



# User Guide:

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# New Brunswick Cooling Tower Registry

**April 2024**  
Department of Health



## Foreword

The New Brunswick Cooling Tower Registry (<https://nb.grovedere.com>) is the designated area for all cooling tower compliance activities including registration, licensing, and the reporting of mandated actions such as sampling and inspections. This guide was designed to provide information and explanations as to how to navigate and use the Registry, as well as provide additional clarification on the provincial requirements.

## GLOSSARY

**Cooling System:** Often referenced as “System” throughout the Registry, means one or more cooling towers and all of the recirculating water system components, process instruments and appurtenances through which water flows or comes into contact with key parts consisting of biocide, anti-scaling and anti-corrosion chemical applicators, valves, pumps, the tower superstructure, condensers and heat exchangers and other related components. The cooling system may comprise multiple cooling towers that share some or all superstructure components.

**Cooling Tower:** Means a cooling tower, evaporative condenser or fluid cooler that is part of a recirculated water system incorporated into a building’s cooling, industrial process, refrigeration, or energy production system.

**Building:** The physical location that houses the Cooling System.

**The “Guidelines”:** means the New Brunswick Technical Guidelines for Water Circulation Systems as published by the New Brunswick Department of Health.

**The *regulation*:** means the *Water Circulation Systems Regulation – Public Health Act*.

**Tasks:** Required actions from the Guidelines which are automatically generated within the registry, and for which notification are generated for upcoming and late tasks.

**Registry:** means the New Brunswick Cooling Tower Registry, operated by the Government of New Brunswick (GNB), and powered and managed by GroveWare Technologies Inc., under contract to GNB.

**System Start-up:** means commissioning a new system or refers to putting an existing cooling tower system back in operation after system shutdown or idling.

**System Shutdown:** refers to the shut down and drainage of the cooling system when cooling is no longer needed for an extended period (greater than 5 days).

**(Quarterly) Inspection:** means examination, testing, and other activities that are required on a regular basis in accordance with the Regulation and Water Management Program, including the completion of a written or electronic checklist, and conducted by a Qualified Operator.

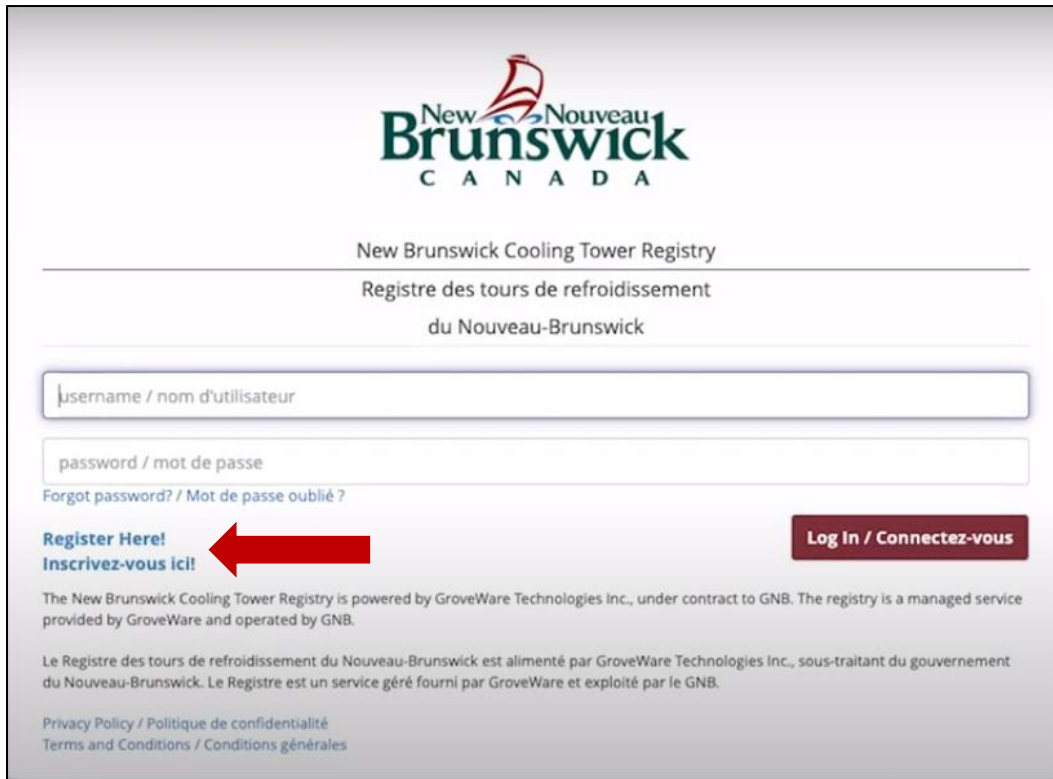
**Licensee:** means a person who holds a licence to operate a Water Circulation System issued by the province of New Brunswick.

**Medical Officer of Health (MOH):** means appointed by the Minister under section 59 of the Public Health Act.

## SECTION 1: REGISTRATION AND LICENSING

In order to gain access to the registry, a user account must be created. The following steps outline the process for creating an account, as well as registering and licensing systems.

### Step 1: Create a user account




New Brunswick Cooling Tower Registry  
Registre des tours de refroidissement  
du Nouveau-Brunswick

username / nom d'utilisateur

password / mot de passe

Forgot password? / Mot de passe oublié ?

[Register Here!  
Inscrivez-vous ici!](#) 

[Log In / Connectez-vous](#)

The New Brunswick Cooling Tower Registry is powered by GroveWare Technologies Inc., under contract to GNB. The registry is a managed service provided by GroveWare and operated by GNB.

Le Registre des tours de refroidissement du Nouveau-Brunswick est alimenté par GroveWare Technologies Inc., sous-traitant du gouvernement du Nouveau-Brunswick. Le Registre est un service géré fourni par GroveWare et exploité par le GNB.

[Privacy Policy / Politique de confidentialité](#)  
[Terms and Conditions / Conditions générales](#)

- Fill out the registration form (note, the red \* denotes required information)
- Submit form
- Check email and click confirmation link, from there click the “Go to Login” button



User Registration / Inscription de l'utilisateur

Confirmation / Confirmation

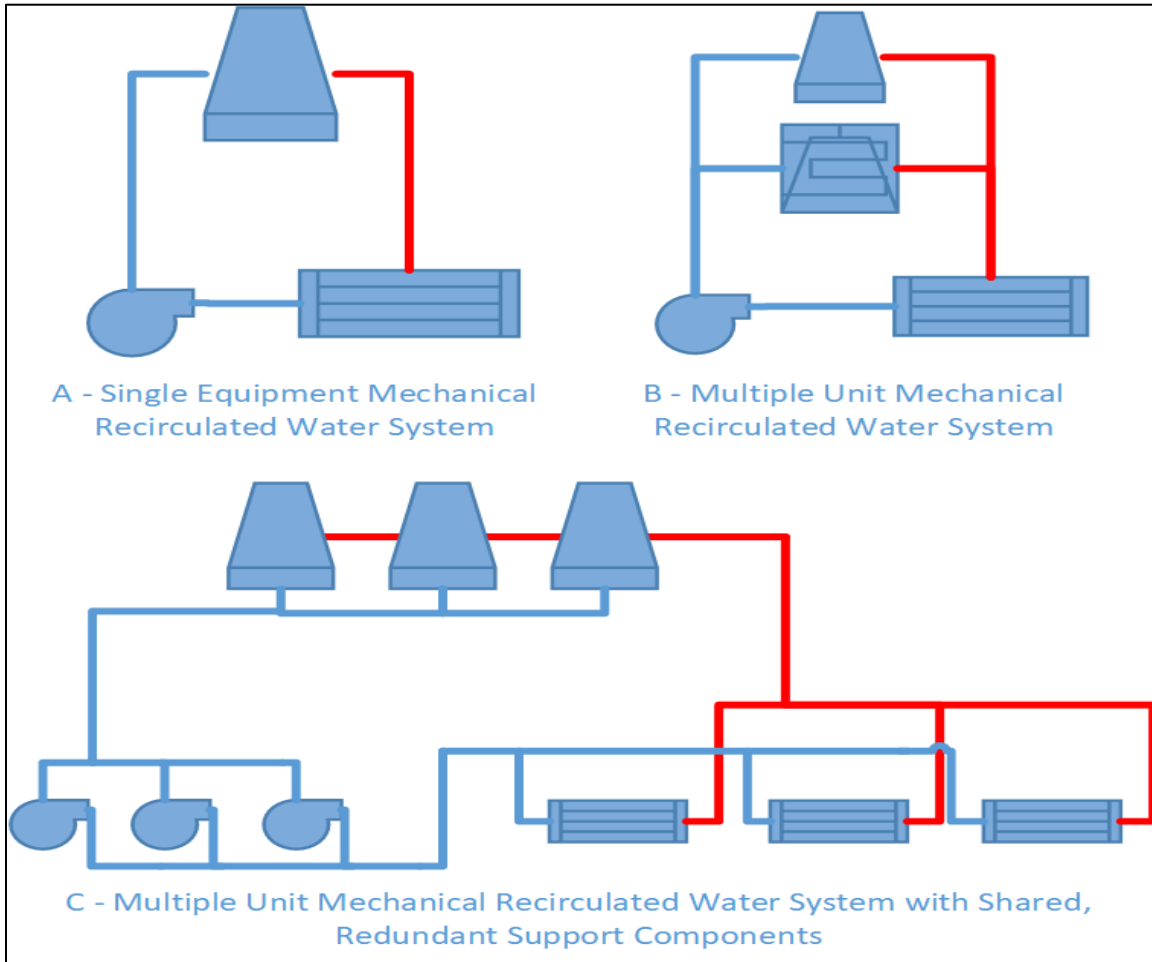
User 'testacctgw@gmail.com' has been activated successfully  
Test, you can now login to the New Brunswick Cooling Tower Registry.

