



Public Works and  
Government Services  
Canada

Travaux publics et  
Services gouvernementaux  
Canada

Ontario Region

March 2010

4900 Yonge Street  
Toronto, ON  
M2N 6A6

## NOTICE TO CONTRACTORS AND SUBCONTRACTORS

This information sheet is a non-exhaustive list of contractor responsibilities under the *Federal Halocarbon Regulations, 2003* (FHR 2003) pursuant to the *Canadian Environmental Protection Act, 1999*. By signing this agreement, the contractor acknowledges and understands these responsibilities when work is carried out on Public Works and Government Services Canada (PWGSC) owned and/or managed halocarbon-containing equipment. Deviation from these responsibilities should be brought to the attention of PWGSC contract authority immediately, and may result in termination of the contract.

- Only a certified and licensed technician may install, service, leak test or charge a halocarbon containing equipment that is owned and/or managed by PWGSC.
- Any work done on a halocarbon air conditioning or refrigeration system that is owned and/or managed by PWGSC must be done in accordance with the *Environmental Code of Practice for Elimination of Fluorocarbon Emissions from Refrigeration and Air Conditioning Systems, 1996*.
- If a leak test is conducted on a piece of air conditioning or refrigeration equipment, the contractor will affix a notice containing ALL of the information as required in Schedule 2, item 2 of the FHR 2003: a) name and address of owner of the system, b) name of operator of the system, c) specific location of the system d) description of the system e) name of certified person, f) certificate number g) name of employer of certified person h) type of halocarbon in the system i) charging capacity of the system j) date of last two leak tests.
- No halocarbon shall be knowingly released from a refrigeration or air conditioning system, or from a fire extinguishing system (unless to fight a fire).
- Any work done on an air conditioning, refrigeration, or fire extinguishing system that may result in a release of a halocarbon, the halocarbon shall first be recovered into a container designed for that purpose.
- In the event that a halocarbon containing system must be charged, a leak test will first be performed
- If a leak is detected for a halocarbon containing system, the owner of the equipment (and contract authority) must be informed of the leak as soon as possible.
  - o In the case of a leak resulting in a release of greater than 100kg, or of unknown weight from a unit with a capacity equal to or greater than 100kg, the **contractor** must report the release within 24 hrs to Environment Canada at **(416) 346-1971** or **1-800-268-6060** via the Ministry of the Environment Ontario Spills Action Centre and immediately inform your PWGSC contact.

- Upon servicing a halocarbon-containing system, the service log book for the unit shall be completed by the contractor.
- Before dismantling, decommissioning or destroying any halocarbon containing system; the halocarbon(s) will be recovered and a notice shall be affix to the system. The notice will meet the requirements listed in Schedule 2, Item 3 of the FHR 2003. Copy of notice to be provided to PWGSC Representative.
- The contractor is familiar with the definitions, and prohibitions outlined in the Federal Halocarbon Regulations, 2003.

Signature of contractor: \_\_\_\_\_

Contract number: \_\_\_\_\_

Vendor / Contractor Firm Name and Address:

Please return this document to the following email address  
[ONTHalocarbons.Halocarbuers@pwgsc-tpsgc.gc.ca](mailto:ONTHalocarbons.Halocarbuers@pwgsc-tpsgc.gc.ca) or fax to (416) 590-8284.

Web address: *Canadian Environmental Protection Act, 1999*  
[http://www.ec.gc.ca/CEPARRegistry/the\\_act/](http://www.ec.gc.ca/CEPARRegistry/the_act/)

*2003 Federal Halocarbon Regulations:*  
<http://laws.justice.gc.ca/en/C-15.31/SOR-2003-289/67452.html>

*Environmental Code of Practice for Elimination of Fluorocarbon Emissions from Refrigeration and Air Conditioning Systems:*  
<http://www.ec.gc.ca/ozone/DOCs/SandS/RAC/EN/cop/index.cfm>