



DEPARTMENT OF THE NAVY

NAVAL STATION NEWPORT
690 PEARY STREET
NEWPORT, RI 02841-1522

IN REPLY REFER TO:

NAVSTANPTINST 5090.10B
PRR4

DEC 13 2011

NAVAL STATION (NAVSTA) NEWPORT INSTRUCTION 5090.10B

From: Commanding Officer, Naval Station Newport

Subj: NAVSTA NEWPORT OZONE DEPLETING SUBSTANCES (ODS)
MANAGEMENT PROCEDURES

Ref: (a) Clean Air Act, 1990, section 608
(b) 40 CFR Part 82, Protection of Stratospheric Ozone
(c) OPNAVINST 5090.1C

Encl: (1) NAVSTA Newport HVAC Contract Requirements
(2) NAVSTA Newport Refrigerant Service Log
(3) NAVSTA Newport Refrigerant Equipment Disposal Log
(4) NAVSTA Newport Refrigerant Equipment Installation Log
(5) Refrigerant Removal Verification Statement (DRMS Form 2016, Apr 2004)

1. Purpose. To outline procedures and responsibilities related to the management of ODS.

2. Cancellation. NAVSTANPT/LOCAL AREA RI COORDINST 5090.10A.

3. Applicability. This instruction is applicable to all military and civilian personnel assigned to or working at NAVSTA and its tenants. All contractors providing construction or other services at this facility are also subject to the provisions of this instruction.

4. Policy. It is the policy of this command to reduce the use and emission of ODS and to ensure full compliance with references (a) and (b). This commitment will be demonstrated through proven management practices and diligent record keeping and reporting.

5. ODS and their uses. ODS are those chemicals that deplete the upper atmospheric ozone protective shield (ozone layer). The upper atmospheric layer of ozone protects humans, animals and plants from harmful high-energy radiation. ODS include refrigerants (freon), fire suppression agents (halon) and

cleaning solvents (R-113, carbon tetrachloride). ODS substances are defined by reference (a) and are designated as Class I or Class II substances. Class I substances include chlorofluorohydrocarbons (CFC), halons and carbon tetrachloride. Class II substances include hydrochlorofluorocarbons (HCFC). Class II substances are interim materials to allow a rapid phase out of Class I substances. Class II substances are also scheduled for phase out (HCFC-141b by 2003; HCFC-22 and HCFC-142b by 2020; and all other HCFC by 2030).

a. Typical Class I ODS and their uses include:

- (1) CFC-11 Chillers
- (2) CFC-12 Refrigeration, Air Conditioning
- (3) CFC-113 Cleaning solvent, Refrigeration
- (4) CFC-114 Air conditioning
- (5) CFC-500 Chillers, Aircraft
- (6) CFC-502 Freezers
- (7) Halon 1211 Fire Extinguishers
- (8) Halon 1301 Fixed Fire Suppression Systems

b. Typical Class II ODS and their uses include:

- (1) HCFC-22 Refrigerant
- (2) HCFC-123 Refrigerant

c. ODS can typically be found in such items as:

- (1) Air conditioning systems such as window units, package units, chillers, heat pumps and computer room units.
- (2) Cold storage refrigeration systems such as cold storage, ice machines and freezers.

(3) Small equipment such as refrigerators, drinking fountains, salad bars and vending machines.

(4) Motor vehicle air conditioning systems.

(5) Fire suppression systems such as portable fire extinguishers and permanent installed systems.

(6) Solvent cleaning applications such as vapor degreasers and cold cleaning tanks.

(7) Support systems on military ships, aircraft and vehicles such as weapons systems cooling, food storage, refrigeration and comfort cooling air conditioning systems.

6. Atmospheric Releases. In accordance with 40 CFR 82.154(a), no person maintaining, servicing, repairing or disposing of appliances may knowingly vent or otherwise release into the environment any class I or class II substance used as a refrigerant in such equipment.

7. Technician Qualifications. In accordance with 40 CFR 82.161, all technicians performing service to ODS equipment must be certified by an approved technician certification program.

8. Recycling/Recovery Equipment Certification. In accordance with 40 CFR 82.162, personnel maintaining, servicing, repairing or disposing of ODS containing appliances must certify to EPA that such person has acquired certified recovery or recycling equipment.