L'utilisateur 'testacctgw@gmail.com' a été activé!  
Test, vous pouvez maintenant vous connecter au Registre des tours de refroidissement du Nouveau-Brunswick.

[Go to Login / Aller à la page de connexion.](#)

After becoming a registered user, you will be able to create profiles for **buildings, cooling systems, and individual cooling towers**.

Note, a registered building must have at least one (1) cooling system registration with at least one (1) associated cooling tower equipment (as indicated in diagram A below). However, a building may also have a single system with multiple cooling tower equipment which shares a central water treatment and process control structure (as indicated by diagrams B or C Below).



It is possible for one (1) building to have multiple system registrations. In this scenario, a building would have any combination of the systems shown by the above diagram, such as two (2) systems as depicted by diagram A, or one (1) system A and one system B. Buildings with multiple systems will require multiple licenses as each cooling system requires a license.

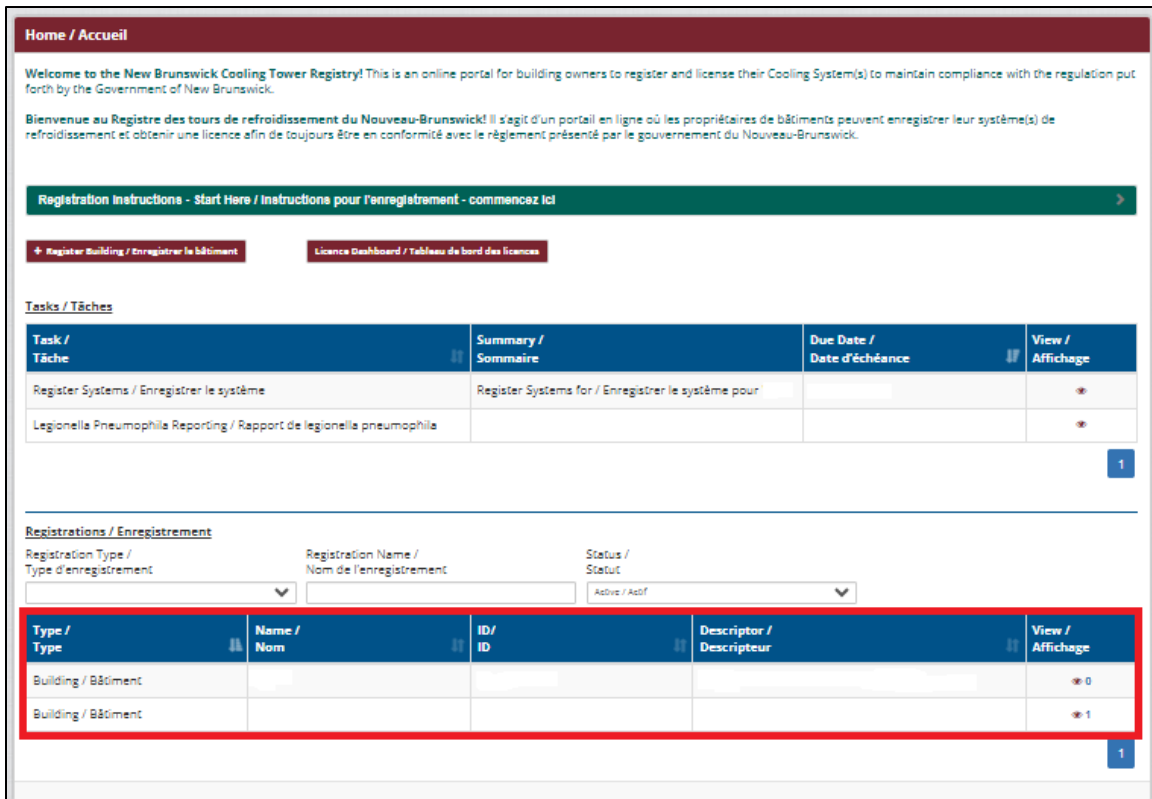
Note, the cost of a license is based on the number of cooling towers registered within each cooling system.

## Step 2: Register the building(s) which house the cooling system(s)

- Log into the Registry using the email address and password you created in Step 1
- Click the “+Register Building” button



- Fill out the building registration form (note, red \* denotes required fields)
- Certain fields have input restrictions to ensure that the correct data is submitted
- Upon completion, click on the submit button and navigate back to the home page to continue the registration process
- A building should now be visible on the home page



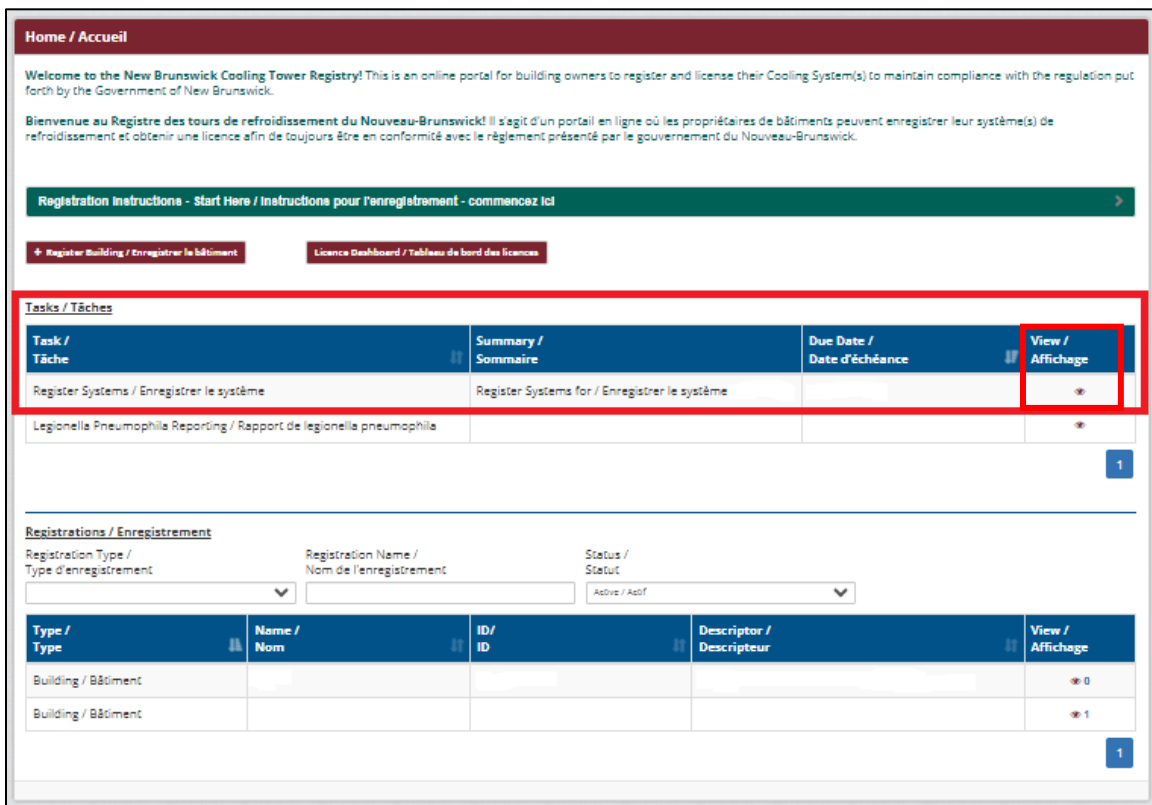
- Repeat this process for all buildings which require registration

### Step 3: Register cooling systems and individual cooling towers associated with the building(s)

**NOTE:** This section will require technical information about cooling systems and individual cooling towers (disinfectant delivery method, recirculated water volume, name of manufacturer, model number, serial number, cooling capacity and basin capacity). Please ensure the system information is in hand prior to beginning the system registration process.

Once a building has successfully been registered within the registry, a task will appear on the users' home page within the registry requiring a system be registered for a given building. All tasks for a registered user are displayed on the user home page. Tasks can be accessed by clicking on the "eye" icon in the view column. In this case, opening the "Register System" task will open the "System Registration Wizard".

- Open the system registration task by clicking on the "eye" icon in the view column



- Fill in the System Registration Wizard form (note, the red \* denotes required information)
- Be sure to give each cooling **system** a descriptive name that allows you to easily recognize it, such as "rooftop system" or "Primary system"

**System Registration Wizard / Assistant d'enregistrement de système**

Cooling system means one or more cooling towers and all of the recirculating water system components, process instruments and appurtenances through which water flows or comes into contact with key components of the cooling tower, including biocide, anti-scaling and anti-corrosion chemical applicators, valves, pumps, the tower superstructure, condensers and heat exchangers, and any other related components. The cooling tower system may comprise multiple cooling towers that share some or all superstructure components.

Un « système de refroidissement » désigne une ou plusieurs tours de refroidissement et tous les composants du système de recirculation à l'eau, les instruments de traitement et les appareils par lesquels l'eau coule ou entre en contact avec les composants clés de la tour de refroidissement, y compris les applicateurs chimiques biocides, anti-incrustants et anticorrosion, les soupapes, les pompes, la superstructure de la tour, les condenseurs, les échangeurs de chaleur et tous les autres composants connexes.

