

# Cooling Tower Registry

## Frequently Asked Questions

### Registration

#### 1 What is the difference between a registration and a licence?

Registration: Providing information regarding building ownership, cooling systems and individual cooling towers.

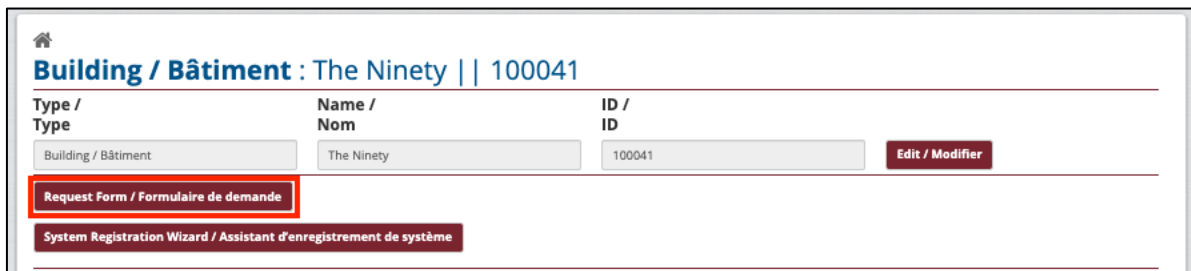
Licensing: The building owner obtains a licence to operate the cooling systems identified through the registration process. This is all done within the Cooling Tower Registry. The separation between licences and registrations allows building owners to manage the registration information without impacting the licence.

#### 2 What can I change in my registration?

At any point in time, regardless of licence status, you can change general building, cooling system and cooling tower information. All of the information that can be changed will be editable in the management forms which can be accessed through the 'Edit' button on the dashboards.

### 3 What can't I change in my registration?

Changes to building ownership, address, or status (e.g. building is demolished) requires GNB administrative intervention; use the Request form from the Building Dashboard to request changes through the registry.



Type / Type	Name / Nom	ID / ID	
Building / Bâtiment	The Ninety	100041	<a href="#">Edit / Modifier</a>
<a href="#">Request Form / Formulaire de demande</a>			
<a href="#">System Registration Wizard / Assistant d'enregistrement de système</a>			

### 4 When changes should be made to my registration?

Any time there is a change in system design, system operation, or related contacts the registration should be reviewed and updated to reflect such change(s). Additions of appurtenances, such as a new chemical treatment device, do not require registration updates.

### 5 Do I need to re-register my system every year?

No - a building, cooling system and cooling towers only needs to be registered once. However, registrations must be updated to reflect any changes including system corrections, additional cooling towers added to the cooling system and decommissioning of a cooling tower

### 6 What if there is no manufacturer specification documentation available when registering?

It is understood that older cooling systems and cooling towers may not have manufacturer specifications available. In such cases, the registrant should consult industry best management practices when registering. For purposes of completing the online registration form, please note the following:

- Cooling Tower Name – This is whatever you choose to call the cooling tower for your own reference; this will be most helpful in cases where there are more than one cooling tower per system.
- Manufacturer - This would be 'Other' in the drop-down menu.
- Model number - If available, include model number. If unavailable, write 'Unavailable'.
- Serial Number - If available, include serial number. If unavailable, write 'Unavailable'.

## **7 How do I know if I have one system or two systems when I am registering?**

At a minimum, a building must have at least one cooling tower system registration and an associated one cooling tower registration. However, if multiple cooling towers share a central water treatment and process control structure, those should be considered one system. To avoid incorrect registration, consult with the system's qualified or responsible person with intimate knowledge of the system prior to completing registration.

## **8 Are cooling tower cells considered individual towers?**

They can be considered an individual cooling tower depending on the configuration. A cooling tower cell is the smallest cooling tower subdivision which can function as an independent unit with regard to air and/or water flow and is bounded on its exterior by walls or partitions. For regulatory purposes, a cooling tower cell is interchangeable with a cooling tower.

