

**RECORDING REFRIGERANT RECOVERY FROM SALVAGED ITEMS - SUGGESTED FORMATS**

Wisconsin Department of Natural Resources – Rev 8/16

Anyone salvaging or dismantling any type of equipment designed to contain regulated refrigerants must comply with Chapter NR 488, Wisconsin Administrative Code. Section NR 488.06(1) of that code requires that records be kept identifying each unit that is salvaged or dismantled, including the type of equipment, serial or other identifying number, and the date that the refrigerant is recovered or the date that it is determined that no refrigerant remains in that unit. The notes and tables below suggest procedures and formats for keeping these records, which must be kept for 3 years and made available to the DNR on request. You can use these formats to set up your own recordkeeping system.

**Salvaging appliances or other stationary refrigeration or air conditioning equipment** - As each unit to be salvaged is received or processed, record the type of unit (refrigerator, freezer, window AC, dehumidifier, etc.) and identification number (serial number of unit or unique number you apply). Determine and record whether the refrigerant system still contains a charge or is empty (may be obvious if the system is open, compressor cut out, lines broken, etc.). For those units with no charge, circle "NO" and record the technician's name and the date. For systems with remaining refrigerant, circle "YES" and record technician name and the date when the recovery is performed.

<b>STATIONARY AC -- REFRIGERANT RECORD for _____ Company</b>				
<b>Unit identity (type, make, model, identification number)</b>	<b>Any Refrigerant? Circle one (No or Yes)</b>		<b>Name or Initials of Technician</b>	<b>Date</b>
	No	Yes		
	No	Yes		
	No	Yes		
	No	Yes		
	No	Yes		
	No	Yes		
	No	Yes		
	No	Yes		
	No	Yes		
	No	Yes		
(add lines as needed)	No	Yes		

**Salvaging vehicles with air conditioning units** - As part of normal vehicle intake procedures, record the identity of each vehicle which has an air conditioning system. Determine if any refrigerant remains in the system. For intact systems, use a reliable method (gauge or sniffer) to check for refrigerant and record the results. If refrigerant is present, circle "YES". When the refrigerant is recovered, record the date and technician's name. If the system is empty, or if the AC components have been completely disconnected so that no refrigerant can possibly remain, circle "NO" and record the technician's name and date.

<b>VEHICLE AC -- REFRIGERANT RECORD for _____ Company</b>				
<b>Vehicle identity (year, make, model, identification number)</b>	<b>Any Refrigerant? Circle one (No or Yes)</b>		<b>Name or Initials of Technician</b>	<b>Date</b>
	No	Yes		
	No	Yes		
	No	Yes		
	No	Yes		
	No	Yes		
	No	Yes		
	No	Yes		
	No	Yes		
	No	Yes		
	No	Yes		
(add lines as needed)	No	Yes		

For more information on record-keeping or other requirements under Chapter NR 488, go to [dnr.wi.gov](http://dnr.wi.gov) and search for Refrigerant or contact the DNR Bureau of Air Management Refrigerant program at 608-266-7718 or email [DNRAirRefrigerantProgram@Wisconsin.gov](mailto:DNRAirRefrigerantProgram@Wisconsin.gov).