**System to be registered / Système de circulation d'eau mécanique à enregistrer :**

System Name / Nom du système *	Operating Period / Période d'exploitation *	Intended Use / Utilisation prévue *
<input type="text"/>	<input type="text"/>	<input type="text"/>
Disinfectant/Biocide delivery method / Méthode d'administration du désinfectant/biocide *	Recirculated Water Volume / Volume total d'eau recirculée *	Recirculated Water Vol. Units / Unité du volume total d'eau recirculée *
<input type="text"/>	<input type="text"/>	<input type="text"/>

Is your Cooling System currently in operation?  
Votre système de refroidissement est-il présentement en service (actif)? \*

Yes / Oui    No / Non

General Contact / Personne de contact	Email / Adresse courriel	Phone / Numéro de téléphone
<input type="text"/>	<input type="text"/>	<input type="text"/>

**Cooling Towers / Tours de refroidissement**

Please register all "Cooling Towers" associated with this system. This includes a cooling tower, evaporative condenser or fluid cooler that is part of a recirculated water system incorporated into a building's cooling, industrial process, refrigeration, or energy production system.

Veillez enregistrer toutes les « Tours de refroidissement » associées à ce système. Cela comprend les tours de refroidissement, les condenseurs évaporatifs ou refroidisseurs de liquide qui font partie d'un système de recirculation à l'eau intégré au système de refroidissement, aux procédés industriels, à la réfrigération ou au système de production d'énergie d'un immeuble.

Name/ Nom *	Operation Period / Période d'exploitation *	Equipment Type / Type d'équipement *	
<input type="text"/>	<input type="text"/>	<input type="text"/>	
Physical Location / Emplacement physique *	Floor Number / Étage *	Year first put into service / Date de mise en service	
<input type="text"/>	<input type="text"/>	<input type="text"/>	
Manufacturer / Fabricant *	Model Number / Numéro de modèle *	Serial Number / Numéro de série	
<input type="text"/>	<input type="text"/>	<input type="text"/>	
Cooling Capacity / Capacité de refroidissement *	Cooling Capacity Units / Unité de capacité de refroidissement *	Basin Capacity / Capacité du bacs *	Basin Capacity Units / Unité de capacité de bacs *
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>



- If a system has multiple cooling towers, click on the “add cooling tower button” to add more towers to the system

Please register all "Cooling Towers" associated with this system. This includes a cooling tower, evaporative condenser or fluid cooler that is part of a recirculated water system incorporated into a building's cooling, industrial process, refrigeration, or energy production system.

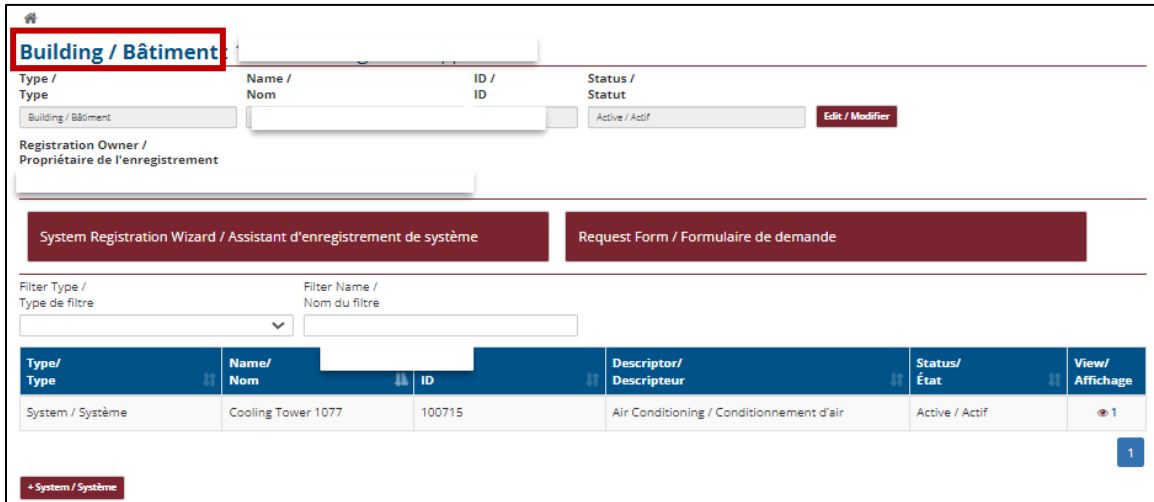
Veillez enregistrer toutes les « Tours de refroidissement » associées à ce système. Cela comprend les tours de refroidissement, les condenseurs évaporatifs ou refroidisseurs de liquide qui font partie d'un système de recirculation à l'eau intégré au système de refroidissement, aux procédés industriels, à la réfrigération ou au système de production d'énergie d'un immeuble.

Name/ Nom *	Operation Period / Période d'exploitation *	Equipment Type / Type d'équipement *	
<input type="text"/>	<input type="text"/>	<input type="text"/>	
Physical Location / Emplacement physique *	Floor Number / Étage *	Year first put into service / Date de mise en service	
<input type="text"/>	<input type="text"/>	<input type="text"/>	
Manufacturer / Fabricant *	Model Number / Numéro de modèle *	Serial Number / Numéro de série	
<input type="text"/>	<input type="text"/>	<input type="text"/>	
Cooling Capacity / Capacité de refroidissement *	Cooling Capacity Units / Unité de capacité de refroidissement *	Basin Capacity / Capacité du bacs *	Basin Capacity Units / Unité de capacité de bacs *
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>





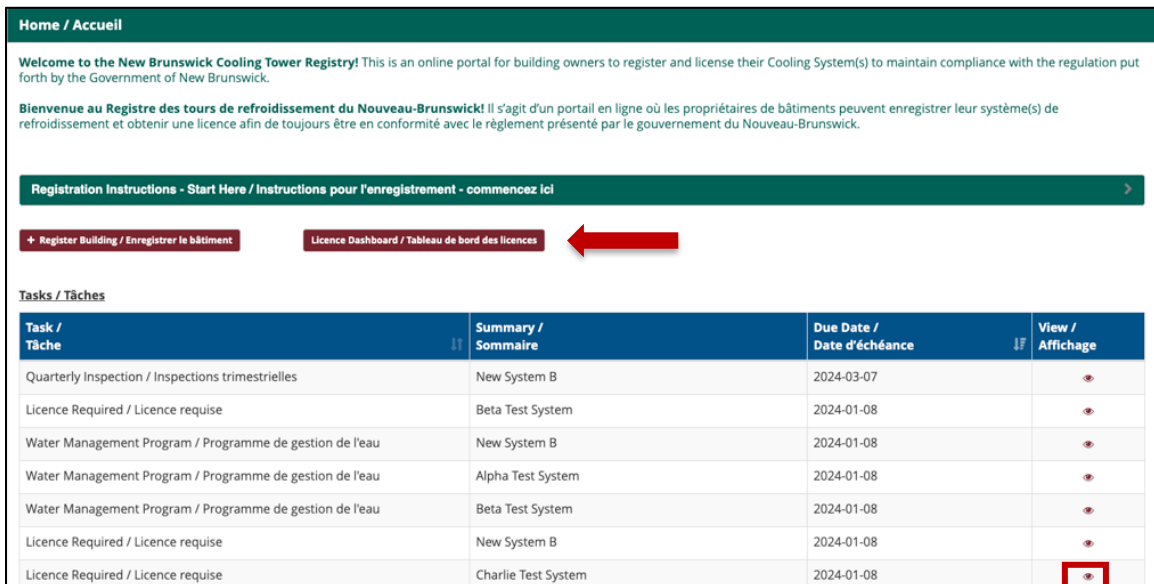
- At any time you can add more cooling **systems** to your building by clicking on the “system Registration Wizard” button or the “+system” button from the **Building** page



### Step 4: Licence your cooling system(s)

Legislation in New Brunswick requires that a person apply for a licence for each cooling **system** that they operate and that the cost of the application fee for that licence be \$450 for each cooling **tower** in that system.

- Begin by clicking on the “licence dashboard” button on your homepage OR on the “eye” icon in your task list



- The licence dashboard gives a view of every cooling system you have registered and the status of its licence
- To begin the licensing process, click the apply link in the action column of the dashboard for any system that shows a licence required status

**Licence Dashboard / Tableau de bord des licences**

All of your registered Cooling System(s) and their respective operating licenses are displayed below with their current status. You can download your licence documents once available through the link in the "View" column.  
You must licence your system within 3 days of registration to finalize the registration process. Click the "Apply" link in the Action column of the table within 3 days of registering your cooling system to obtain your licence. Failure to do so will require you to re-register your cooling system and re-apply.

Tous vos système de refroidissement et les licences d'exploitation respectives sont affichés ci-dessous avec leur statut actuel. Vous pouvez télécharger vos documents de licence lorsqu'ils seront accessibles par le lien dans la colonne « Affichage ».  
Vous devez terminer votre demande de licence dans les trois prochains jours pour finaliser le processus d'enregistrement. Cliquez sur le lien « Appliquer » dans la colonne Action du tableau dans les trois jours suivants l'enregistrement de votre système de refroidissement pour obtenir votre permis. Si cette demande n'est pas terminée avant cette période, vous devrez réenregistrer votre système de refroidissement et faire une nouvelle demande.

Building / Bâtiment	System / Système	Intended Use / Utilisation prévue	Status / État	View / Affichage	Action / Action
Home	Cooling system 1	Condensate Water / Condensat d'eau	Licence Required / Licence requise		Apply / Appliquer
Test123	Cooling system 1	Air Conditioning / Conditionnement d'air	Licence Required / Licence requise		Apply / Appliquer
Test123	Cut 1	Base Building HVAC / CVCA de base du bâtiment	Licence Required / Licence requise		Apply / Appliquer

Note, the Registry will automatically fill out the application based on the information that was provided in the previous steps.

- Review the details and confirm everything is accurate before submitting the form

**Note, the name and contact information shown should be the name of the person legally responsible for the cooling system being licensed (typically the building owner)**

- Ensure the number of cooling towers within the system is accurate

First name / Prénom      Last name / Nom de famille      Email / Adresse courriel      Phone / Numéro de téléphone

Ensure this information is that of the owner.