## **9 If there is a shared common basin among cooling towers, should they be registered as one system?**

Yes. A cooling system may comprise multiple cooling towers that share some or all superstructure components. If multiple cooling towers share superstructure components, like a basin, it must be registered as one system. It is recommended that building owners consult with a qualified person prior to registration in determining the operation of their cooling system(s).

## **Licensing**

### **10 When and how can I license my Cooling System?**

Once you have finishing registering your Cooling System with all associated Cooling Towers (easiest way to do this is to use the System Registration Wizard), you can license your Cooling System. To license your Cooling System, click on the Licensing Dashboard from the Home page and click the 'Apply' button in the 'Action' column and follow the steps on the form.

### **11 Who is a licence issued to?**

A licence is issued to the registered building owner to operate the registered cooling system at the registered building address.

### **12 Does my licence require payment?**

Initial licensing fees have been waived up to March 31st, 2023. You will not be required to pay a fee during this process.

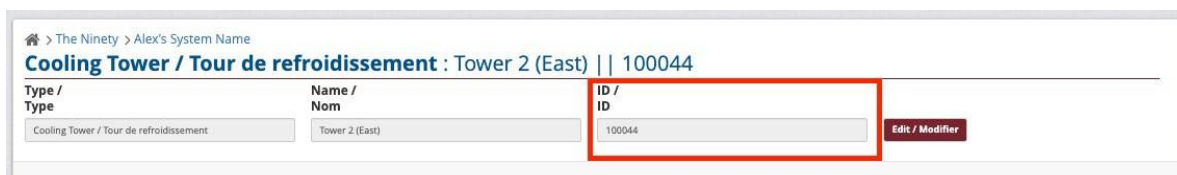
### 13 Does my licence expire?

Yes. All licences expire on March 31<sup>st</sup> of each year and require a renewal prior to April 1<sup>st</sup> to maintain compliance with regulations. Notifications will be sent out via email when the renewal window is open.

## Compliance Requirements

### 14 What is a cooling tower identification number and where can I find it?

Every registered cooling tower has an identification number generated by the registry which can be found on the Cooling Tower dashboard. See below for an example of the cooling tower dashboard.



The screenshot shows a web interface for a cooling tower registration. At the top, it displays the breadcrumb path: 'The Ninety > Alex's System Name'. Below this, the title is 'Cooling Tower / Tour de refroidissement : Tower 2 (East) | 100044'. The main content area is a table with three columns: 'Type / Type', 'Name / Nom', and 'ID / ID'. The first row contains the following data: 'Cooling Tower / Tour de refroidissement', 'Tower 2 (East)', and '100044'. The 'ID / ID' cell is highlighted with a red border. To the right of the table is a red button labeled 'Edit / Modifier'.

Type / Type	Name / Nom	ID / ID
Cooling Tower / Tour de refroidissement	Tower 2 (East)	100044

### 15 Where should I physically post and document my registration information?

Each cooling tower must have its cooling tower identification number posted on a sign or plate that is securely fastened, conspicuously visible, and water-resistant.

## 16 What do I do if I need to take over management of a building registration?

A change to the user who manages a registration can only be done by GNB administrators. Requests for the changes can be made through the Registry using the Request form or via email directly at [Coolingtowers -Toursderefrondissement@gnb.ca](mailto:Coolingtowers-Toursderefrondissement@gnb.ca).

It is ideal if the current user who manages the registration puts in a request thus providing verification and validation to GNB of the change. The request can be put in through the Registry using the Request form available from the building dashboard.

If the current user who manages the registration is unable to put in a request on your behalf, you can request it yourself either by emailing GNB or through the Registry.

