



DEPARTMENT OF THE NAVY
COMMANDER
NAVAL EDUCATION AND TRAINING COMMAND
250 DALLAS STREET
PENSACOLA, FLORIDA 32508-5220

NETCINST 5090.2A
N7
08 Sep 2023

NETC INSTRUCTION 5090.2A

From: Commander, Naval Education and Training Command

Subj: ENVIRONMENTAL PROTECTION AGENCY TECHNICIAN CERTIFICATION
PROGRAM GUIDANCE

Ref: (a) 40 CFR 82, Subpart F, Appendix D
(b) 40 CFR 82.161
(c) CeTARS Standard Operating Procedure: How to Add
Skill Code/Type to Existing EPA CINS for EPA
Certifications in CeTARS
(d) CeTARS Standard Operating Procedure: How to Record
EPA Technician Certification Exam Scores in CeTARS
(e) CeTARS Standard Operating Procedure: How to Enroll
and Graduate EPA Technicians in CeTARS
(f) CeTARS Standard Operating Procedure: How to Verify
EPA Testing and Certifications in CeTARS

Encl: (1) Environmental Protection Agency Navy Technician
Certification Program Approval
(2) Naval Education and Training Command Technician
Certification Card Template

1. Purpose. To provide Naval Education and Training Command (NETC) policy and guidance for the administration of the Environmental Protection Agency (EPA) Technician Certification program certifying technicians to conduct the recovery and recycling of refrigerants.

2. Cancellation. NETCINST 5090.2.

3. Background. Under Section 608 of the Clean Air Act, the EPA established a mandatory certification program for persons ("technicians") who perform maintenance, service, repair, or disposal that could be reasonably expected to release refrigerants into the atmosphere.

4. Discussion. In the early 1990s, a request to establish a NETC Technician Certification program was submitted to the EPA and approved per enclosure (1). To obtain certification, technicians must pass a closed-book proctored test, administered

in a secure environment, from a prescribed EPA provided test bank for each of the following certifications:

- a. Type I Certification - Small Appliances
- b. Type II Certification - High Pressure
- c. Type III Certification - Low Pressure
- d. Universal - All types of equipment

5. Scope and Applicability. References (a) and (b) provide the EPA's guidance for administration of the EPA Certification Testing program to qualify technicians as refrigerant users and handlers, and are available at the following link: <https://www.ecfr.gov/cgi-bin/text-idx?SID=085a41355598f2919b6655098a466757&mc=true&node=sp40.21.82.f&rqn=div6#ap40.21.82.1169.d>. This instruction applies to all NETC activities providing EPA technician certification testing in conjunction with air conditioning and refrigeration (AC&R) training. Per reference (a), recordkeeping and reporting requirements, records of test scores, and certifications must be maintained indefinitely. Corporate enterprise Training Activity Resource Systems (CeTARS) provides a means for this recordkeeping and will be used by all testing activities to document test scores and certifications in the sailor's training record. The EPA does not keep a record of or provide the names of technicians certified.

6. Responsibility. NETC N7 will designate an EPA Technician Certification program administrator as a single point of contact (POC) for NETC's Technician Certification program.

a. The NETC EPA Technician Certification program administrator will:

(1) Coordinate the designation of NETC activities as technician certification testing sites.

(2) Notify NETC EPA certification testing activities of changes to references (a) and (b) affecting the NETC EPA Technician Certification program.

(3) Provide the bank of test questions to approved NETC EPA certification testing activities.

(4) Provide certification data reporting format prior to each report due date and collect activity reports from all NETC EPA certification testing activities biannually for consolidation and submission to the EPA.

(5) Provide NETC EPA certification testing activities the certification card template.

(6) Upon request, reissue technician certification cards if the specific certification is verified by:

- (a) CeTARS
- (b) Image of a previous Navy issued certification card.
- (c) Page 13 entry in the service record.
- (d) Documented in an evaluation or fitness report.
- (e) Any other Navy issued official documentation.

(7) Maintain a NETC EPA certification testing activity administrator's roster with the following information:

- (a) Activity name and location.
- (b) Primary and alternate POC names.
- (c) AC&R and EPA certification instructors.

(8) Monitor CeTARS EPA testing and certification documentation for accuracy against each activity's biannual certification data reports until such time as CeTARS reliably captures the certification data and provides the necessary statistics required for EPA reporting.

(9) Ensure the EPA is aware of NETC's EPA Technician Certification program administrator's contact information for posting on their web site.

b. NETC EPA certification testing activity will:

(1) Implement the certification requirements per references (a) and (b).

(2) Comply with regulations for testing, proctoring, test security, test content, grading, certification, and record keeping and reporting per reference (a).