**Cooling Towers to be licensed / Tours de refroidissement visées par la licence**

Description / Description	Item / Article	Gross Amount / Montant brut
Evaporative Condenser - Condenseur évaporatif ID.100090	Licence Renewal Fee - 1 CT. Frais renouvellement de licence - 1 TR.	450.00
<b>Total Tax / Total de la taxe</b>	<b>Gross Amount / Montant brut</b>	
58.70	450.00	

I hereby certify that all statements made in this application are true and complete to the best of my knowledge and belief. / Je certifie, par la présente, que tous les renseignements fournis dans ce formulaire sont véridiques et complets au mieux de ma connaissance. \*

Confirm / Confirmer

I hereby declare that I will abide fully by the requirements of the Water Circulation Systems Regulation under the Public Health Act. / Je déclare que je me conformerai en tout temps aux exigences du Règlement sur les systèmes de circulation d'eau sous la Loi sur la santé publique. \*

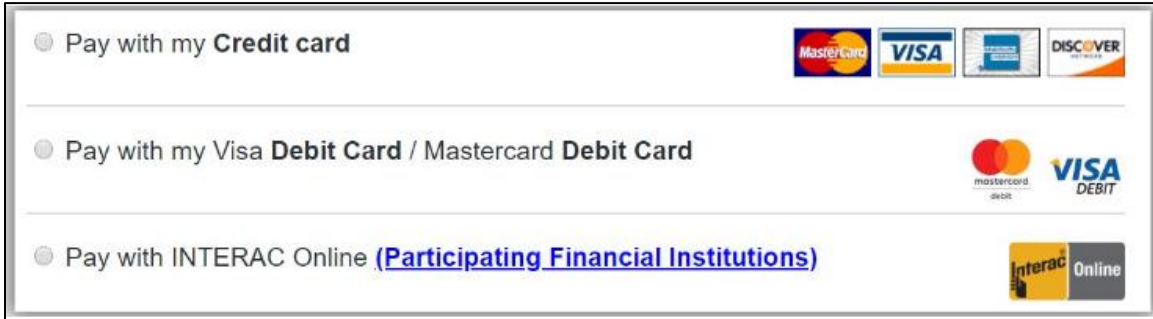
Confirm / Confirmer

- Submitting the form will redirect users to the SNB Payment Service, PHUB
- Please ensure to have your payment information ready prior to initiating the payment process for your licence

Note, abandoned transactions result in not being able to attempt another license payment or renewal for up to 24 hours. This was put in place to prevent payment duplication.

- Online payment options can be viewed here: [Online Payment Options - SNB.CA](#)

Note, the INTERAC Online payment option has very few participating financial institutions. As such, we recommend the use of credit/debit cards to minimize the odds of encountering issues.



- Upon successfully processing a license application and payment, licenses can be viewed and printed by clicking the “download licence” button on the Licence Dashboard

## SECTION 2: NAVIGATING THE REGISTRY

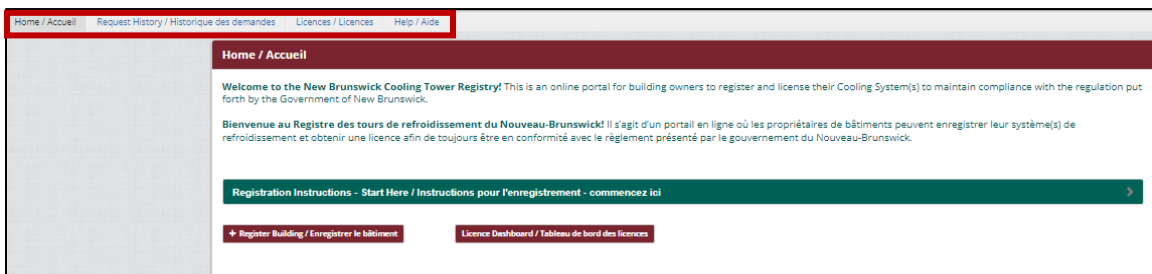
The Registry contains many pages to house all the available information and reporting tools. However, there are three (3) user pages that are specifically worth pointing out to facilitate user navigation. Understanding how to navigate between these three primary pages will help users access the necessary tools and information within the registry.

Primary page 1 – Home page

Primary page 2 – Building page

Primary page 3 – System page

These pages can be viewed as layers or levels within the registry, as the home page allows users to navigate to their build page(s), and the building page(s) allow users to access their system page(s). In addition, a navigation ribbon is always visible at the top of the browser window which gives quick access to other useful pages:



- Home - return to the Home page
- Request History - view a history of requests submitted to the program administrator through the Registry (note, requests can only be submitted from the [building pages](#))
- Licences - view a licence dashboard which displays the buildings, systems, and registration status, and gives access to view applicable licences associated to the registered user
- Help – View helpful documents and videos to help navigate the Registry, use the registry tools, and meet legislative requirements, including a current version of the New Brunswick Technical Guidelines for Water Circulation Systems (*The Guidelines*)

### Primary page no. 1 - The “Home Page”

The home page is the first page you encounter after logging into the registry. It is intended to be a broad overview of all the registered buildings associated to your account and gives a quick reference to all the currently open tasks associated to your systems. From this page, you can the following:

- Register buildings
- Access the Licence Dashboard

- View, access, and **report** open tasks for your cooling system(s)
  - To access a specific task and open the reporting form, select the applicable eye icon in the “view” column of the Tasks Table
  - Tasks are automatically generated based on regulatory requirements
  - Expired sampling and inspection tasks will also automatically be removed from the task list, and replaced with the next required equivalent task
  - Some tasks never expire and require users to submit the associated report in order for it to be removed from the task list
- View building(s) associated to your registered account
- Access the building page(s) of your associated registered building(s)
  - To access a specific building page, selected the applicable eye icon in the “view” column of the Registrations Table
  - The number next to the eye icon in the Registration Table indicates the number of systems registered for that building
- View Registration Instructions
  - Clicking on the green Registrations Instructions banner will drop down additional instructions

**Home / Accueil**

Welcome to the New Brunswick Cooling Tower Registry! This is an online portal for building owners to register and license their Cooling System(s) to maintain compliance with the regulation put forth by the Government of New Brunswick.

Bienvenue au Registre des tours de refroidissement du Nouveau-Brunswick! Il s'agit d'un portail en ligne où les propriétaires de bâtiments peuvent enregistrer leur système(s) de refroidissement et obtenir une licence afin de toujours être en conformité avec le règlement présenté par le gouvernement du Nouveau-Brunswick.

Registration Instructions - Start Here / Instructions pour l'enregistrement - commencez ici

Register Building / Enregistrer le bâtiment
Licence Dashboard / Tableau de bord des licences

**Tasks / Tâches**

Task / Tâche	Summary / Sommaire	Due Date / Date d'échéance	View / Affichage
Quarterly Inspection / Inspections trimestrielles	Système 1	2024-04-23	👁️
Legionella Pneumophila Reporting / Rapport de legionella pneumophila	Système 1	2024-02-23	👁️
Quarterly Inspection / Inspections trimestrielles	Système 2	2024-02-08	👁️
Legionella Pneumophila Reporting / Rapport de legionella pneumophila	Système 2	2024-02-03	👁️
Licence Required / Licence requise	Système 1	2024-02-01	👁️
Water Management Program / Programme de gestion de l'eau	Système 1	2024-02-01	👁️

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**Registrations / Enregistrement**

Registration Type / Type d'enregistrement:

Registration Name / Nom de l'enregistrement:

Status / Statut:

Type / Type	Name / Nom	ID/ ID	Descriptor / Descripteur	View / Affichage
Building / Bâtiment	Building 1	12345678	123 Street Rd, City, NB, A1A A1A, Canada	👁️ 1
Building / Bâtiment	Building 2	12345679	456 Road St, Town, NB, B2B 2B2, Canada	👁️ 1

1

## Primary page no. 2 - The “Building Page”

The building page is where you will be able to see the registered systems specifically associated to the building for which the “building page” was accessed. In other words, you will only see the system(s) associated to the one building on any given “building page”. From this page, you are able to edit some building registration information, register systems, submit requests for support, view and access the systems associated to the building, and view and access the tasks specifically associated to this building.

Note, most registered users will likely only have one (1) building associated with their account, and thus only one (1) “building page”. However, users with multiple buildings associated to their account, will have one building page per registered building.

- The house icon at the top of the page will bring you back to the home page
- The top of the page also indicates the building name, and building ID
- The “Edit” button allows you to update some building registration information
- The “System Registration Wizard” button allows users to add cooling systems to the building
- The “Request form” button can be used to ask GNB for changes to core building/licensing information that the user cannot change themselves
- The first table shows, and gives access to the cooling system(s) registered for the specific building
  - To access a specific system page, select the applicable eye icon in the “view” column from this table
  - Note, the number next to the eye icon in this table indicates the number of cooling towers registered with that specific system
- The second table on this building page, shows a list of open tasks. However, the tasks shown in this table are specific to this building
  - compared to the table on the home page which would show all open tasks associated to a specific user
  - Note, if you only have one (1) registered building, the tasks on this page will be identical to those found on the home page
- Systems can also be added to this building by using the red “+Systems” button between the tables

Building / Bâtiment : 90 Eglinton Test | 100420

Type / Type Building / Bâtiment	Name / Nom	ID / ID 100420	Status / Statut Active / Actif	<a href="#" style="border: 1px solid red; padding: 2px;">Edit / Modifier</a>
Registration Owner / Propriétaire de l'enregistrement				
Request Form / Formulaire de demande				

Filter Type / Type de filtre: ▼      Filter Name / Nom du filtre:

Type / Type	Name / Nom	ID / ID	Descriptor / Descripteur	Status / État	View / Affichage
System / Système	Alpha Test System	101063	Condensate Water / Condensat d'eau	Active / Actif	2
System / Système	Beta Test System	101060	Base Building HVAC / CVCA de base du bâtiment	Active / Actif	1
System / Système	Charlie Test System	101064	Mechanical Use / Usage mécanique	Active / Actif	1
System / Système	Cooling System Main	100421	Air Conditioning / Conditionnement d'air	Decommissioned / Hors service	3
System / Système	New System B	101216	Condensate Water / Condensat d'eau	Active / Actif	2
System / Système	TEST System 2	101059	Condensate Water / Condensat d'eau	Decommissioned / Hors service	1
System / Système	TEST System 5	101065	Condensate Water / Condensat d'eau	Decommissioned / Hors service	1

[+ System / Système](#)

Task / Tâche	Summary / Sommaire	Due Date / Date d'échéance	View / Affichage
No data available in table / Aucune donnée disponible dans le tableau			

### Primary page no. 3 - The “System Page”

This page gives users access to all the reporting features, including those not initiated by tasks. Most registrants are likely to only have one (1) registered system, and thus one system page. If you have multiple systems or buildings, you will also have multiple system and building pages. Some may have several across 1 or more buildings.