## Case: Change of Building Ownership

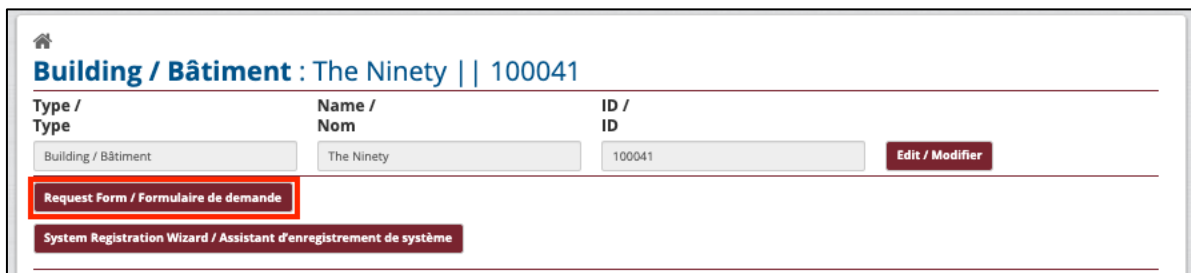
### 17 I have purchased a building with cooling towers, what do I have to do?

**If the building has not been registered yet within the Registry**, complete a building and cooling system registration from start. Follow the instructions and tasks generated within the Registry to complete the licensing process.

**If the building is already registered and licensed within the Registry**, under the previous owner, you will have to request to take over management of the building registration to license the cooling system under your ownership. You will know if the registration exists if you hit an error message on the building registration form. Follow the prompts to request to be the user managing the registration through the communication module.

Once you have the building registration associated to your user account in the Registry, you can then request a change to the building owner information using the Request form available from the

Building Dashboard. Once the building owner information within the registry has changed, the previous licence for that system becomes obsolete and there is no active licence associated with the cooling system. You can now license the cooling system under the updated building ownership information to be compliant within the legislation.



The screenshot shows a web interface for a building dashboard. At the top, it says "Building / Bâtiment : The Ninety || 100041". Below this, there are three input fields: "Type / Type" with the value "Building / Bâtiment", "Name / Nom" with the value "The Ninety", and "ID / ID" with the value "100041". To the right of these fields is a red button labeled "Edit / Modifier". Below the input fields, there are two red buttons: "Request Form / Formulaire de demande" and "System Registration Wizard / Assistant d'enregistrement de système".

## Case: Licensed a System with incorrect Registration Information

### 18 What do I do if I licensed my cooling system with the wrong information?

In the case that you licensed a cooling system with the wrong information that you cannot update yourself through the registry, use the Request form from the building dashboard to request changes from GNB administrators.

## Case: Decommissioning a Cooling System or Cooling Tower

### 19 What do I do when my Cooling Tower is decommissioned?

It is the responsibility of the building owner to maintain an up-to-date registration of all the components related to the cooling system within a building which includes informing the Minister of

any decommissioning of a cooling tower.

To decommission a cooling tower means to physically remove the cooling tower from the cooling system. This may be the case when a cooling tower is replaced with a new cooling tower or the cooling tower is decommissioned all together. In both cases, the decommissioning of a cooling tower should be noted to the Minister through the Registry and can be done using the Decommissioning form available from the cooling tower's dashboard.

**In the case when a cooling tower is decommissioned and there is no replacement for it,** complete the Decommissioning form to inform the Minister and update the registration. The status of the cooling tower will change to decommissioned. The cooling tower will remain associated with the current licence without issue, and during the renewal for the following year it will not be on the updated licence.

**In the case when a cooling tower is replaced by another,** complete the Decommissioning form to inform the Minister and update the registration. Then register a new cooling tower under the same system. This will be a completely new cooling tower registration which will be issued its own Cooling Tower Identification Number which you must affix to the cooling tower itself (see #15 above). The new cooling tower will not be associated with the current licence but will be included in renewed licence in the following year.

## 20 What do I do when my Cooling System is decommissioned?

Decommissioning a cooling system occurs when it is permanently discontinued and/or removed from the building. This may be the case when a building is being gutted and the system is removed during the process. If you are replacing the existing cooling system with a new cooling system, you must register the new cooling tower components and license it. It is the responsibility of the building owner to maintain an up-to-date registration of all the components related to the cooling system within a building. The building owner is also responsible to ensure all cooling systems within the building are licensed.





## 21 What do I do if my building is demolished?

If your building has been demolished, and your registered cooling system no longer exists, you must make a request through the registry to have your building deactivated.