

Version 4

COOLING TOWER REGISTRY USER GUIDE

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NEW YORK STATE DEPARTMENT OF HEALTH
Bureau of Water Supply Protection

INTRODUCTION

10NYCRR Subpart 4-1, Protection Against *Legionella*, regulates the operation of cooling towers (cooling towers, evaporative coolers and condensers) in New York State. Section 4-1.3 requires that all owners of cooling towers shall register such towers with the New York State Department of Health (Department), using a statewide electronic system designated by the Department, prior to initial operation, and whenever any owner of the cooling tower changes.

Please note that each individual cooling tower requires its own entry into the Cooling Tower Registry.

PURPOSE

The purpose of this document is to provide guidance on entering and updating data into the New York State Cooling Tower Registry.

AUDIENCE

This template is intended for use by:

1. Cooling tower owners, defined in Section 4-1.2 as follows: “any person, agent, firm, partnership, corporation or other legal entity having a legal or equitable interest in, or control of, a cooling tower or the premises where the cooling tower is located;” and
2. Cooling tower water treatment consultants and maintenance providers, defined in Section 4-1.2 as “persons, firms, or other entities that provide cleaning, inspection, sampling, disinfection, and/or other services that ensure the proper functioning of an owner’s cooling tower as it pertains to Subpart 4-1.”

DISCLAIMER

This document is intended as a user reference for the New York State Cooling Tower Registry. Electronic registration and reporting of cooling towers is required by Subpart 4-1 of the New York State Sanitary Code. This material should be considered the minimum suggested reportable information; each cooling tower and situation is unique and an expansion of elements on a case-by-case basis may be required.

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SECTION 1. NAVIGATING TO THE REGISTRY

1.1 LINKS

The registry can be accessed from several sources:

NY.gov registry page	https://www.ny.gov/services/register-cooling-tower-and-submit-reports#how-to-amp-register
<i>Legionella</i> regulation website	https://www.health.ny.gov/environmental/water/drinking/legionella/index.htm
Registry login page	https://ct.doh.ny.gov/index.cfm

SECTION 2. CREATING A NY.GOV LOGIN

To access the cooling tower Registry, you must first create an account through NY.gov:

NY.gov portal	https://ct.doh.ny.gov/index.cfm
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2.1 CREATE A LOGIN:

1. Navigate to the portal (<https://ct.doh.ny.gov/index.cfm>);
2. Click “Create an Account: First Time Users;” (Figure 1) and

