



NEW R-134a / 1234yf EPA REQUIREMENTS in order to purchase Large Refrigerant Cylinders

As of JANUARY 1ST, 2018

All purchasers of cylinders of R134a or 1234yf must prove they are eligible to purchase the R134a or 1234yf product by providing the following:

- A letter from the Service Facility stating the name(s) of the technicians employed with a valid Section 609 certification. (Completes Plus has a form letter attached for our customers to fill out)
- A copy of the technician(s) Section 609 Certification that are named in the letter.

Please fill out the attached Service Facility Letter and submit along with a copy of the supporting Section 609 Certification as evidence. Without this letter and supporting documentation, Completes Plus or any other establishment will not be able to sell a facility large cylinders of R134a or 1234yf.

HOW CAN I BECOME SECTION 609 CERTIFIED?

ASE

<http://www.ase.com/>

MACS

<https://www.macsw.org/>

SECTION 609 FACILITY AND EMPLOYEE ACKNOWLEDGEMENT

Business Name	
Business Address	
City, State - Zip	

I certify that our facility named above observes the rules and regulations of Section 609 of the EPA regulations for Refrigerant.

The following current employees have a valid Section 609 Certification. Attached to this letter is a copy of their Certifications.

Section 609 Certified EMPLOYEE FULL NAME	Certification #

I acknowledge that it is my responsibility to advise Completes Plus of any changes in the status of the Section 609 Certified Employees. I understand that if I do not have a 609 Certified Employee actively employed that I am not allowed to purchase Large Cylinders of Refrigerant(s).

X_____ date: _____

Print Full Name of Authorized Representative Title

Please return this letter and copies of the Section 906 Certifications as soon as possible as we cannot ship Refrigerant product without evidence of certification. Thank you.

marketing@completesplus.com Fax: 310-703-5750

Completes Plus use only:
Account# _____ Date Received: _____

Below is the EPA website with a wealth of information concerning this new regulation.

<https://www.epa.gov/section608/recordkeeping-requirements-refrigerant-retailers>



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Recordkeeping Requirements for Refrigerant Retailers

Individuals or companies that sell refrigerants must comply with EPA recordkeeping requirements. Non-ozone depleting alternatives such as HFCs will be subject to these rules starting on January 1, 2018. It is important to note that *all records related to the sale of refrigerants must be kept for a minimum of three years.*

Requirements for Sales of Large Cylinders to Service Technicians

- The seller must keep an invoice listing the name of purchaser, date of sale, and quantity of refrigerant purchased.
- The seller must either see a [Section 608](#) or [Section 609](#) technician certification card. [Note that Section 609 technicians may not purchase hydrochlorofluorocarbon (HCFC)-22; also called R-22.]. If the buyer is uncertified, but is purchasing on behalf of a shop or other facility, the seller must see evidence that at least one technician at that shop is certified (such as a letter from the shop stating a particular technician is certified plus a copy of that technician's certification card).
- The seller must keep a copy of the purchaser's technician certification on file.
- The purchasing facility must notify the seller if a certified technician is no longer employed. The seller is then prohibited from selling refrigerant to the shop.

Additional Information

- [Additional information on Section 608 technician certification](#)
- [Additional information on Section 609 technician certification](#)
- [Fact Sheet: How the Revised 608 Rule Affects Refrigerant Distributors](#)