

**TRY THE DEPARTMENT OF SAFETY AND PROFESSIONAL SERVICES WEBSITE**



<http://www.dsps.wi.gov>

Scroll down left column and click Safety & Buildings Division. Click programs, then "Refrigeration" At the top of the Refrigeration program page select from the following tabs.

- Contacts, for Staff Contact Information
- Forms, for "SBD-34 or SBD-5204"
- Codes, for Chapter SPS 345
- Email Group, for automatic program updates
- A District Inspector Map is available
- Find Status of your Credential, "HVAC & RHT"
- Obtain Status of WI Refrigerant Handling card
- Search Refrigeration database records Under "Ability to Search S & B Records"



**CODE CHAPTER REFERENCE**

**SPS Chapter 305, Credentials:**

- WI HVAC Contractor Registration
- WI Refrigerant Handling Technician
- Contact 608-261-8500 for new credential applications or renewals
- Federal EPA 608 Certification / Tech Exam
- Contact EPA hotline 1-800-296-1996

**SPS Chapter 345, Mechanical Refrigeration:**

- Registration of Installation
- Referenced National Standards
- Initial and/or Periodic Inspection

- Owner responsibility to obtain and maintain a Permit to Operate "PTO"
- Installation & Operation Requirements
- System Signage, Labels or Markings

**Definitions:**

Certified Inspector – Person who holds a valid credential issued by the department under ch SPS 305 as a certified boiler-pressure vessel inspector.

Inspection – A unit or system inspection to assure construction / installation meets applicable codes.

HVAC Contractor - Business registration required for servicing an ozone-depleting refrigerant system.

Ozone-depleting refrigerant - Refrigerants classified as Class I and II Controlled substances per in 40 CFR Part 82, Subpart A, of Federal Regulations

PTO – Permit to operate is required to be obtained and maintained current by the mechanical refrigeration system owner or user and posted in machinery room.

ANSI/ASME B 31.5, Refrigeration Piping code standard that is adopted in SPS 345 for the design, fabrication and installation of refrigerant piping. Contact ASME @ 1-800-843-2763 for purchase.

Refrigerant handling technician – "RHT" is a WI certified person who services any air conditioning or refrigeration equipment that contains ozone-depleting refrigerants.

EPA 608 certification – Federal certification for servicing "commercial" AC/refrigeration systems

EPA 609 certification – Federal certification for servicing automotive "mobile" air conditioning RRR equipment – a machine that recovers, recycles and/or reclaims refrigerants

**INSTALLATION REGISTRATION REQUIRED**

**Submit Registration forms to:**

Department of Safety and Professional Services  
 Safety and Buildings Division  
 PO Box 7302  
 Madison WI 53707



**\*SBD-34 / Mechanical Refrigeration form**

Note: Registration is mandatory for toxic and flammable refrigerant systems 10 ton and above or regular refrigerants 50 ton and above. Form submittal is the responsibility of the installer / contractor.

**\*SBD-5204 / Welded Refrigeration Piping form**

Note: Forms are available on the Safety and Professional Services website. No submittal fee for registration but an inspection fee may be invoiced per SPS 302.13.

## INSPECTION REQUIRED

- \* Commercial Installations (refrigerant type)
  - 10 Ton or above (A2, A3, B2, B3 -Toxic or Flammable)
  - 50 Ton or above (A1, B1- Regular Refrigerants)
- \* External Inspection Performed on Systems.
- \* Welded Steel Ammonia Refrigerant Piping
  - At material delivery & prior to start of job

## PERIODIC INSPECTION & "PTO" REQUIRED

- \*Toxic-flammable refrigerant systems
  - 10 ton and above ... inspected annually
- \*Regular refrigerant systems
  - 50 Ton & above ... inspected every 3 yrs

Note 1: Single family and duplex installations are exempt from PTO requirements but contact your local authority for permit or inspection requirements in your area.

Note 2: Contact your area District Inspector at least 5 days in advance to arrange inspection.

## WELDED REPAIR / ALTERATIONS

Repair and alterations to ASME stamped receivers or heat exchanger must be completed in accordance with the National Board Inspection Code (NBIC) by a valid National Board "R" stampholder. All repairs and alterations shall be registered on the appropriate form with the National Board per SPS 341.62.

## SPS 305 – Credentials Required

## HVAC CONTRACTOR REGISTRATION

\*Any company installing or servicing HVAC for human comfort or a refrigeration system that is charged with ozone-depleting refrigerants shall obtain this registration.

\*HVAC Contractor is a "Business registration"  
 Initial Application ..... \$15.00  
 Registration/Renewal .. \$160.00 / 4 years

\*Reference SPS 305.70 for credential details.

## REFRIGERANT HANDLING TECHNICIAN

- \*Refrigerant handling technician RHT card Certification - Initial application fee \$15.00
  - Certification fee 20.00
  - Renewal every 4 years

\*Reference SPS 305.72 for credential details.



Note: A copy of EPA Section 608 certification may be required with application for state issuance of refrigerant handling technician "RHT" card. Federal EPA rules apply for ozone-depleting refrigerant recovery, recycling and reclaiming. Questions on Federal regulations:

**Contact EPA HOT LINE @ 1-800-296-1996**



**WISCONSIN CREDENTIAL QUESTIONS**  
 Initial Application or Renewal  
 Credential office @ **1-608-261-8500**

### TECHNICAL QUESTIONS

Mike Verhagen, Refrigeration Safety  
 DSPS – Safety & Buildings Division  
 141 NW Barstow St, 4<sup>th</sup> Floor  
 Waukesha WI 53188

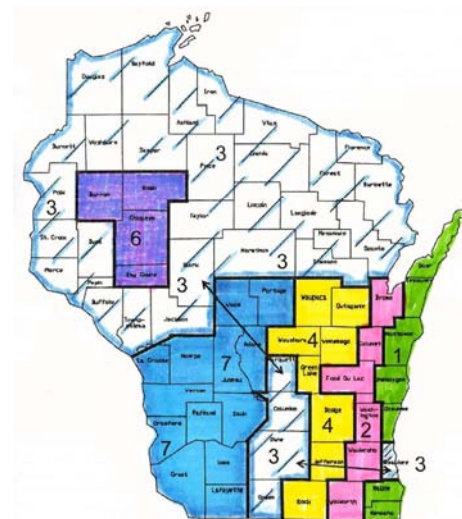
Telephone: 262-548-8617  
 Email: mike.verhagen@wi.gov

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# MECHANICAL REFRIGERATION

Safety & Buildings Division  
 201 W Washington Avenue 4<sup>th</sup> Floor  
 Madison WI 53703



## Inspection Districts

<u>District 1</u> Dave Homan 262-424-1471	<u>District 2</u> Terence Waldbillig 414-303-8575	<u>District 3</u> - includes Milwaukee County Damarc-S 866-361-4321
<u>District 4</u> Jon Wolf 920-723-0032	<u>District 6</u> Duane Leetch 715-559-8817	<u>District 7</u> Dean Yourchuck, Jr 608-235-0607

Waukesha Office  
 Rick Merkle, Section Chief