

Refrigerant Service and Leak Log



PAGE 1: EQUIPMENT LIST

Keep the refrigerant record EPA expects for larger systems, and catch a leaking unit before it becomes a violation.

CODE Clean Air Act section 608. For HFC equipment holding 15 lb or more (40 CFR Part 84 Subpart C, effective January 1, 2026) and ozone-depleting refrigerants like R-22 in equipment of 50 lb or more (40 CFR Part 82 Subpart F): calculate the leak rate every time refrigerant is added, repair within 30 days when comfort cooling leaks 10% or more of its full charge per year, verify the repair, and keep records at least 3 years. Your state may require more.

PROPERTY	BUILDING	DATE	PREPARED BY	NEXT REVIEW
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Equipment list Fill once per system.

EQUIPMENT / LOCATION	REFRIGERANT	FULL CHARGE	COVERED? (HFC 15 LB+ / ODS 50 LB+)
		1b	Y N
		1b	Y N
		1b	Y N
		1b	Y N
		1b	Y N
		1b	Y N
		1b	Y N
		1b	Y N
		1b	Y N
		1b	Y N
		1b	Y N

INITIALS	SUPERVISOR REVIEW	DATE
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Refrigerant Service and Leak Log (continued)

PAGE 2: SERVICE LOG

PROPERTY

PAGE NO.

Service log

One line every time refrigerant is added or recovered.

DATE	EQUIPMENT	LB ADDED	LB RECOVERED	TECHNICIAN AND EPA CERT #	LEAK FOUND?	LEAK RATE % (COVERED UNITS)	REPAIRED ON	VERIFICATION TESTS DONE
		1b	1b		Y N	%		☐
		1b	1b		Y N	%		☐
		1b	1b		Y N	%		☐
		1b	1b		Y N	%		☐
		1b	1b		Y N	%		☐
		1b	1b		Y N	%		☐
		1b	1b		Y N	%		☐
		1b	1b		Y N	%		☐
		1b	1b		Y N	%		☐
		1b	1b		Y N	%		☐
		1b	1b		Y N	%		☐
		1b	1b		Y N	%		☐

INITIALS

SUPERVISOR REVIEW

DATE



Refrigerant Service and Leak Log (continued)

PAGE 3: CHECKS

PROPERTY BUILDING DATE PREPARED BY NEXT REVIEW

#	Checks	FREQUENCY	OK	ACTION	DONE	N/A	NOTES
1	Every refrigerant add or recovery this month is on the log	Monthly			☐		
2	Technicians hold the right EPA 608 certification (Type II for most comfort cooling)	Each visit	☐	☐			
3	Covered units: leak rate calculated at each add	Each add			☐	☐	
4	Comfort cooling at 10% or more: repaired within 30 days of the add	As needed	☐	☐		☐	
	4a Initial and follow-up verification tests done				☐		
5	After a 10%+ leak: annual leak inspection until it stays under for a year	Yearly			☐	☐	
6	Vendor invoices and service tickets filed with this log, kept 3+ years	Monthly			☐		

- If Action:** WHAT TO DO
- A unit that keeps needing refrigerant: get a leak search, not another top-off.
 - 10% or more on a covered comfort cooling unit: the 30-day repair clock starts at that add. Schedule the repair now, or a retrofit-or-retire plan within 30 days.
 - A technician without a cert number: don't let them charge equipment.

INITIALS SUPERVISOR REVIEW DATE

