

**CAA CHLOROFLUOROCARBON (CFC) REFRIGERANT  
MANAGEMENT PRACTICES CHECKLIST**

Please use the checklist below for assessing compliance in your school, administrative unit or facility.

CAA COMPLIANCE PARAMETER	Yes	No	Comments
Are employees aware of the prohibition on intentional releases of CFC refrigerant?			
Are CFC refrigerants purchased by a licensed person? *			
Does the facility have a regular leak detection and repair program?			
Are personnel who perform CFC refrigerant recovery/recycling properly licensed? *			
Does record keeping include:			
• CFC refrigerant purchase log? *			
• Training and licensing of technicians involved in CFC refrigerant recycling/recovery? *			
• Copy of EPA Registration record for CFC recovery/recycling equipment? *			
• CFC refrigerant service and usage log (required for machines with ≥50 lbs. of refrigerant)?			
• CFC refrigerant disposal records? *			
Does CFC recycling and recovery equipment conform to EPA specifications and notification requirements? *			
Do equipment disposal agreements include an arrangement for CFC refrigerant recovery? *			
Is a procedure in place to notify EH&S of CFC refrigerant releases ≥ 100 lbs?			

**Note:** It is recommended that you require this documentation from contractors who service equipment.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date