9. Appliance Service/Repair. In accordance with 40 CFR 82.156, owners of ODS containing appliances which normally contain more than 50 pounds (lbs) of refrigerant must have leaks repaired if the loss of refrigerant exceeds 15 percent of the total charge during a 12-month period. Owners of commercial refrigeration used in retail food and cold storage warehouses and industrial process refrigeration equipment must have leaks repaired when the loss of refrigerant exceeds 35 percent of the total refrigerant charge during a 12-month period. Owners or operators are required to repair leaks within 30 days of discovery or within 30 days of when leaks and to document all service/repairs.

10. Appliance Disposal. In accordance with 40 CFR 82.156, all personnel disposing of ODS containing appliances must evacuate the refrigerant in the entire unit to a recovery or recycling machine certified in accordance with 40 CFR 82.158. Usable ODS containing appliances not reused at the facility and unusable containing appliances are processed through the Defense Reutilization and Marketing Office (DRMO) in accordance with DoD Instruction 4160.21-M. Usable ODS containing appliances are not required to have refrigerant evacuated. Unusable ODS containing appliances are evacuated of all ODS prior to being processed through DRMO.

11. Acquisition. Public Law 102-484 (section 326), 40 CFR 8 (subpart D), and Presidential Executive Order 12843 require Federal agencies to establish practices to minimize procurement of class I ODS. Public Law 102-484 requires that no Class I ODS contracts be issued without a Technical Certification provided by an Authorized Technical Representative and approval of a Senior Acquisition Official (SAO). Chapter 6-5.2 of OPNAVINST 5090.1C requires that all Class I ODS for mission critical applications shall be procured from the DoD ODS Reserve. A class approval (also called a waiver) is an acquisition approval document prepared by local environmental managers to allow acquisition of Class I ODS for specific programs. Implementation of a class approval allows an activity to procure ODS without repetitive SAO approval for individual purchases. Class approvals are finite and typically must be reauthorized and reissued every 12 months with full justification.

12. Removed and Recovered ODS. ODS should be recovered (removed from the equipment and stored in an external container) and evaluated for future use. Different types of ODS should be recovered and stored in separate containers. ODS removed from military equipment should be reserved for future military mission critical applications of ODS use. ODS removed from non-mission critical application of ODS uses (such as activity appliances) may be retained (stockpiled) by the activity to support the transition conversion plan or forwarded to the DoD ODS Reserve. The DoD ODS Reserve maintains a stockpile of ODS to support future military mission critical applications of ODS use. The Reserve stockpiles ODS such as R-11, R-12, R-114, R-500, R-502, Halon-1211, and Halon-1301. In general mission-critical applications of ODS use are Class I ODS used in

military tactical ships, aircraft, tactical ground combat and assault amphibious vehicles with enclosed crew compartments and weapons systems.

13. Reporting and Recordkeeping Requirements. In accordance with 40 CFR 82.156, persons servicing ODS containing appliances normally containing 50 pounds of refrigerant or more must keep service records containing the date and type of service and the quantity of refrigerant added. NAVSTA requires all technicians servicing ODS equipment, regardless of the charge size, to fill out the appropriate paperwork. Enclosures (1) through (5) detail the requirements for contracts and the forms that all technicians must complete for installation, disposal and servicing of ODS equipment. These forms must be submitted to the ODS Program Manager as soon as possible or on a monthly basis, whichever is appropriate for the action. The information from these forms will be transferred to the ODS database available on the S drive so that all records are kept in an easily accessible location.

14. Responsibilities

a. The CO shall ensure compliance with references (a) through (c).

b. The Public Works Officer (Code PRR) shall:

(1) Ensure the ODS program receives appropriate attention and that this plan is implemented.

(2) Dedicate adequate resources to ensure implementation.

c. The Environmental Division (Code PRR4) is designated as the ODS Program Manager for NAVSTA. To ensure compliance with the requirements in references (a) through (c), the ODS Manager shall:

(1) Provide technical advice to the CO and all associated tenant commands.

(2) Prepare reports and correspondence as required by the EPA, state regulatory agencies and Navy instructions.

(3) Ensure that contracts that include maintaining, servicing, repairing or disposing of ODS containing equipment follow the procedures in enclosure (1) and complete the necessary forms as provided in enclosures (2) through (5).

(4) Ensure that all contractors and Navy service technicians servicing and/or repairing appliances and equipment within NAVSTA and tenant commands are certified in accordance with 40 CFR 82.161. Copies of the certifications must be obtained prior to performance of any work and are to be maintained in the Environmental office, as well as recorded in the ODS database located on the S drive.

