

STANDARD OPERATING PROCEDURE FOR SMALL APPLIANCE DISPOSAL Naval Air Station Jacksonville

Applicability: This SOP applies to small appliances that contain refrigerants such as air conditioners, refrigerators and ice makers. The Public Works Trouble Desk no longer accepts work requests for small equipment (unless it is stipulated in the facility agreement RBOS contract).

Option 1 - Government Purchase Card to Recycle via MWR

RBOS Service Desk contact information:

Email: cindy.guyette@fluor.com

deborah.cornelius@fluor.com

Phone: 542-2122, 542-2442, or 542-2468

Contact FLUOR trouble call desk for work order number requesting cost estimate.

Type of call: Government Purchase Card

Request: (example) "Need Estimate before work starts for refrigerant and refrigerant oil evacuation for X pieces of equipment (e.g. window air conditioner and refrigerator) from Building YY and delivery to MWR Recycling Building 623 for disposal IAW 40 CFR 82.156 (f)."

After job is estimated and you approve cost, please contact FLUOR and give credit card information with approved amount. FLUOR will then bill credit card upon completion of work performed.

Note: You must either deliver the appliance to MWR Recycling or pay the cost for its delivery. Please call the Recycling Center at 542-3113 to arrange a delivery time. Do not leave the equipment unless directed to do so by the recycling center. Log its receipt with Recycling Center personnel and clearly mark the equipment with your Service Call number, point of contact and phone number. Keep all records of equipment disposal.

Option 2 - Disposition Services Jacksonville (DSJ)

You may use this option if the item is still usable, or if the refrigerants and oils have been properly evacuated & documented. Phone: 904-542-3411 ext 102

Contact Ms. Dianne Wilson to schedule an appointment for turn in, or go to

www.dispositionservices.dla.mil for procedures on completing DD Form 1348 or electronic turn-in document (ETID).

If you turn in the appliance in Condition Code A (good condition, fully operable and intended for re-use), the Freon can remain in the appliance. DSJ will hold the unit for 45 days and attempt to find a customer for reutilization or transfer. If unsuccessful, DSJ will contact you to claim the unit, evacuate the Freon and oil, and turn the unit in as scrap.

If you turn in the appliance in Condition Code H (items that are no longer serviceable), the oils & refrigerants must be removed prior to transfer to DSJ. Please note DSJ will not evacuate or certify your appliances for disposal. Proper documentation (Certificate of Removal) is required from the RBOS contractor certifying Freon and oil were removed, who removed the Freon and oil, date and time.

Electronics must be recycled via the Environmental Department. Please call 542-2717 for information.

If you have any ODS questions please contact the Environmental Department at 542-5285 or 542-2732.

FREQUENTLY ASKED QUESTIONS SMALL APPLIANCE DISPOSAL (NAS JAX)

What is an ODS? ODS is an acronym for Ozone Depleting Substance regulated under 40 CFR 82. These substances, sometimes called Freon or refrigerants, are harmful to the earth's ozone layer if released to the atmosphere.

What is a small appliance? A small appliance is defined as ODS containing equipment hermetically sealed and usually containing 5 pounds or less of an ODS. These are your typical household refrigerators, freezers, window air conditioners, water coolers and others, but don't include units like those found in your car or truck.

Who is subject to this Standard Operating Procedure (SOP)? Everybody is subject to laws and regulations; however, for the purposes of this SOP the Navy Commands/Activities on Station are the target audience. The Station is subject to fines and penalties for violations.

Is the small appliance Government or Government furnished equipment? If the answer is Yes, it is subject to the SOP. However if it is not government property, you may pursue disposal through your local landfill operator. In most cases you must qualify as a resident in order to use this outlet; contact your local government for details. Generally, this document addresses Government property.

Can my small appliance be used by someone else? Yes. If your appliance is in good working condition, the appliance can be transferred to another party (same disposal requirements apply to the new owner). If not, you should follow this SOP.

Is there a cost involved with the disposal? Yes. The owner/requestor will be required to fund the actions for disposal or recycling.

What if my equipment is not a small appliance, but does contain an ODS as defined? Larger items (such as building air conditioning units, walk-in coolers/refrigerators, large ice makers, etc.) are handled in much the same manner as a small appliance. Because of its size (generally, ODS charge greater than 5 pounds) it is usually a plant accounted or a minor equipment inventoried item (government-owned) that has an associated maintenance funding. Check with your command or the Building Facility Manager before you take action.

Why can't I just take my small appliance off the base to a local landfill? You can if you are the owner (see above).

Why can't I just leave my small appliance where it is? You can if ownership is transferred to another party and they accept it (see above).

Why can't I just take it to Disposition Services Jacksonville (DSJ) ?

You can explore this alternative. You may be able to save the cost of a credit card or service call charge. You may also have to retain possession of the equipment until DSJ finds a buyer. If DSJ accepts the equipment, it may come back to you if a buyer cannot be found. You will then need to pursue Option 1 or 2.