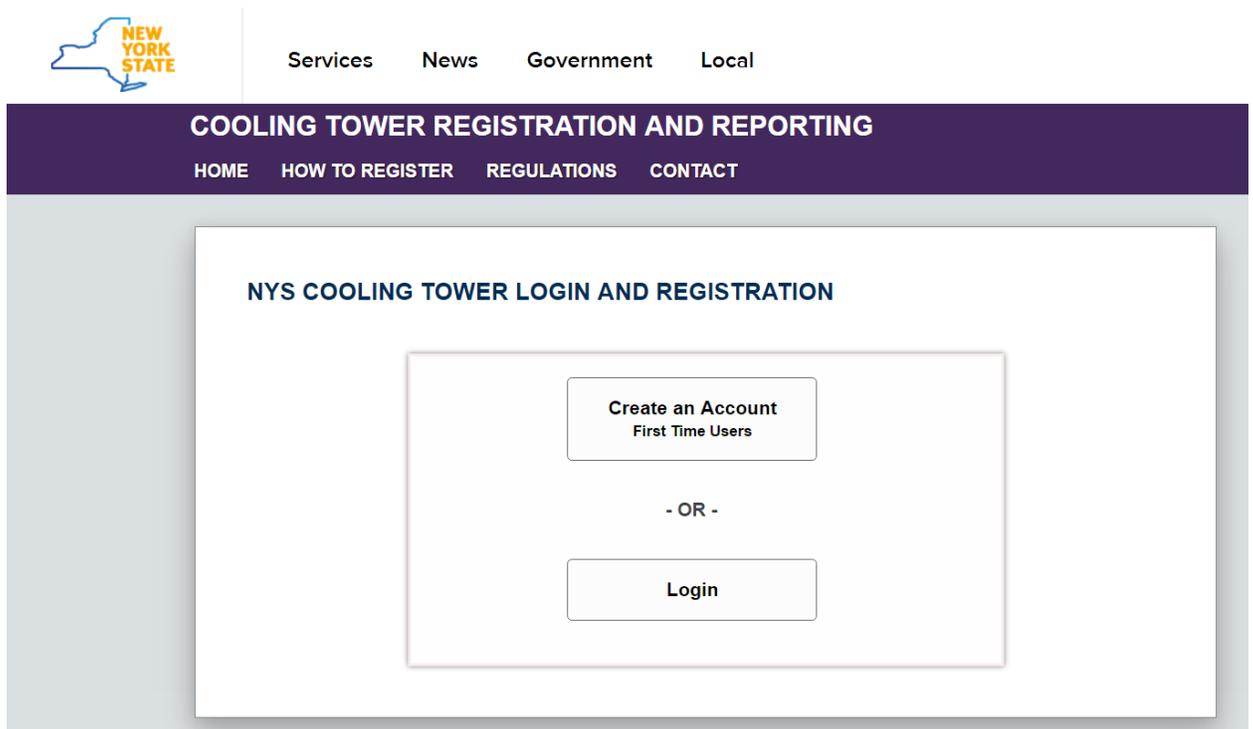


Figure 1

3. Complete the registration form (Figure 2).



NYS COOLING TOWER REGISTRATION APPLICATION

NY.gov ID

- Online Services
- FAQs
- About NY.gov ID
- Privacy Policy
- Terms of Service

Help Desk Information

[List of Agency and Online Services Help Desk Information](#)

NY.gov ID SELF REGISTRATION [Personal Privacy Protection Law Notice](#)

User Information

First Name*

Last Name*

Email*

Confirm Email*

Login Information

Preferred Username*

Captcha*

Figure 2

2.2 LOGGING IN

1. Once you receive your email/password confirmation you can login to the Registry by navigating to the portal (<https://ct.doh.ny.gov/index.cfm>) and clicking “Login” (Figure 1).
2. If you forgot your username or password, click the appropriate link under the “Sign In” button (Figure 3).

NY.gov ID

Username:

Password:

Forgot your [Username](#) or [Password](#) ?

[NY.gov ID - Terms of Service](#)

[Agency Assistance & Contact Information](#)

Figure 3

2.3 TRANSFERRING ACCOUNT OWNERSHIP TO A NEW USER

Occasionally, a cooling tower owner may need to transfer ownership of the Registry account to a new user. Examples of when this might happen include:

1. If a new employee is taking over the responsibility of entering data into the Registry; and/or
2. If the building (and cooling tower) is sold.

Since NY.gov accounts are based on an individual's email address, you must request a change of ownership to transfer the account from one person to another. To request a change in ownership:

1. Click the link below to access the form; and
2. Follow the instructions on the form to complete and submit it.

Change of cooling tower account ownership form	http://www.health.ny.gov/forms/doh-5229.pdf
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SECTION 3. PREPARER ACCOUNT OVERVIEW PAGE

After logging in to the Registry, your name and email address will appear at the top of the Preparer Account Overview page.

3.1 ADD OR DELETE OWNERS

1. To add a cooling tower owner, click the “Add Owner” button (Figure 4).



Figure 4

2. Enter the new owner’s information and click “Save Property Owner” (Figure 5).

* Indicates Required Field

First Name *	<input type="text"/>
Last Name *	<input type="text"/>
Business Name	<input type="text"/>
Street Number *	<input type="text"/>
Street Name *	<input type="text"/>
Apt, Suite, Unit, Bldg, etc.	<input type="text"/>
Country	<input type="text" value="United States"/>
City *	<input type="text"/>
State *	<input type="text"/>
Zip Code *	<input type="text"/>
Email *	<input type="text"/>
Phone Number *	<input type="text"/>

Figure 5

Multiple owners can be added to a single Registry account. Cases when multiple owners may be added include:

- A large institution, such as a university, that has multiple cooling towers and multiple people responsible for maintaining them; and
- A water treatment consultant services cooling towers and maintains records for multiple clients.