(a) All technician certification testing will be by proctored exams.

(b) NETC is not approved for Type I mail-in testing per reference (a).

(3) Confirm each applicable staff member instructing or handling AC&R equipment and refrigerant meets technician certification requirements per reference (b).

(4) Use CeTARS to record the technician's test grades and certifications awarded.

(5) Award the appropriate certifications for the tests taken and passed. More than one certification may be awarded for any combination of the Type I, Type II, or Type III tests. A universal certification is awarded if all three of the type certifications are earned separately or if each type test was successfully passed in a single setting.

(6) Upon satisfactorily passing the certification tests, a standard wallet-sized identification card, enclosure (2), is issued to the certified technician per reference (b).

(7) Submit biannual certification data reports to the NETC EPA Technician Certification program administrator no later than the second week of January for the period 1 July to 31 December and the second week of July for the period 1 January to 30 June. Reports will be submitted in the format provided by the NETC EPA Technician Certification program administrator.

(8) Provide updates to the NETC EPA Technician Certification administrator when testing activity POCs change. Changes to AC&R instructors and their EPA certification, or activation or deactivation of AC&R courses leading to an EPA certification will be updated in the biannual report to the EPA Technician Certification administrator.

(9) Confirm enrollment and graduation rosters are submitted to the servicing training support organization and CeTARS staff. Graduation rosters must include the type certification for each student to ensure the proper skill code is awarded and documented in CeTARS.

c. NETC EPA certification testing activity CeTARS managers will:

(1) Create and activate a course data processing (CDP) code with one of the following course identification numbers (CIN) if one does not already exist for your activity: A-652-0344 (Submarine Learning Center and Surface Warfare Officers School Command) and C-602-3311 (Center for Naval Aviation Technical Training).

(2) Configure each CIN with the following skill codes, which reflect each combination of achievable certifications. Refer to reference (c) for configuring these skill codes within CeTARS:

- (a) EPA1: Type I EPA Refrigerant Certification
- (b) EPA2: Type II EPA Refrigerant Certification
- (c) EPA3: Type III EPA Refrigerant Certification
- (d) EPA4: Type I & II EPA Refrigerant Certification
- (e) EPA5: Type I & III EPA Refrigerant Certification
- (f) EPA6: Type II & III EPA Refrigerant Certification
- (g) EPAU: Universal EPA Refrigerant Certification

(3) Record technician certification exam scores in the CeTARS classroom support management module per reference (d).

(4) Enroll and graduate all test takers for the testing activity's EPA Refrigerant Technician Certification CIN and CDP per reference (e).

(5) Ensure personnel completing graduation transactions in CeTARS select the appropriate skill code certification level graduation form.

(6) Validate the students' CeTARS records reflects the certification and skill awarded as described in reference (f).

(7) References (c) through (f) are available for the above CeTARS requirements from the CeTARS Standard Operating Procedures Library at the following web site: https://aux.prod.cetars.training.navy.mil/webhelp/cetars_help.htm.

7. Point of Contact. Questions regarding the EPA Technician Certification program shall be directed to NETC N7.

8. Records Management

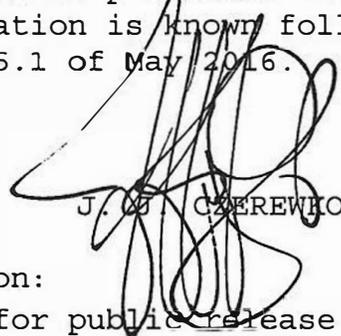
a. Records created as a result of this instruction, regardless of format or media, must be maintained and dispositioned per the records disposition schedules located on the Department of the Navy Assistant for Administration, Directives and Records Management Division portal page at <https://portal.secnav.navy.mil/orgs/DUSNM/DONAA/DRM/Records-and-Information-Management/Approved%20Record%20Schedules/Forms/AllItems.aspx>.

b. For questions concerning the management of records related to this instruction or the records disposition schedules, please contact the local records manager.

9. Review and Effective Date. Per OPNAVINST 5215.17A, NETC will review this instruction annually around the anniversary of its issuance date to ensure applicability, currency, and consistency with Federal, Department of Defense, Secretary of the Navy, and Navy policy and statutory authority using OPNAV 5215/40 (Review of Instruction). This instruction will be in effect for 10 years, unless revised or cancelled in the interim, and will be reissued by the 10-year anniversary date if it is still required, unless it meets one of the exceptions in OPNAVINST 5215.17A, paragraph 9. Otherwise, if the instruction

NETCINST 5090.2A
08 Sep 2023

is no longer required, it will be processed for cancellation as soon as the need for cancellation is known following the guidance in OPNAV Manual 5215.1 of May 2016.