(5) Enter the service, installation and disposal records into the ODS database.

(6) Review and update this instruction as required.

(7) Maintain the ODS database.

(8) Maintain a list on the ODS database of all ODS recovery/recycling equipment and the most recent ODS recovery/recycling equipment certifications for NAVSTA and tenants.

(9) Track and calculate leak rates using the ODS database for all ODS containing appliances monthly.

d. The Engineering Division (Code PRR2) shall:

(1) Ensure all contracts involving heating, ventilation, air conditioning and refrigeration (HVAC&R) equipment contain the contract requirements provided in enclosure (1).

(2) Maintain a current list of all HVAC&R equipment containing less than 5 pounds of refrigerant in the ODS database or as a separate list. Submit any changes to this list to the ODS Manager on a monthly basis to update the ODS database.

e. The Emergency Services and PM Branch (Code PRR21) shall:

(1) Complete the forms provided, enclosures (2) through (5), as appropriate, for all preventive maintenance and service performed on HVAC&R equipment delegated to Code PRR311 for maintenance. Submit copies of these records to the ODS Manager on a monthly basis.

(2) Ensure that technicians are certified in accordance with 40 CFR 82.161 and that copies are provided to the ODS Program Manager.

(3) Use only EPA certified recovery or recycling equipment. Provide and update, as necessary or as requested, a current list of all recovery/recycling equipment and applicable equipment certifications.

(4) Remove or verify refrigerant has been removed from small appliances prior to disposal in the scrap metal yard. The person disposing of such appliances must complete the signed statement, enclosure (5), prior to disposal. Copies of these statements shall be submitted to the ODS Manager monthly or as soon as they are completed.

(5) Ensure that no technician maintaining, servicing, repairing or disposing of appliances may knowingly vent or otherwise release into the environment any Class I or Class II substance.

(6) Ensure that leaking HVAC&R equipment be repaired promptly and report any instance where leaking equipment is operating and will not be promptly repaired to the ODS Program Manager.

(7) Ensure that refrigerant that must be removed from a unit is reused, if uncontaminated; decontaminated and recycled on site by the contractor, if recyclable or pumped into a DOT approved canister, labeled to describe the type of refrigerant and amount by weight, and removed from government property for proper disposal. All refrigerant classified as a class I ODS per 40 CFR 82 and OPNAVINST 5090.1B shall be returned to the DoD ODS Reserve. Each container shall be labeled with the type of refrigerant, amount in pounds, and name, address and phone number of the ODS Program Manager. Mixing of more than one type of refrigerant in one canister is prohibited.

(8) Ensure that equipment being disposed had a signed statement containing the name and address of the person who recovered the refrigerant from the equipment and the date the refrigerant was removed. In addition, an EMPTY label must be attached to the appliance to indicate that the refrigerant has been removed.

f. The Acquisition Branch (Code PRR 22), FEAD and the Facilities Management/Facilities Support Branch (Code PRR 23) shall:

(1) Ensure contractors installing, disposing or servicing NAVSTA and tenant's ODS containing equipment follow the procedures of enclosure (1) and this instruction and use enclosures (2) through (5) as appropriate to document work on ODS equipment. Submit copies of these records to the ODS Program Manager as soon as they are completed or monthly, whichever is most appropriate.

(2) Ensure that all contractors installing, disposing, servicing and/or repairing ODS containing equipment within NAVSTA and tenant commands are certified in accordance with 40 CFR 82.161. Copies of the certifications must be obtained prior to performance of any work and are to be submitted to the ODS Program Manager.

g. The Supply Department (Code N41) shall:

(1) Ensure NAVSTA activities procure recycled or reclaimed ODSs whenever possible.

(2) Implement appropriate ODS procurement guidelines.

h. All NAVSTA tenant commands shall:

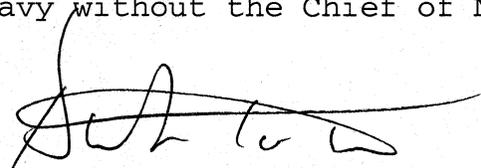
(1) Ensure that contractors or Navy service technicians that maintain, service, repair or dispose of ODS containing equipment follow the procedures in enclosure (1) and complete the necessary forms as provided in enclosures (2) through (5) as appropriate to document work on ODS equipment. Submit copies of these records to the ODS Program Manager as soon as they are completed or monthly, whichever is most appropriate and certified in accordance with 40 CFR 82.161. Those commands that do not have qualified personnel shall contact their Public

Works Customer Liaison for assistance. Copies of the certifications must be obtained prior to performance of any work and are to be submitted to the ODS Program Manager.