Note, tasks are generated at the system level. If your registration includes multiple systems, the registry will generate similar tasks for each registered system. Tasks are not generated at a cooling tower level.

From the system page, users are able to report on all necessary aspects of the regulatory program including water management plans, system start-ups and shutdowns, and system cleaning. The following describes all the available functions from the system page.

- The “**Edit**” button allows you to update some system registration information
- The “**Manage user Permissions**” button allows building owners to provide permission and access for other users to view the registration and complete tasks.

- If you have multiple systems or buildings, and you would like to give someone access to reports within the registry on your behalf, you will need to add them to each system
- Selecting the “Manage user Permissions” button will open the “Add Access” page

The screenshot shows a web interface for managing a system. At the top, there's a breadcrumb trail: > The building name will be shown here. Below that, the system name is "System / Système : Cooling Tower" and the System ID is "System ID will be here".

There are several input fields for "Type / Type", "Name / Nom", "ID / ID", and "Status / Statut". A red box highlights the "Manage User Permissions / Gérer autorisations d'utilisateurs" button.

Below this, there's a section for "Registration Owner / Propriétaire de l'enregistrement" with a field for "registered owner & email will be shown here".

A large red box highlights a grid of reporting options:
 

- Legionella Pneumophila Reporting / Rapport de legionella pneumophila
- Legionella Species Reporting / Rapport d'espèces de légionelles
- Inspection Reporting / Rapport d'inspection
- System Cleaning Reporting / Rapport sur le nettoyage du système
- Start-Up and Shutdown Reporting / Rapport de démarrage et d'arrêt
- Decommission / Mise hors service permanente
- Water Management Program / Programme de gestion de l'eau

At the bottom, there's a filter section with "Filter Type / Type de filtre" and "Filter Name / Nom du filtre" fields. Below that is a table with columns: Type/Type, Name/Nom, ID/ID, Descriptor/Descripteur, Status/État, and View/Affichage. The table contains one row for "Cooling Tower / Tour de refroidissement".

- To add a user from the “Add Access” page, select the “Add Access” button, fill in the applicable information, and select the red submit button
- Added users can be removed at any time by selecting the edit button (shown in the blue box below)
- Note, there is no difference in the user permissions granted between additional user types (internal or external), they are simply for context as to how the added user relates to the system

The screenshot shows the "Add Access / Ajouter un accès" page. It has a header with the title "Add Access / Ajouter un accès".

There are two input fields: "Name / Nom" with the value "Cooling Tower 1133" and "Type / Type" with the value "System / Système".

Below the input fields, there's a paragraph of instructions in English and French. The English text says: "Provide other users permission to your cooling system's registration to view Registration and complete tasks. Add them below using their email address associated with their registration account. If the person is not yet a user in the Registry, an email will be sent to the address entered below to create an account. Remove a user by clicking the edit button beside 'Add additional user' and deleting the record of the user you want to remove." The French text says: "Autorisez d'autres utilisateurs à l'enregistrement de votre système de refroidissement pour visionner l'enregistrement et effectuer des tâches. Ajoutez-les ci-dessous en utilisant le courriel associé à leur compte d'inscription. Si la personne n'est pas encore un utilisateur du Registre, un courriel sera envoyé à l'adresse inscrite ci-dessous pour créer un compte. Supprimez un utilisateur en cliquant sur le bouton « modifier » à côté de « Ajouter un utilisateur supplémentaire » et en supprimant l'enregistrement de l'utilisateur que vous souhaitez supprimer."

Below the instructions, there's a section titled "Additional Registry Users / Utilisateurs de registre supplémentaires". A red box highlights the "Add Access / Ajouter un accès" button.

At the bottom, there are two buttons: "Submit / Soumettre" and "Cancel / Annuler".

- To add a user, fill in the appropriate fields, and select the types of notifications you would like the additional user to receive



- To save the changes to the registry, select the box at the bottom of the form to confirm you understand permissions granted to additional users, and select the submit button
- Users and notification selections can be edited at any time

**Additional Registry Users / Utilisateurs de registre supplémentaires**

Type / Type *	Email Address / Adresse courriel *	Role / Rôle	Phone Number / Numéro de téléphone
External / Externe	denis.chenard@gnb.ca		

Email Notifications / Notifications par courriel

Licensing / Tâches liées à l'octroi de licences  Overdue Task Reminders / Rappels de tâches en retard  Upcoming Task Reminders / Rappels de tâches à venir ⓘ

Type / Type *	Email Address / Adresse courriel *	Role / Rôle	Name
External / Externe	user@hotmail.com	Qualified Operator - Sampling & Inspections	

Email Notifications / Notifications par courriel

Licensing / Tâches liées à l'octroi de licences  Overdue Task Reminders / Rappels de tâches en retard  Upcoming Task Reminders / Rappels de tâches à venir ⓘ

Type / Type *	Email Address / Adresse courriel *	Role / Rôle	name
Internal / Membre interne	user@gnb.ca	Person Responsible - oversee licence and Cooling Tower Ma	

Email Notifications / Notifications par courriel

Licensing / Tâches liées à l'octroi de licences  Overdue Task Reminders / Rappels de tâches en retard  Upcoming Task Reminders / Rappels de tâches à venir ⓘ

I understand that providing access to additional users will allow these users to / Je comprends que le fait de fournir un accès à des utilisateurs supplémentaires permettra à ces derniers de :

a. view and edit system details / Voir et modifier les détails du système  
 b. report tasks/actions taken with respect to the system / signaler les tâches/actions entreprises en rapport avec le système  
 c. Receive alerts and reminders for required and missed tasks as specified above. / recevoir des alertes et des rappels pour les tâches requises et manquées, comme indiqué ci-dessus.

**check box to confirm**

The next section of the system page provides access to all the registry reporting tools. A basic rundown of the reporting tools is included below:

> The building name will be shown here

**System / Système : Cooling Tower** | System ID will be here

Type / Type	Name / Nom	ID / ID	Status / Statut	<input type="button" value="Edit / Modifier"/>
System / Système	Cooling Tower		Active / Actif	

Registration Owner / Propriétaire de l'enregistrement

registered owner & email will be shown here

Legionella Pneumophila Reporting / Rapport de legionella pneumophila

Legionella Species Reporting / Rapport d'espèces de légionelles

Inspection Reporting / Rapport d'inspection

System Cleaning Reporting / Rapport sur le nettoyage du système

Start-Up and Shutdown Reporting / Rapport de démarrage et d'arrêt

Decommission / Mise hors service permanente

Water Management Program / Programme de gestion de l'eau

Filter Type / Type de filtre

Filter Name / Nom du filtre

Type / Type	Name / Nom	ID / ID	Descriptor / Descripteur	Status / État	View / Affichage
Cooling Tower / Tour de refroidissement	Cooling Tower		Inside - Building / Intérieur - bâtiment	Active / Actif	0

- **Legionella pneumophila (LP) Reporting**
  - Use this reporting tool to report any LP sample results that do not fall within the allotted timeframes from the Legionella pneumophila reporting task
  - Submitting sample results using this tool do not have any date restrictions

- *Legionella* species Reporting (optional)
  - This reporting tool is unique within the registry as it is entirely voluntary
  - If your sampling results include results for *Legionella* species in addition to the required *Legionella pneumophila*, this reporting tool can be used to provide additional information to GNB by reporting the *Legionella* species results
- Inspection Reporting
  - Use this tool to report any inspections carried out on your system outside the minimum requirement for quarterly inspections (automatically generated task)
  - Note, if you missed the reporting period for a quarterly inspection, but did in fact carry it out, you can report it using this reporting tool
- System Cleaning Reporting
  - Use this tool to report all cleaning activities carried on your system
  - This includes online disinfection events specifically carried out to control or clean the system, but excludes regular addition or use of biocides
- Start-up and Shutdown Reporting
  - Use this tool to indicate within the registry when the system has been shutdown, or brought online
    - Examples include seasonal start ups and shutdowns, or shutting down the system to do an offline annual cleaning
  - Reporting a system shutdown, and indicating that the system is not currently operating will eliminate the generation of tasks until you bring the system back online
  - Reporting a system start-up will automatically generate tasks for upcoming regulatory requirements such as *Legionella pneumophila* reporting and quarterly inspection reporting
- Decommission
  - This tool is only to be used in the event that a system or cooling tower is permanently being taken out of operation for the associated registered system
- Water Management Program (WMP)
  - This tool is unique in that it is a combination of a reporting tool, and a WMP development tool
  - The WMP tool was designed to help ensure users develop management plans which meet the minimum requirements of the Regulation

- A detailed break down of the requirements for the WMP is included further in this document

The next section of the system page shows the registered cooling equipment (including towers, evaporative condensers and fluid coolers) for this specific system, allows access to the cooling equipment information, and shows the open tasks related to this specific system.

