

Contractor Guidelines

1. Hot Work Permits – Any work done on campus using a heat gun, torch or a welder will be required to have a “hot works permit.” The permits can be obtained online and from the Office of EH&S and special provisions can be made for long term projects. Please contact the Office to make arrangements. *Please Note: Any work done outside using a heat source for paint removal, roof repairs, etc, requires a burn permit from the Williamstown Fire Department in conjunction with the College hot work permit. Note: The Office of EH&S will secure any such permits.*

2. Universal Waste – Universal waste consists of items such as light bulbs, computer monitors, televisions and mercury containing devices (thermometers, thermostats). Items must be recycled according to 310 CMR 30.1000.

3. Confined Space Entry - If the scope of your project includes the need to enter a confined space, you must first go through our Confined Space Awareness Training with Williams College EH&S staff. All those entering confined spaces must take part in the awareness training. Please contact our office to set-up a training date and time.

4. Asbestos and Lead Assessment – If the scope of your project includes demolition work contact Christina Cruz to schedule an Asbestos assessment. Any lead paint inquiries should be made to your Project Manager.

5. Oil Containing Equipment

I. New Equipment Installation

- A. Any time a new piece of equipment that contains oil is installed the following information must be sent to the Office of Environmental Health & Safety:
1. Location of new equipment.
 2. The amount of oil in the equipment
 3. Location of floor drains in proximity to the equipment
 4. Has secondary containment been provided?

II. Removing Oil Containing Equipment

- A. When an existing piece of equipment is removed the following information must be sent to the Office of Environmental Health & Safety:
1. Location of the old equipment
 2. The amount of oil in the equipment
 3. Contractor who will be removing equipment

III. Spills

- A. All spills, regardless of quantity must be reported to Security and the Office of Environmental Health & Safety
1. **IMPORTANT NOTE:** A spill of 10 or more gallons must be reported to the MA DEP within 2 hours.

6. Refrigerant Containing Equipment

Contractor Requirements

To define requirements for managing refrigerant service contractors and contractors installing new equipment.

Contractor shall be responsible and accountable for compliance with the EA Clean Air Act (CAA) Section 608, 40 CFR Part 82 and any state and local codes for all refrigerant-related work. Contractor shall ensure that all contractor employees are made aware of these practices prior to beginning work on refrigerant containing equipment.

Contractor shall provide only proper level EPA certified technicians using EPA certified and registered recovery/recycling units to perform work on new and existing Williams College refrigerant equipment.

Contractor shall submit the following information to the College Safety Coordinator or Project Manager prior to starting any work.

- A list of all service technicians' names and EPA certification numbers and level of certification. (copies of EPA Certification Cards)
- A list of all recovery/recycling units to be used and a signed statement that an EPA Recovery Unit Acquisition Certification form has been sent to the EPA (a copy of the form is acceptable).

Documentation and Record-Keeping

Contractor shall provide service records (which can be obtained from the Office of EH&S) with all required information to the College Safety Coordinator.

- Manufacturer and Model Number
- Serial Number
- Location of Equipment
- Refrigerant type and unit charge
- Date of service or installation
- Service, repair or disposal description
- Quantity of refrigerant added
- Quantity of refrigerant removed, recovered, recycled, reclaimed or disposed of
- Quantity of lubricant disposed of, and method of disposal
- Detailed information on any leaks discovered and repaired
- Name(s) of EPA certified service technicians who performed work
- EPA Certified and registered recovery/recycling units used on equipment

Consequences for Non-Compliance

Williams College shall have the right to stop work under any contract at any time if the work fails to meet the EPA regulations.

Williams College shall have the right to withhold payment for services if the proper documentation of refrigerant work or related work is not completed.

New Equipment Guidelines

All new equipment installed shall utilize non-CFC refrigerants. The goal is to limit the number of new alternative refrigerants utilized on site. Maintenance and inventory costs will be reduced by standardizing and limiting refrigerant types. The College Mechanical Maintenance Supervisor, and HVAC Foreman shall work as a team to determine what refrigerants are presently in use and set standards for all future refrigerant equipment purchases. In addition, further maintenance and parts inventory cost savings can be achieved by standardizing on equipment manufacturers. Service history and existing parts inventory shall be considered in this analysis and the recommendations presented to the Project Managers.

New Equipment Leak Testing

All new equipment including: packaged equipment – factory charged, field charges, split systems or field-constructed systems with field installed refrigerant piping shall be leak tested prior to or during startup. The leak testing process shall utilize the appropriate method determined by the College Foreman and shall be witnessed by the College Foreman or a designated HVAC technician.

The HVAC Technicians and Safety Coordinator shall work with Williams College Project Managers and contractors to assure all new equipment is properly tagged and equipment data is provided to be entered into RCM.

New equipment shall be leak tested during startup and a report given to the Safety Coordinator. If detected, leaks shall be repaired before acceptance of a system. A thirty-day follow-up leak test shall be performed on systems which have had a leak detected during startup procedures.

Leak Testing

All new equipment including: packaged equipment – factory charged, field charged, split systems or field constructed systems with field installed refrigerant piping shall be leak tested during startup. On new equipment, leak testing should be performed with nitrogen set at a minimum of 150 psi and left standing for a predetermined amount of time.

Note – In order to leak test with an electronic detector, a trace gas must be mixed with the nitrogen. This is a last resort method of leak testing.

The contractor or installing party shall submit a RCM Service Order form with notes verifying the leak testing and results to the college Safety Coordinator or Project Manager.

If a leak is detected the following shall occur:

1. Notify the HVAC Technician
2. Document the leak on a RCM Service Order input form.
3. Repair the leak.

4. Document the action and procedures taken on the RCM Service Order Form.
5. Leak test to verify the leak was repaired.
6. Schedule and provide a 30-day follow-up verification leak test with HVAC team member.
7. Document follow-up leak testing on the RCM Service Order Form.
8. Repeat the above process if follow-up leak is detected.

Demolition Procedure for Equipment Removed By Contractors

It is a Requirement for contractor to provide names of EPA certified technicians with their certification number and certification level who will be performing the refrigerant recovery and equipment demolition. An RCM Service Order Form shall be filled out by the certified contractor technician and forwarded to the Safety Coordinator.

Note: If a properly certified contractor technician removes the refrigerant, the unit is tagged as such and the RCM Service Order Form has been submitted, then a non-certified person may perform the actual demolition.

In all cases the contractor technician shall tag the unit that the refrigerant was removed. Tags can be obtained from the Office of Environmental Health & Safety.

ENVIRONMENTAL SAFETY NOTICE	
ENVIRONMENTALLY HARMFUL REFRIGERANTS AND OIL HAVE BEEN REMOVED FROM THIS UNIT IN COMPLIANCE WITH SECTION 608 OF THE CLEAN AIR ACT	
REMOVED BY: (PRINT) _____	
COMPANY NAME: (PRINT) _____	
ADDRESS: (PRINT) _____	

TELEPHONE: _____	DATE: __/__/__
SIGNATURE _____	

1. The contractor, in contractor provided refrigerant recovery cylinders shall take ownership of the recovered refrigerant and transport off site to a proper disposal company or certified reclaimer (**Unless otherwise directed by the Project Manager**). The quantity removed from each unit and from the site shall be documented on the RCM Service Order Form used for the actual recovery procedure.