(2) Ensure ODS have been properly recovered prior to transferring HVAC&R equipment to DRMO or scrap yard for disposal. This also applies to small appliances. Commands must ensure that personnel performing the final disposal are qualified to do so and that they complete enclosure (5), the signed statement of evacuation. Those commands that do not have qualified personnel shall contact their Public Works Customer Liaison for assistance. Copies of these statements shall be submitted to the ODS Program Manager monthly.

(3) Inform the ODS Manager of any changes in the number, location or status of all ODS containing appliances and/or ODS recovery/recycling equipment within their commands.

(4) Arrange for disposal of excess Class I ODS into the Navy portion of the DoD ODS reserve. No Navy activity shall sell any Class I ODS outside the Navy without the Chief of Naval Operation's permission.



D. W. MIKATARIAN

NAVAL STATION (NAVSTA) NEWPORT HEATING VENTILATION AND AIR
CONDITIONING (HVAC) REQUIREMENTS

1. The contractor shall submit the NAVSTA HVAC Equipment Disposal Form for all refrigerant containing equipment type, manufacturer, model number, serial number and equipment location. In addition, the contractor must submit the Refrigerant Removal Verification Statement (DRMS Form 2016, Apr 2004).
2. The contractor shall submit the NAVSTA HVAC Equipment Installation Form for all refrigerant containing equipment installed. The form shall include equipment type, manufacturer, model number, serial number, capacity British Thermal Units per hour (BTUH), refrigerant charge size 1 (lbs.), refrigerant type and equipment location.
3. The contractor shall submit the NAVSTA HVAC Refrigerant Service Form for all refrigerants added to and/or removed from all refrigerant containing equipment. The form shall include date of service, type of service provided, make/model/serial number of unit serviced, listed capacity of refrigerant added/removed, quantity of refrigerant added/removed, contractor recovery equipment make, model and serial number and refrigerant cylinder number. The form shall also include whether refrigerant was provided by the contractor or reclaimed from another unit. If reclaimed, documentation of make/model/serial number and location of unit in which refrigerant was reclaimed shall be maintained.
4. Refrigerant that must be removed from a unit shall be reused, if uncontaminated; decontaminated and recycled on site by the contractor, if recyclable or pumped into a DOT approved canister labeled to describe the type of refrigerant and amount by weight, and removed from government property for proper disposal. All refrigerant classified as a Class I Ozone Depleting Substance (OPNAVIST 5090.1C) shall be returned to the DoD/ODS Reserve Center. Each container shall be labeled with the type of refrigerant, amount in pounds, name, address and phone no. of Environmental representative. Containers that have had the refrigerant removed must be labeled EMPTY and the contractor must complete the Refrigerant Removal Verification Statement (DRMS Form 2016, Apr 2004), to submit to the ODS Program Manager in the Environmental Office. Specific instructions on this

process may be obtained by contacting the ODS Program Manager in the Environmental Office. Personnel should be aware that forfeiture of personal refrigerant recovery cylinders is likely when returning Class I ODS to the DoD/ODS Reserve. Mixing of more than one type of refrigerant in one canister is prohibited. The contractor shall obtain a receipt for disposed refrigerant and submit a copy to the contractor's representative. Receipt shall clearly note cylinder number, the amount of NAVSTA Newport refrigerant disposed and the location of the disposal.

5. The contractor shall at all times comply with Title 40, Part 82 (40 CFR 82) of the Code of Federal Regulations and Navy Regulations as applicable.

6. All work performed on equipment containing refrigerant shall be performed by technicians certified by an approved technician of certifications shall be submitted to the contractor's representative in advance of the work.

7. All the equipment used during maintenance, service, repair, installation, removal or disposal of equipment containing refrigerant must be certified by an approved equipment testing organization in accordance with 40 CFR 158. Copies of such certifications shall be submitted to the contractor's representative

8. Proof that the contractor has certified to the U.S. Environmental Protection Agency (EPA), in accordance with 40 CFR 162 (a), that the equipment is certified and shall be submitted to the Contractor's representative in advance of the work.