Type/ Type	Name/ Nom	ID/ ID	Descriptor/ Descripteur	Status/ État	View/ Affichage
Cooling Tower / Tour de refroidissement				Active / Actif	
Cooling Tower / Tour de refroidissement			Outside - Roof / Extérieur - toit	Active / Actif	

+ Cooling Tower / Tour de refroidissement	+ Evaporative Condenser / Condenseur évaporatif	+ Fluid Cooler / Refroidisseur de liquide
---	---	---

Task / Tâche	Summary/ Sommaire	Due Date/ Date d'échéance	View / Affichage
Quarterly Inspection / Inspections trimestrielles	McGloin Rental Unit	2024-02-08	
Legionella Pneumophila Reporting / Rapport de Legionella pneumophila	McGloin Rental Unit	2024-02-03	

A list of the tools included in this section are described below.

- The first table shows a list of the registered cooling equipment for the specific system that this page is representing
  - Details for the registered equipment can be seen by clicking the associated eye icon in the view column
- The three red buttons between the tables, "+ Cooling Tower", "+Evaporative Condenser", and "+ Fluid Cooler" allow you to add components to your system
- There is a task table on the system page which shows the tasks specifically associated to the current system

The final section on the system page is a table showing the history of actions taken within the registry for the system. This is where you will be able to see your records and access the reports.

History / Historique			
Filter/Filtre:			
Task / Tâche	From Date / Date de début	To Date / Date de fin	
<input type="text"/>	<input type="text" value="yyyy-mm-dd / aaaa-mm-jj"/>	<input type="text" value="2024-01-30"/>	<input type="text"/>
Task / Tâche	Summary / Sommaire	Activity Date / Date de l'activité	View / Affichage
Start-Up and Shutdown Reporting / Rapport de démarrage et d'arrêt	Shutdown / Arrêt	2023-11-27	
Quarterly Inspection / Inspections trimestrielles	Inspected / Inspecté	2023-10-19	
Legionella Pneumophila Reporting / Rapport de legionella pneumophila	Result / Résultat: 0	2023-10-12	
Legionella Pneumophila Reporting / Rapport de legionella pneumophila	Result / Résultat: 0	2023-09-14	
Legionella Pneumophila Reporting / Rapport de legionella pneumophila	Result / Résultat: 0	2023-09-14	
Quarterly Inspection / Inspections trimestrielles	Inspected / Inspecté	2023-09-04	
Legionella Pneumophila Reporting / Rapport de legionella pneumophila	Result / Résultat: 0	2023-08-14	
Water Management Program / Programme de gestion de l'eau	Completed / Tâche achevée	2023-08-01	
Quarterly Inspection / Inspections trimestrielles	Inspected / Inspecté	2023-07-12	
Legionella Pneumophila Reporting / Rapport de legionella pneumophila	Result / Résultat: 0	2023-07-06	
Legionella Pneumophila Reporting / Rapport de legionella pneumophila	Result / Résultat: 0	2023-06-06	
Payment (Licensing) / Paiement (licences)	Payment Processing / Traitement du paiement	2023-03-30	

1

- The table can be filtered by activity type and by date using the filter tool above the table
- To access a copy of the report/document, click on the icon in the “View” column
- The numbered blue box in the bottom right indicates the number of pages for your history table

## SECTION 3: USING THE REGISTRY TO MANAGE COOLING SYSTEMS AND MEET REGULATORY REQUIREMENTS

This section provides additional information for users to better understand how the registry was intended to be used.

The table below serves as an overview and quick reference for some of the activities which are regulatory requirements as per the *regulation* and the *guideline*, but it is not a full breakdown of all of the regulatory requirements for this program. Please refer to the [Public Health Act](#), the [Water Circulation Systems Regulation – Public Health Act](#), and the [New Brunswick Technical Guidelines for Water Circulation Systems](#) for a full understanding of all the regulatory requirements.

Table 1: Summary of Regulatory Requirements

Activity	Completion Compliance	Reporting Compliance
<p><i>Legionella pneumophila</i> (LP) Sampling</p>	<p>At a minimum, one (1) sample must be collected for every 30 days of system operation.</p> <p>Samples must be analyzed by an accredited laboratory.</p>	<p>Must be reported to the Registry within five (5) days of results being received from the laboratory.</p> <p>Results <math>\geq 1,000</math> CFU (or MPN)/mL must <b>immediately</b> be reported to the MOH.</p>
<p>Quarterly Inspection (QI)</p>	<p>Must conduct a QI every 45 - 90 days of operation.</p> <p>Must conduct a QI in July or August every year.</p>	<p>Must be reported to the Registry within fifteen (15) days of inspection completion.</p>
<p>Corrective Actions</p>	<p>Must, at a minimum, follow the corrective actions outlined in the guidelines for LP sample results between 10 – 999 CFU (or MPN)/mL, and for LP results <math>\geq 1,000</math> CFU (or MPN)/mL.</p>	<p>Must be reported to the Registry within fifteen (15) days of corrective actions being completed.</p>
	<p>Must collect a LP sample two (2) to five (5) days after corrective actions were completed.</p>	<p>Must be reported to the Registry within five (5) days of results being received from the laboratory.</p>

Water Management Program (WMP)	<p>Must be developed and reported within the registry upon registration.</p> <p>Must be revised every 5 years or as required (to capture changes or in response to an exceedance.)</p>	Must be submitted to Registry as soon as possible.
System Cleaning	At a minimum, systems must be cleaned and disinfected following a system shutdown.	Must be reported to the Registry within fifteen (15) days.
System Start-up	When a system is brought online, start-up procedures, as outlined in the WMP, must be followed.	Must be reported to the Registry within five (5) days
	Must collect a LP sample within ten (10) days of a system start-up.	Must be reported to the Registry within five (5) days of results being received from lab.
System Shutdown	<p>When a system is shutdown, shutdown procedures, as outlined in the WMP, must be followed.</p> <p>Must conduct a system cleaning.</p>	Must be reported to the Registry within ten (10) days.

## 1. Registry Tasks

As previously mentioned, the registry was developed to include the ability to automatically generate tasks for registered users. These tasks are intended to help remind users of the regulatory requirements established in the *regulation* and *guidelines*, as well as to help monitor compliance rates. Tasks are connected to the rest of the registry information including the water management plans and other tasks. Understanding how to use the tasks and report your activities within the registry will help guide users to regulatory compliance.

Note, not all regulatory requirements have been captured by the registry's tasking system. As such, in order to ensure you are operating your system in compliance with the regulatory requirements, please ensure that you have read and that you understand the *regulation* and the *guideline*. Additionally, should you have any questions about the regulatory program, please do not hesitate to contact us at [coolingtowers-toursderefroidissement@gnb.ca](mailto:coolingtowers-toursderefroidissement@gnb.ca).

When your cooling system is operational (i.e. you have not reported a system shutdown within the registry), the Registry will automatically generate scheduled or expected tasks for each of your cooling systems. The table below provides a list of all the tasks the registry can assign, as well as a brief explanation of when they are assigned. For seasonal system operations, reporting system shutdowns within the registry will disable the task generation of the registry for that system until it is brought back online within the registry.

Table 2: Task List, Triggers, and Requirements

Task / Activity	Triggers	Frequency
Licensing	System registration. Annual renewals.	Annual
Water Management Program (WMP)	System registration.	Every 5 years
<i>Legionella pneumophila</i> (LP) Sampling	System registration. System start-up. Repeat task while in operation.	Every 30 days
Quarterly Inspection	System registration. System start-up. Repeat task while in operation.	Every 45 to 90 days
Corrective Actions	Sample result exceedance. (≥ 10 CFU (or MPN)/mL)	n/a
LP Sampling (Corrective Action Resample)	Corrective action task	n/a
System Cleaning	System shutdown report.	n/a

Scheduled tasks and their due dates can be viewed on the registry home, building, and system pages.

**Home / Accueil**

**Welcome to the New Brunswick Cooling Tower Registry!** This is an online portal for building owners to register and license their Cooling System(s) to maintain compliance with the regulation put forth by the Government of New Brunswick.

**Bienvenue au Registre des tours de refroidissement du Nouveau-Brunswick!** Il s'agit d'un portail en ligne où les propriétaires de bâtiments peuvent enregistrer leur système(s) de refroidissement et obtenir une licence afin de toujours être en conformité avec le règlement présenté par le gouvernement du Nouveau-Brunswick.

[Registration Instructions - Start Here / Instructions pour l'enregistrement - commencez ici](#) >

+ Register Building / Enregistrer le bâtiment
Licence Dashboard / Tableau de bord des licences

**Tasks / Tâches**

Task / Tâche	Summary / Sommaire	Due Date / Date d'échéance	View / Affichage
--------------	--------------------	----------------------------	------------------

Quarterly Inspection / Inspections trimestrielles	Cooling system 1	2024-02-12		
Legionella Pneumophila Reporting / Rapport de legionella pneumophila	Cut 1	2024-01-16		
Legionella Pneumophila Reporting / Rapport de legionella pneumophila	Cooling 3	2024-01-16		
Legionella Pneumophila Reporting / Rapport de legionella pneumophila	Cooling system 1	2024-01-16		
Legionella Pneumophila Reporting / Rapport de legionella pneumophila	Cooling system 1	2024-01-13		
Licence Required / Licence requise	Cooling system 1	2024-01-09		

To report the completion of a scheduled task, click on the “eye” icon in your task list’s view column. This will open the reporting form for that specific task. Fill out the required fields and click submit to report the task as completed. The task report will then automatically be moved to the task history table on the system page.