To add additional owners, repeat Steps 1 and 2 above. Each new owner will appear on a separate tab on the Preparer Account Overview page (Figure 6). Owner information can be edited or deleted using the appropriate buttons.

The screenshot displays the 'PREPARER ACCOUNT OVERVIEW' page. At the top right is a 'Print' button. Below the title, the user's name 'Jane Smith' and email 'jane.smith@email.com' are shown. An 'Add Owner' button is located below the user information. A tabbed interface shows three tabs: 'Henry James', 'Sam King', and 'Al Lee'. The 'Henry James' tab is active, displaying 'Property Owner Info' with the address 'Test, 123 Main st, Albany, NY 12345'. Below the address are 'Edit Owner Info' and 'Delete Owner' buttons. At the bottom of the active tab is an 'Equipment' section with an 'Add Equipment' button.

Figure 6

3.2 ADD OR DELETE EQUIPMENT:

To add a cooling tower:

1. Click the “Add Equipment” button on the corresponding owner’s tab (Figure 6); and
2. Enter the address of the cooling tower and click the “Validate” button (Figure 7).



* Indicates Required Field

Equipment Location

Street Number * 

Street Name * 

City * 

Zip Code * 

County * 

Figure 7

Note: Due to database restrictions, the address validator may not recognize the address. If you receive an invalid address error message, double-check the information you entered. If the address is correct to your knowledge, ignore the error message and continue with data entry.

Data entry for the Equipment Details and Equipment Inspection and Maintenance sections is explained in section 4.3 below.

Once data entry has been completed and saved, the towers will appear on the Preparer Account Overview page under the tab of the corresponding owner (Figure 8).

Henry James Sam King Al Lee

Property Owner Info

123 Main St
Albany, NY 12204

Edit Owner Info Delete Owner

Equipment

Add Equipment

Equipment Id: 2345
tower 1

Enter Updates Delete

Equipment Id: 2352
tower 2

Enter Updates Delete

Figure 8

To enter updates or to edit tower information, click the Enter Updates button. To delete a cooling tower, click the “Delete” button.

Note: Each tower is assigned a unique Equipment ID number. Please refer to these numbers when contacting the Department about your Registry account.

SECTION 4. EQUIPMENT PAGE

The Equipment page contains all the information related to a particular cooling tower. To access the Equipment page, click the “Enter Updates” button on the Preparer Account Overview page (Figure 8).

Note: Updates will only be saved if all required fields (noted with an asterisk *) are filled out. If you do not have the required information for a required field—e.g., if a new tower has not yet received its annual certification—you will need to insert placeholder information to save your record. Update the record with the actual values as soon as the information becomes available.

4.1 EQUIPMENT LOCATION:

Enter the address of the cooling tower and click the “Validate” button (Figure 9).

 * Indicates Required Field

Equipment Location

Street Number * 

Street Name * 

City * 

Zip Code * 

County * 

Figure 9

Note: Due to database restrictions, the address validator may not recognize the address. If you receive an invalid address error message, double-check the information you entered. If the address is correct to your knowledge, ignore the error message and continue with data entry.

4.2 PROPERTY OWNER:

Use the drop-down menu to assign the cooling tower to any of the property owners you have created (Figure 10).

Property Owner

Property Owner * 

Figure 10

The property owner can be changed at any time.

4.3 EQUIPMENT DETAILS:

The Equipment Details section records the background information on each tower (make, model, capacity, etc.). Updates to the information in this section should only have to be made rarely, if ever.

4.3.1 STATE OWNERSHIP AND ALIAS

If the tower is owned or operated by the State of New York, select Yes, otherwise select No (Figure 11).

Assign an alias, or nickname, to the tower. For example, “Tower 1” or “Science Lab Tower.” The alias name will appear on the Preparer Account Overview page and will help you to distinguish between multiple towers (Figure 11).

Equipment Details

Please enter only 1 equipment Manufacturer and Model Number. If you have multiple cooling towers you must create a new entry for each one.

Is this equipment owned or operated by the State of New York? * Yes No

Equipment Alias ?

Figure 11

4.3.2 EQUIPMENT DETAILS

Enter the equipment type, manufacturer, model, serial number, capacity, and other details (Figure 12).