J. C. CZEREWKO

Releasability and distribution:

This instruction is cleared for public release and is available electronically on the NETC public web site (www.netc.navy.mil) or by e-mail at netc-directives@us.navy.mil.

NETCINST 5090.2A
08 Sep 2023

ENVIRONMENTAL PROTECTION AGENCY NAVY TECHNICIAN CERTIFICATION
PROGRAM APPROVAL



UNITED STATES ENVIRONMENTAL PROTECTION AGENCY
WASHINGTON, D.C. 20460

FEB 23 1994

OFFICE OF
AIR AND RADIATION

Department of the Navy
Chief of Naval Education and Training
250 Dallas Street
Pensacola, Florida 32508-5220

Dear Chief:

The Environmental Protection Agency (EPA) has reviewed your completed application for approval as a technician certification program under Section 608 of the Clean Air Act (the Act).

The Department of the Navy (the Navy) certification program will provide a closed-book, proctored exam for technicians that covers all of the material specified in 40 CFR Part 82 Subpart F. Tests will consist of prescribed numbers of questions drawn from EPA's test bank. The Navy will provide the certification test at various locations. After the technicians complete the tests, proctors will send the tests the Navy's grading facilities. The Navy reports the test results to the technician and issues a wallet-sized identification card to each technician who receives a passing score of 70 percent or higher on the exam. Consolidated records of certified technicians and test results will be maintained by the Chief of Naval Education and Training located in Pensacola, Florida.

Pursuant to 40 CFR 82.161(c) Subpart F, the EPA hereby approves the Navy's technician certification program effective 15 days after the date of this approval letter. This approval is limited to technician certification for proper refrigerant recovery and recycling, and meets the requirements of 40 CFR Part 82 Subpart F and Appendix D to Subpart F. The reasons for EPA's approval are described herein, as well as in the attached Background Document.

Individuals certified by the Navy's program will be considered properly certified in accordance with the requirements promulgated under Section 608 of the Act, provided they are tested in the manner specified in the attached Background Document.

If at any time an approved program is conducted in a manner not consistent with the representations made in the application for approval of the program under Section 608, the Administrator reserves the right to revoke approval. The Administrator also reserves the right to specify the need for technician recertification at some future date, if necessary.



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Enclosure (1)

In order to remain an EPA-approved certification program, the Navy must submit an activity report in accordance with the requirements detailed in 40 CFR 82 Appendix D to Subpart F. Programs may need to revise certification procedures should there be any revisions to EPA's requirements promulgated under Section 608 of the Act. Testing material may need to be updated within 30 days of the publication of such revisions in the Federal Register. EPA may periodically update the test bank. After such updates occur, programs must create new randomly-selected tests.

The Navy should provide the EPA with a written report detailing any technical revisions to the program. This report will accompany the first subsequent activity report that the Navy submits to EPA. In addition, the Navy should inform EPA promptly of any changes in its program administration such as a change of address.

EPA will maintain a list of approved technician training and certification programs for the benefit of the public. The following information about the Navy program will be included on this list:

Department of the Navy
Chief of Naval Education and Training
250 Dallas Street
Pensacola, Florida 32508-5220
(904) 452-3084
fee: free (military and associated personnel only)
training available

This approval does not address the status of technicians that participated in any voluntary training and certification program previously sponsored by the Navy.

If you have any questions, please contact Cindy Newberg of the Stratospheric Protection Division at (202) 233-9729.

Sincerely,



Steve Seidel, Acting Director
Stratospheric Protection Division

Enclosures

NAVAL EDUCATION AND TRAINING COMMAND CERTIFICATION CARD TEMPLATE

 <p>Naval Education and Training Command Environmental Protection Agency CFC/HCFC Refrigerant Processing Certificate Verification</p> <p>Rank/Grade: _____ Name: _____ successfully passed a <u>Certification Type</u> exam on how to responsibly handle refrigerants as required by EPA's National Recycling and Emissions Reduction Program Certificate Number: <u>CDP/CIN + Internal Unique #</u> <i>Issuing Testing Activity</i> _____ <i>Date Issued</i> _____ EPA Program Approval Date: 23 Feb 1994 DD Form 2696, Sep 94</p>	<p style="text-align: center;">CERTIFICATION TYPES</p> <p>Type I – Small Appliances Type II – High Pressure/Very High Pressure Appliances Type III – Low Pressure Appliances Universal – Type I, II, and III</p> <p>Issued by: Naval Education and Training Command via approved testing activity</p> <p><i>DD Form 2696, Sep 94 (back)</i></p>
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