**Sample Reporting / Rapport d'échantillonnage**

Name / Nom: Cut 1      ID / ID: 100104

*This task is for the compliance date range of **2023-12-17 and 2024-01-16**. If you are attempting to report on an activity outside of this date range, please open up a Sample Reporting form from your system's information page.*  
*Cette tâche concerne une inspection requise entre les dates de conformité du **2023-12-17 au 2024-01-16**. Si vous tentez de communiquer une activité en dehors de ces dates, veuillez ouvrir un formulaire de rapport d'échantillonnage à partir de la page d'informations de votre système.*

---

Test Type / Type d'essai \*      Sampling Location / Lieu d'échantillonnage \*      Sample Collection Date / Date de prélèvement de l'échantillon \*      Laboratory drop off date / Date de livraison au laboratoire \*

Legionella Pneumophila / Legionella pne      [dropdown]      yyyy-mm-dd / aaaa-mm-jj      yyyy-mm-dd / aaaa-mm-jj

**Laboratory Reported Data / Données de laboratoire déclarées**

Laboratory / Laboratoire \*      Date Results Analyzed / Date d'analyse des résultats \*      Date Results Reported by Lab / Date de déclaration des résultats par le laboratoire \*      Result / Résultat \*

[dropdown]      yyyy-mm-dd / aaaa-mm-jj      yyyy-mm-dd / aaaa-mm-jj      [dropdown]

Method / Méthode \*

[dropdown]

Attach copy of sample results from lab / Joindre une copie des résultats de l'échantillon provenant du laboratoire \*

**+**      Click the + button to upload a document from your computer to the report.

--- Attached Files / Fichiers annexés ---

Comments / Commentaires

[text area]

Submit / Soumettre
Cancel / Annuler

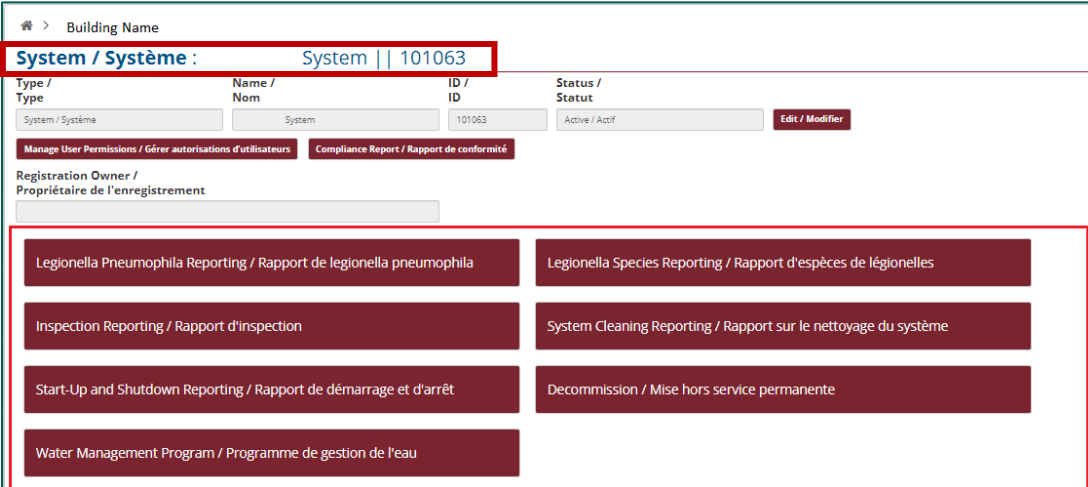


In addition to generating the task and making them available and visible within the registry, email notifications are also automatically generated and sent to registrants and additional users. Email notifications will be sent to remind registrants of tasks that are due to be completed/reported within seven (7) days, as well as to notify of overdue/missed tasks.

## 2. Reporting Additional or Overdue Actions

Users may need to report actions completed as part of their WMP which are not scheduled and therefore not automatically generated as tasks within the registry. Any action completed outside of automatically generated tasks can be reported using the red buttons found on the system page. If users are responsible for multiple systems, they will need to ensure that they are on the correct system page for the actions they wish to report.

Additionally, should a system user be in non-compliance for having missed the reporting period for a required task, these reporting tools (buttons) should be used for late submission of task reports.



The screenshot displays a web interface for a system page. At the top, there is a breadcrumb trail: "Building Name" > "System / Système : System || 101063". Below this, a table lists system details:

Type / Type	Name / Nom	ID / ID	Status / Statut
System / Système	System	101063	Active / Actif

Below the table, there are two buttons: "Manage User Permissions / Gérer autorisations d'utilisateurs" and "Compliance Report / Rapport de conformité". Underneath, there is a field for "Registration Owner / Propriétaire de l'enregistrement".

A red box highlights a grid of reporting buttons:

- Legionella Pneumophila Reporting / Rapport de legionella pneumophila
- Legionella Species Reporting / Rapport d'espèces de légionelles
- Inspection Reporting / Rapport d'inspection
- System Cleaning Reporting / Rapport sur le nettoyage du système
- Start-Up and Shutdown Reporting / Rapport de démarrage et d'arrêt
- Decommission / Mise hors service permanente
- Water Management Program / Programme de gestion de l'eau

Please note, unlike reports generated in the Task Table, the reporting functions accessed from the system page, as shown above, do not have any limits on the reporting dates or periods, with the exception of reporting on future events/dates.

## 3. Reporting System Start-ups and Shutdowns

As per the regulatory requirements, all systems must report every system start-up or shutdown to the Registry. This is of particular note for systems that operate **seasonally**. In addition to the connection to registry generated tasks, reporting on the operational status of a system is extremely important in case of potential Legionnaires' Disease outbreaks. **During investigations of potential outbreaks of Legionnaire's Disease, it is critical for Public Health officials to know the actual status of your system to allow resources to focus on those currently in operation.**

As previously mentioned, the Registry will continue to generate email notifications and new scheduled tasks so long as the system is in operation within the Registry. In order to prevent receiving notifications

and tasks while your system is not in operation, you must submit a system shutdown report within the registry.

System start-up and shut down reports can be submitted by accessing the applicable system page, selecting the red “Start-Up and Shutdown Reporting” button, filling in the required fields and submitting the report.

The screenshot shows a web interface for system management. At the top, there is a breadcrumb trail: "Building Name". Below this, the system details are displayed: "System / Système : || 101063". A table below the details shows the system's attributes:

Type / Type	Name / Nom	ID / ID	Status / Statut
System / Système	System	101063	Active / Actif

Below the table, there are two buttons: "Manage User Permissions / Gérer autorisations d'utilisateurs" and "Compliance Report / Rapport de conformité". Underneath, there is a field for "Registration Owner / Propriétaire de l'enregistrement".

The main area contains several report options, each in a red button:

- Legionella Pneumophila Reporting / Rapport de legionella pneumophila
- Legionella Species Reporting / Rapport d'espèces de légionelles
- Inspection Reporting / Rapport d'inspection
- System Cleaning Reporting / Rapport sur le nettoyage du système
- Start-Up and Shutdown Reporting / Rapport de démarrage et d'arrêt** (highlighted with a red border)
- Decommission / Mise hors service permanente
- Water Management Program / Programme de gestion de l'eau

While filling out the report, ensure you select the correct action (start-up vs shutdown), and make sure to correctly answer the question as to whether the system is currently in operation. If you submit a system shutdown report, but accidentally answer the question indicating that the system is still in operation, system users will continue to receive tasks and notifications.

Note, this question was added in order to be able to allow users to backdate overdue reports within the registry. As such, it is possible to report historical system start-ups or shutdowns within the registry and not impact the current system tasking and reporting functions.

The report will also require users to confirm that the applicable start-up or shutdown procedures were followed as established in the system specific WMP, and allows users to attach documents, prior to submitting the report.

Note, if the system does not have a completed WMP within the registry, you may not be able to confirm that the applicable procedures were followed. In this case, please indicate this is the case in the comments section, and make sure to either describe what was done in the comments section or include it in an attached document.

Seasonal Startup and Shutdown Reporting / Rapport saisonnier de démarrage et d'arrêt

Name / Nom	ID / ID	Current Operation/ Présentement en service	Current Date / Date actuelle
System	101063	Online / En service	2024-02-05

**Definitions / Définitions**

Action Conducted By /  
Mesure prise par \*

Date of Action /  
Date de la mesure \*

Procedure for /  
Procédure pour

Startup / Démarrage    Shutdown / Arrêt

Is your Cooling System currently in operation as of 2024-02-05? /  
Votre système de refroidissement est-il présentement en service (actif) as of 2024-02-05?

Yes / Oui    No / Non

Reason for Action /  
Motif de la mesure \*

Expected Date /  
Date de prévue

Procedure as defined in this Cooling System's Water Management Program (WMP) (Reference) /  
Procédure définie dans le programme de gestion de l'eau (PGE) de ce système de refroidissement (référence)

Comments/  
Commentaires

Upload supporting documents /  
Télécharger les pièces justificatives \*

Confirmatory Statement: The procedures were carried out in accordance with the requirements of the WMP. /  
Énoncé de confirmation : Les procédures ont été effectuées conformément aux exigences du PGE. \*

Confirm / Confirmer

Signature / Signature \*

#### 4. Uploading a WMP to the Registry

The water management program (WMP) is a critical component in a system’s ability to control bacteriological growth and prevent potential Legionnaires’ outbreaks. It is for this reason that a large portion of the *guidelines* are centered around this document and what it should contain. WMPs are intended to be developed specifically for each system based on all the individual factors present. That being said, it does not mean that a WMP needs to be complex or large in order to be effective. In fact, the WMPs should be as simple as possible, while adequately reducing risk, to ensure they are easy to understand and follow, thus increasing the chances that they are used as intended and doing what they are intended to. For a detailed breakdown of each section of the WMP and the regulatory requires, please refer to the [New Brunswick Technical Guidelines for Water Circulation Systems](#).

