



# Record-keeping requirements for small appliance recycling

**M**innesota state laws and rules require certain records to be maintained when recycling small appliances. Record-keeping requirements are necessary to demonstrate that the appliance recycling has been done correctly. Most records that apply towards the recycling of small appliances must be kept on-site for three years. The Minnesota Pollution Control Agency (MPCA) recommends that you keep these records indefinitely. Records which must be maintained include:

## 1. Technician certification

Anyone who recycles appliances containing refrigerant must be certified. The type of certification depends upon the type of appliances being recycled. If you are processing small appliances containing refrigerant, Type I certification is necessary. The technician certificates must be kept at the place of business or work site where the refrigerant handling takes place for at least three years after technician's employment has ended.

## 2. U.S. Environmental Protection Agency (USEPA) registration

Individual equipment used to recover refrigerant from appliances must be registered with the U.S. Environmental Protection Agency (U.S. EPA). A copy of the registration form sent to the U.S. EPA should be kept on site.

## 3. Refrigerant removed

When small appliances arrive at a disposal facility (typically scrap recyclers or landfills) with the refrigerant already removed, the disposal facility must keep documentation that the refrigerant was previously removed. The documentation should include the following information:

- A signed statement from the person who gave the appliance to the disposal company stating that the refrigerant was properly removed, unless it had previously leaked. Additionally, the signed statement must include the name and address of the person who removed the refrigerant as well as the date the refrigerant was removed; or
- A signed contract between the disposal company and the supplier of the appliances stating that the refrigerant will be properly removed.

## 4. Refrigerant removal required

The company accepting the small appliances for disposal must notify the suppliers of the appliance by posting warning signs or providing letters to the suppliers that refrigerant must be properly removed before delivery of the items to the disposal facility. The disposal facility does not have to do this if they will remove the refrigerant themselves. A copy of this document must remain on-site.

## 5. Invoices

Anyone who sells regulated refrigerant must keep invoices that include information about the name of the purchase, the date of the sale, and the quantity of refrigerant purchased.

## 6. Shipping receipts

Hazardous components on small appliances which contain mercury or polychlorinated biphenyls are considered special hazardous waste. These devices must be delivered to a disposal facility, a recycler or a special waste consolidator. Either the transporter of the special waste or the disposal facility must supply the generator (appliance processor) with a receipt. Processors must keep a record of all shipping receipts for at least three years.

### More information

For more information regarding requirements for small appliances, call the MPCA at 651-297-7153 or 800-657-3864, or go to the MPCA Web site at <http://www.pca.state.mn.us/air/cfc.html>.

*This guidance document is not intended as a substitute for reading the rules or regulations.*