-2029 and fax #: 604-822-6650

|  |  |
| --- | --- |
| Date and time of release (if known): |  |
| Date and approximate time of detection: |  |
| Date and time of call/fax/email: |  |
| Report was \_\_\_ called \_\_\_ faxed \_\_\_ emailed: |  |
| Reported by (name and phone number): |  |
| Owner of Refrigeration/AC Unit:  *(e.g. UBC Bldg Ops)* |  |
| Responsible person (name & phone number): |  |
| Location of equipment:  (Room #, Building name, Department) |  |
| Type of system:  (e.g. chiller, A/C, refrigerator) |  |
| Unit number (if applicable): |  |
| Type of ODS (Halocarbon) released:  *(e.g. R-134A)* |  |
| Estimated quantity (kg) of release (if known):  *(e.g. 10 kg)* |  |
| Short description of incident: |  |
| Measures to prevent future releases:  (include implementation date) |  |

**IMPORTANT NOTES:**

UBC Building Operations must notify RMS within 24 hours. [“*Verbal or written reports must be sent to Environment Canada* ***within 24 hours*** *after the leak is detected”*].

\*Report any release of carbon tetrachloride or dibromodifluoromethane in excess of 1 kg, or trichloroethane in excess of 5 kg.