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## Section 608 Self Audit Checklist: Servicing of Small Appliances

1.            Does your facility use company employees to service, maintain, or repair small appliances containing refrigerants? If no, *skip to question # 7 and hire contractors that answer yes to questions 2, 4, and 5.*  
  
Note: Small Appliance means any of the following products that are fully manufactured, charged, and hermetically sealed in a factory with five (5) pounds or less of refrigerant: refrigerators and freezers designed for home use, room air conditioners (including window air conditioners and packaged terminal air conditioners), packaged terminal heat pumps, dehumidifiers, under-the-counter ice makers, vending machines, and drinking water coolers.
  
2.        \*    Do you own or lease EPA-certified refrigerant recovery equipment? If no, *skip to question #6. Lists of certified equipment may be obtained by contacting the Air Conditioning and Refrigeration Institute (ARI) at 703-524-8800 and the Underwriter's Laboratories (UL) at 708-272-8800 ext. 42371.*
  
- 2a.   \*       Has any representative of your facility altered the design of the recovery equipment in your possession?
  
3.                   For each piece of recovery equipment, record the manufacturer's name, the model and serial numbers, the rated refrigerants and whether or not the equipment has been certified by ARI or UL to meet EPA requirements. *See Form A*
  
4.        \*    Have you submitted to EPA a recovery equipment certification form? *If no, a copy of the form can be downloaded from EPA Region 2's website at <http://www.epa.gov/region02/cfc/rshome.htm> or obtained by calling the Stratospheric Ozone Hotline at 1-800-296-1996.*
  
5.        \*    Do your service technicians have either Type I or Universal certification under Section 608 of the Clean Air Act? *If no, skip to question # 8. A list of EPA-approved Section 608 certifying organizations can be downloaded from EPA Region 2's website at <http://www.epa.gov/region02/cfc/rshome.htm> or obtained by calling the Stratospheric Ozone Hotline at 1-800-296-1996.*
  
6.                   For each service technician, record his/her name, certification level, certification number, and testing agency. *See Form B*
  
7.        \*    Does your facility send used refrigerant to an EPA-approved reclamation facility? *A list of EPA Certified Reclaimers can be downloaded from EPA Region 2's website at <http://www.epa.gov/region02/cfc/rshome.htm> or obtained by calling the Stratospheric Ozone Hotline at 1-800-296-1996.*

Note: Refrigerant may be returned to the appliance from which it is recovered or to another appliance owned by the same person without being reclaimed.

8.               Have you converted any of your equipment to a new refrigerant? *If no, stop.*
9.          \*     Are the new refrigerant(s) approved under EPA's Significant New Alternatives Policy (SNAP) Program? *A list of acceptable refrigerants under EPA's SNAP Program can be downloaded from EPA Region 2's website at <http://www.epa.gov/region02/cfc/rshome.htm> or obtained by calling the Stratospheric Ozone Hotline at 1-800-296-1996.*
10.         \*     Was a new refrigerant label installed on the equipment?

**Note: If you checked any of the boxes that are starred, you may be out of compliance with Section 608 of the Clean Air Act. If you voluntarily disclose to EPA any of the violations found through the use of this checklist, you may eliminate or substantially reduce the penalties associated with these violations. For more information about these potential penalty reductions, call EPA Region 2's Compliance Assistance and Program Support Branch at 212-637-4050.**

Disclaimer: The statements in this checklist are intended solely as guidance to aid regulated entities in complying with Section 608 of the Clean Air Act. The checklist is not a substitute for reading the regulation and understanding all its requirements as it applies to your facility. EPA may decide to update this checklist without public notice to reflect changes in EPA's approach to implementing Section 608 of the Clean Air Act or to clarify and update text. To determine whether EPA has revised this checklist and/or to obtain copies, contact EPA Region 2's Compliance Assistance and Program Support Branch at 212-637-4050 or visit our webpage at: <http://www.epa.gov/region02/cfc/rshome.htm>

**FORM A -  
Recovery/Recycle Equipment Inventory**

Name of Recovery Equipment:	
Manufacturer:	
Model #:	
Serial #:	
Date of Manufacture:	
Refrigerant types:	

Name of Recovery Equipment:	
Manufacturer:	
Model #:	
Serial #:	
Date of Manufacture:	
Refrigerant types:	

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Model #:	
Serial #:	
Date of Manufacture:	
Refrigerant types:	

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Model #:	
Serial #:	
Date of Manufacture:	
Refrigerant types:	

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Manufacturer:	
Model #:	
Serial #:	
Date of Manufacture:	
Refrigerant types:	

Name of Recovery Equipment:	
Manufacturer:	
Model #:	
Serial #:	
Date of Manufacture:	
Refrigerant types:	

**FORM B -  
Technician Certification Information**

Technician Name:	
Certification Level:	
Identification Number:	
Testing Agency:	
Testing Agency EPA Approval Date:	

Technician Name:	
Certification Level:	
Identification Number:	
Testing Agency:	
Testing Agency EPA Approval Date:	

Technician Name:	
Certification Level:	
Identification Number:	
Testing Agency:	
Testing Agency EPA Approval Date:	

Technician Name:	
Certification Level:	
Identification Number:	
Testing Agency:	
Testing Agency EPA Approval Date:	

Technician Name:	
Certification Level:	
Identification Number:	
Testing Agency:	
Testing Agency EPA Approval Date:	

Technician Name:	
Certification Level:	
Identification Number:	
Testing Agency:	
Testing Agency EPA Approval Date:	

Technician Name:	
Certification Level:	
Identification Number:	
Testing Agency:	
Testing Agency EPA Approval Date:	

Technician Name:	
Certification Level:	
Identification Number:	
Testing Agency:	
Testing Agency EPA Approval Date:	