Ozone-Depleting Substances (ODS) and Other Halocarbons

UBC Requirements for Service and Maintenance Contractors

Reference
BC Ozone Depleting Substances and Other Halocarbon Regulations

Purpose
This document specifies the service and maintenance requirements related to units containing ODS and other halocarbons to be followed by all UBC service and maintenance contractors. It is designed to:

- Ensure that UBC contractors are compliant with the pertinent regulations
- Control and minimize any potential adverse environmental impact resulted from the release of ODS

Requirements
The release of ozone depleting substances is prohibited.

- Contractor employees must not release, allow, or cause the release of an ODS or other halocarbon from
  - air conditioning or refrigeration units or
  - any container, device or equipment used in the re-use, recycling, reclaiming or storage of an ozone depleting substance
- Contractor employees must not add ODS to equipment, devices or containers which are leaking
- Contractor employees must not store, dispose of, or destroy ODS in a manner which allows it to enter the environment

Approved Person
"Approved person" means a person who:

- Holds appropriate trade credentials and is qualified in the appropriate trade sector by having successfully completed a recognized trade school program, or having at least one year of supervised practical service experience, and
- Has successfully completed an environmental awareness course approved by Environment Canada and the BC Ministry of Environment
- Only an approved person may purchase or possess an ODS for the purpose of servicing air conditioning or refrigeration equipment
- Only an approved person may service air conditioning or refrigeration equipment
Record of Approved Persons

All air conditioning or refrigeration units’ service contractors **must** provide UBC with a record of each contractor employee who is an approved person, specifying their: name, registration number and date of approved person course completion.

Labelling and Record Keeping

- Contractor employee who evacuates an ODS from, or charges or recharges ODS from, air conditioning or refrigeration equipment must record on a permanently affixed label or tag and in a service log:
  - the results of any leak tests
  - the type and amount of ozone depleting substance added or evacuated
  - that the equipment does not contain an ozone depleting substance if evacuated
  - the date the substance was added or evacuated, and
  - the name and registration number of the person who performed the service, and the name of their company
- The service log must:
  - chronologically record, over the preceding 36 months, service calls during which equipment was charged or recharged and incidents of leaks detected
  - be maintained and available for inspection on-site at UBC

Ozone depleting substances may not be added for leak testing

- Contractor employee must not add an ODS to any equipment, device or container for the purpose of leak testing it
- Contractor employee must not charge or recharge any equipment or device with an ODS unless it has first been leak tested
- Contractor employee must not charge or recharge any refillable container with an ODS unless it have been regularly spot-checked for leaks.

Release Reporting

Contractors must report any release of an ODS by completing the UBC ODS Release Report form and submitting it to their UBC contact and to UBC RMS, Environmental Services as soon as possible

Service of Refrigeration or Air Conditioning Equipment

- Contractor employee servicing air conditioning or refrigeration units must:
  - use a device for the recovery or/and recycling of the ODS which meets the performance standards set out in Schedule B of the ODS regulations to prevent the release of the ODS into the environment.
  - perform it in accordance with the Code of Practice on Halons, published by Environment Canada.
- Prior to disposal of air conditioning or refrigeration equipment or a container containing ODS, the ODS must be recovered using devices or methods that meet the performance standards set out in Schedule B of the ODS regulations.
Phase Out of Ozone Depleting Substances

- Contractor employee must not charge a refrigeration or air conditioning system with any Class I substance, as listed in Schedule A of the ODS regulations. This does not apply to chillers unless the chiller has undergone an overhaul that includes the following:
  - replacement or modification of an internal sealing device
  - replacement or modification of an internal mechanical part other than: an oil heater, an oil pump, a float assembly, or a vane assembly in the case of a chiller with a single-stage compressor
  - resulted from the failure of an evaporator or a condenser heat-exchange tube
- Chillers must not be charged with any Class I substance on and after January 1, 2015