9. Deliberate venting of refrigerants during equipment service, repair, installation or removal is prohibited.

NAVAL STATION (NAVSTA) NEWPORT REFRIGERANT SERVICE LOG

SERVICE INFORMATION

Date of Service _____
Date of service provided _____
Work Order # _____ Trouble Call # _____
Specific Repair or Scheduled Maintenance (Circle One)
Service Technician _____ Phone _____
Company _____

EQUIPMENT INFORMATION

Location (Bldg/floor/room) _____
Equipment Type _____
Manufacturer/Make _____
Model # _____ Serial # _____

REFRIGERANT INFORMATION

Listed capacity (lbs refrigerant) _____
Type of Refrigerant Added (CFC-12, HCFC-22, etc) _____
Qty added (lbs refrigerant) _____
Refrigerant Source: Provided by Contractor or Reclaimed Refrigerant (Circle one)
Type of Refrigerant Removed (CFC-12, HCFC-22, etc) _____
Qty removed (lbs refrigerant) _____ Disposal Receipt Provided Y / N

LEAK INFORMATION

Initial Leak Test Performed? Y / N Method _____
Follow-up Leak Test Performed? Y / N
Method _____

NAVAL STATION (NAVSTA) NEWPORT REFRIGERANT SERVICE LOG

ACCIDENTAL RELEASE INFORMATION

Did Accidental Release Occur? Y / N Date (if known) _____

Description _____

Estimate Amount Released (lbs. refrigerant)

NAVAL STATION (NAVSTA) NEWPORT REFRIGERANT EQUIPMENT DISPOSAL LOG

CONTRACT INFORMATION

Contract # _____
Date of Removal _____
Contractor Name _____
Contractor Address _____
Contractor Phone # _____
Service Technician Name _____
Technician Company Name _____
Technician Company Phone # _____

EQUIPMENT INFORMATION

Location: Bldg _____ Floor _____ Room _____
Equipment Type _____
Manufacturer/Make _____
Model # _____ Serial # _____

REFRIGERANT INFORMATION

Listed capacity (lbs refrigerant) _____
Type of Refrigerant Removed (CFC-12, HCFC-22, etc) _____
Qty removed (lbs refrigerant) _____
Recovery Equipment Model # _____ Serial # _____
Refrigerant Cylinder Number _____
Refrigerant Disposal Location _____

Comments _____

NAVSTA NEWPORT REFRIGERANT EQUIPMENT INSTALLATION LOG

CONTRACT INFORMATION

Contract # _____
Date of Installation _____
Contractor Name _____
Contractor Address _____
Contractor Phone # _____
Service Technician Name _____
Technician Company Name _____
Technician Company Phone # _____

EQUIPMENT INFORMATION

Location: Bldg _____ Floor _____ Room _____
Equipment Type _____
Manufacturer/Make _____
Model # _____ Serial # _____

REFRIGERANT INFORMATION

Listed capacity (lbs refrigerant) _____
Type of Refrigerant (CFC-12, HCFC-22, etc) _____

Comments

Enclosure (4)

STATEMENT OF ODS EVACUATION PRIOR TO FINAL DISPOSAL

The following is an excerpt from 40 CFR Part 82.156(f):

"Effective July 13, 1993, persons who take the final step in the disposal process (including but not limited to scrap recyclers and landfill operators) of small appliances, room air conditioning, motor vehicle air-conditioners (MVAC), or MVAC-like appliances must either:

(1) Recover any remaining refrigerant from the appliance in accordance with 40 CFR Part 82.156, or

(2) Verify the refrigerant has been evacuated from the appliance or shipment of appliances previously. Such verification must include a signed statement from the person from whom the appliance or shipment of appliances is obtained that all refrigerant that had not leaked previously has been recovered from the appliance or shipment of appliances in accordance with 40 CFR Part 82.156. This statement must include the name and address of the person who recovered the refrigerant and the date the refrigerant was recovered or a contract that the refrigerant will be removed prior to delivery."

Required signatures:

I have personally recovered all remaining refrigerant from the listed appliances prior to disposal.

Signature of person disposing of appliance

Date of recovery

or I have verified that the refrigerant had been recovered from the listed appliances prior to delivery for disposal.

Signature of person disposing of appliance

Date of recovery

Signature of person who recovered address refrigerant

Printed name of person who recovered refrigerant

Appliances: (include all identifying data for each appliance separately)

1. _____.

2. _____.

**Return form to the ODS Program Manager, Environmental Office, Bldg. 1,
1 Simonipietri Drive, Newport, RI 02841**