Equipment Type * ? Cooling Tower Fluid Cooler Evaporative Condenser Other Wet Cooling Device

Manufacturer / Trade Name * ?

Model Number * ?

Specific Floor ?

Use of Equipment * ?

Intended Use Other ?

Serial Number * ?

Cooling Capacity (Units) * ?

Cooling System Volume (Units)* ?

Circulation Rate (Units) * ?

Type of Disinfection *

Figure 12

4.4.2 CERTIFICATION AND INSPECTION DATES

Cooling towers are required to be certified by November 1 of each year. Enter the date of the most recent annual certification (Figure 15).

Note: You do not need to upload or send your certification certificate to the State. Simply enter the date and keep all records on site for a minimum of three years.

Cooling towers are required to be inspected at intervals not to exceed 90 days while operational. Enter the most recent inspection date and note any findings, deficiencies, and/or corrective actions (Figure 15).

The screenshot shows a web form with three main sections. The first section is labeled "Last Annual Certification *" and contains a date input field with a calendar icon and a "Clear Date" button. The second section is labeled "Last Inspection * ?" and contains a date input field with a calendar icon and a "Clear Date" button. The third section is labeled "Findings, Deficiencies and Corrective Actions ?" and contains a large, empty text area for input.

Figure 15

4.4.3 BACTERIOLOGICAL SAMPLING INFORMATION

Bacteriological sampling should occur at intervals not to exceed every 30 days while a tower is operational, however reporting is only required at intervals not to exceed 90 days. Enter the most recent bacteriological sampling date, results, and any additional actions taken (Figure 16). Keep records of sampling that occurred between reporting dates on site.

The screenshot shows a web form with three rows of input fields. The first row is labeled "Last Routine Bacteriological Sample Collection Date * ?" and contains a date input field with a calendar icon and a "Clear Date" button. The second row is labeled "Last Routine Bacteriological Sample Test Result ?" and contains a dropdown menu. The third row is labeled "Date Remediation Action Initiated (if indicated) ?" and contains a date input field with a calendar icon and a "Clear Date" button.

Figure 16

4.4.4 LEGIONELLA SAMPLING INFORMATION

Legionella sampling and reporting should occur at intervals not to exceed 90 days while a tower is operational. Enter the sampling date, results, and any actions taken (Figure 17).

Note: It can take up to two weeks to receive *Legionella* results back from the testing laboratory. To avoid exceeding the 90-day limit for reporting, enter the sampling date as soon as samples are taken. Results can be updated once received from the laboratory.

If the sampling results indicate the presence of *Legionella* at a concentration greater than or equal to 1000 colony forming units per milliliter (“≥ 1,000 CFU/mL”), indicate whether the Local Health Department has been notified and the date of any remediation action.

The form contains the following fields:

- Last Legionella Sample Collection Date * ? (with calendar icon and Clear Date button)
- Last Legionella Sample Test Result ? (dropdown menu)
- Did you notify the LHD? * ? (dropdown menu)
- Date Remediation Action Initiated (if indicated) ? (with calendar icon and Clear Date button)
- Date Last Emergency Disinfection and Cleaning ? (with calendar icon and Clear Date button)

Figure 17

4.4.5 DECOMMISSION DATE

A decommission refers to the permanent removal of a cooling tower from service, e.g., when an old tower is replaced by new equipment. Enter the date the tower was permanently taken out of service (Figure 18). If the tower was removed from the property you can delete it from the Registry.

Note: For towers that are temporarily offline, such as seasonal towers, use the seasonal start-up and shut-down dates instead of the decommission date.

Date Decommissioned ? (with calendar icon and Clear Date button)

Figure 18

4.4.6 SAVE AND CANCEL

Once all information has been entered into the Equipment Details section, click the “Save Equipment” button to save your changes.

Click the “Cancel” button to dismiss your changes (Figure 19).



Figure 19

If the save is not successful, scroll up through the page and search for any required fields (noted with an asterisk *) that have not been filled out. If you do not have the required information—e.g., if a new tower has not yet received its annual certification—you will need to insert placeholder information to save your record. Update the record with the actual values as soon as the information becomes available.