

**SECTION:** Business Affairs/Physical Plant  
**SUBJECT:** Refrigerant Leak Policy

**ISSUED BY:** Director of Physical Plant  
**REPLACES:**  
**APPROVED BY:** Administrative Council  
**EFFECTIVE DATE:** March 27, 1992

**Policy**

Upon discovery of a refrigerant leak our goal will be to find and repair same immediately. This will involve leak testing and repair. If a leak cannot be found due to being extremely small, we will get the system back in operation and monitor/log the system until the leak can be found.

Since the EPA (Environmental Protection Agency) requires that leaks be repaired without exception, approval of necessary overtime to correct a refrigerant leak on an air conditioning or refrigeration system may be approved.

Recovery/recycling of refrigerants must be carried out by the procedure given by Secron and the EPA. This being done so as to protect our environment, i.e., the ozone. Since we have a Secron refrigerant recovery/recycling system, any refrigerant left in a system must be reclaimed before repair on a system can be carried out.