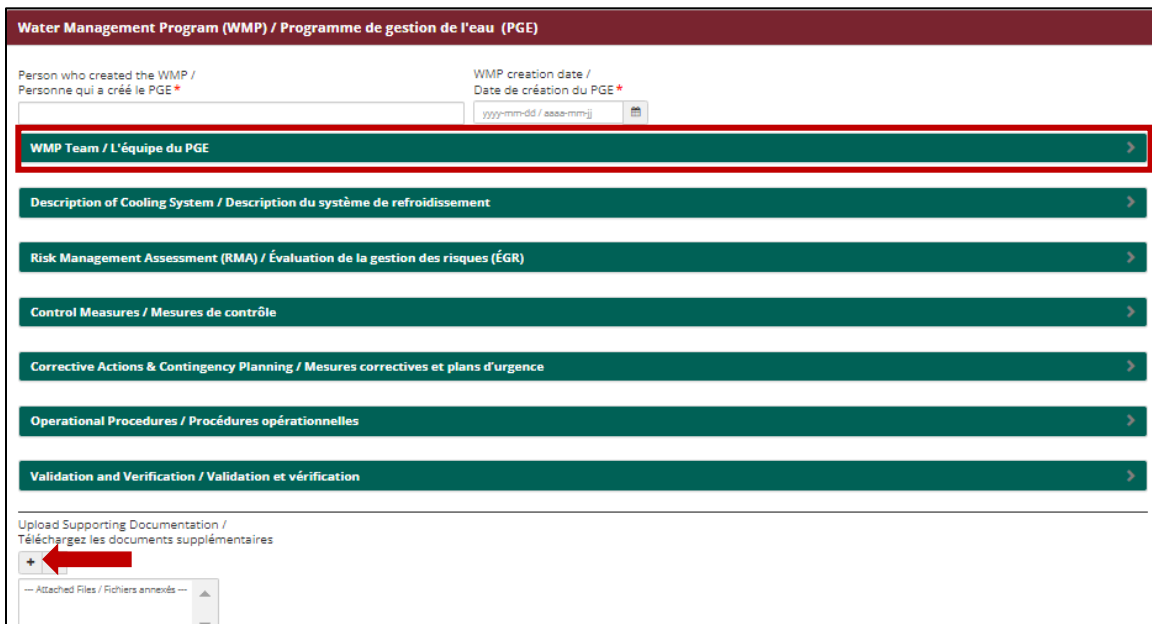
This section will aim to give a simple breakdown of each section of the WMP and what is required in order to successfully upload one to the Registry.

To access the WMP within the Registry, users can either open the Water Management Program Task from any of the task tables within the registry (Home page, building page, and system page), or they can access

the WMP by selecting the red “Water Management Program” button from the system page. Note, in order to make updates to a completed WMP, you will need to access it from the system page.

Once you have accessed the WMP form within the Registry, you will notice that it is divided into seven (7) sections. These sections match those found within the *guidelines*. Each section, within the registry, has required fields which must be completed. For more information as to the specific requirements of each section, please refer to the *guidelines*. Note, some of the information submitted within the WMP form is used elsewhere within the Registry, such as in the cleaning report and corrective action report forms.

As cooling systems can vary in complexity, so will their WMP. For that reason, as you are completing the sections of the WMP by filling in the required fields (denoted by a red \*), you have the option of directly typing all of the program’s details directly within the form, OR you have the option of simply referencing them with the form and uploading an electronic copy of a prepared WMP, or even separate sections, to the form within the registry. Note, WMPs must be prepared by, or under the supervision of, a Water Quality Specialist as defined in the Technical Guidelines.



- Clicking the green banners will open the applicable section and reveal the required fields.
- Documents can be added at the bottom of the form (after the Validation and Verification section).

**Water Management Program (WMP) / Programme de gestion de l'eau (PGE)**

Person who created the WMP /  
Personne qui a créé le PGE \*

WMP creation date /  
Date de création du PGE \*

-----

-----

**WMP Team / L'équipe du PGE** >

**Description of Cooling System / Description du système de refroidissement** >

**Risk Management Assessment (RMA) / Évaluation de la gestion des risques (ÉGR)** >

**Control Measures / Mesures de contrôle** >

**Corrective Actions & Contingency Planning / Mesures correctives et plans d'urgence** >

**Operational Procedures / Procédures opérationnelles** >

**Validation and Verification / Validation et vérification** >

---

Upload Supporting Documentation /  
Téléchargez les documents supplémentaires

+ x

--- Attached files / Fichiers attachés ---

---

Document Notes /  
Remarques sur le document

-----

-----

Confirmatory Statement: The information uploaded to the registry for the WMP is consistent with the WMP as created by the Water Quality Specialist. /  
Énoncé de confirmation: Les informations téléchargées dans le registre pour le PGE sont conformes au PGE créé par le spécialiste de la qualité de l'eau. \*

Confirm / Confirmer

Signature /  
Signature \*

-----

-----

X Clear / Supprimer

Submitting User Name /  
Nom d'utilisateur du demandeur \*

Denis Dionard

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If you have not completed your *Water Management Program*, record your progress using the 'Save as Draft' button. Note, this function ignores the required information fields. When it is time to submit the finalized *Water Management Program*, please use the 'Submit' button. *Water Management Programs* can always be updated within the registry after they have been submitted. Submitting a final version completes the required task generated by the registry. You can access the *Water Management Program* from the "Manage System" page by selecting the "Water Management Program" button.

Si vous n'avez pas terminé de soumettre votre *programme de gestion de l'eau*, enregistrez votre progrès à l'aide du bouton « Sauvegarder l'ébauche ». Notez que cette fonction ignore les champs d'informations obligatoires. Lorsqu'il est temps de soumettre le *programme de gestion de l'eau*, veuillez utiliser le bouton « Soumettre ». Les *programmes de gestion de l'eau* peuvent toujours être mis à jour dans le registre après avoir été soumis. La soumission d'une version finale accomplit la tâche requise générée par le registre. Vous pouvez accéder au programme de gestion de l'eau à partir de la page « Gérer le système » en sélectionnant le bouton « Programme de gestion de l'eau ».

Save as Draft / Sauvegarder l'ébauche
Submit / Soumettre
Cancel / Annuler

## Note, the Registry does not automatically save progress on WMPs.

The WMP form is lengthy, and may require a significant amount of time to complete. As such, it is highly recommended that you use the save as draft function for this document as you develop it. If you have worked on a section and need to step away from your computer for any reason, we recommend that you save the document as a draft prior to stepping away to avoid losing progress. A good practice may be to develop one section at a time and save your progress between each. Note, the save as draft function ignores the required fields.

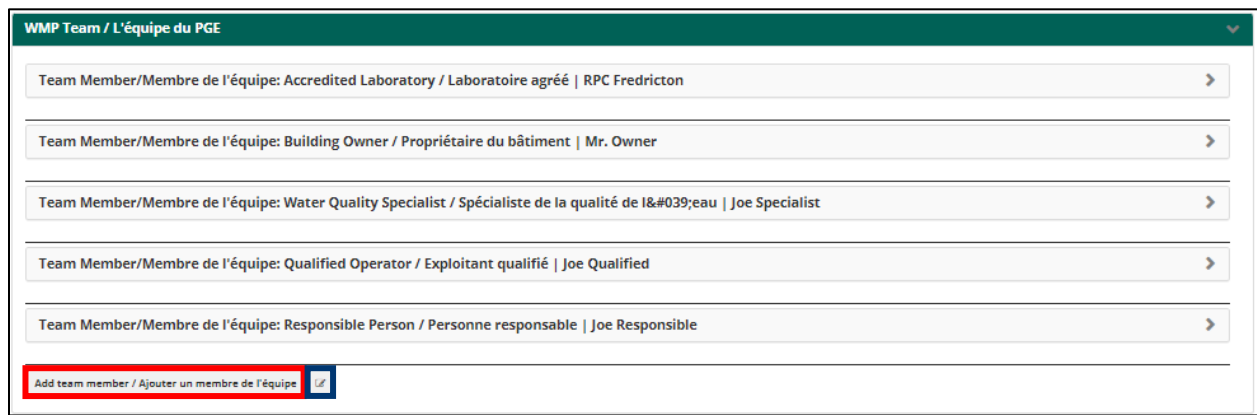
The following sections break down each of the seven (7) required sections of the WMP, describe how to successfully fill them in, and point out specific functions or features of note.

### **WMP Team**

At a minimum, this section must include the following team members:

- Responsible Person
- Water Quality Specialist
- Qualified Operator
- Accredited Laboratory
- Building Owner

For more information on each role, please refer to the *guidelines*.



The screenshot shows a web interface titled "WMP Team / L'équipe du PGE". It contains a list of team members, each with a grey bar containing their role and name, and a right-pointing arrow. The roles listed are: Accredited Laboratory (RPC Fredricton), Building Owner (Mr. Owner), Water Quality Specialist (Joe Specialist), Qualified Operator (Joe Qualified), and Responsible Person (Joe Responsible). At the bottom of the list is a button labeled "Add team member / Ajouter un membre de l'équipe" with a plus icon, which is highlighted with a red box. To the right of this button is a blue square icon with a minus sign, used for deleting or rearranging members.

- Members can be added by selecting the grey “Add team member” button as shown in red above
- Members can be deleted or rearranged by selecting the button shown in blue above
- One person can fill more than one position/role within a WMP team assuming they have the appropriate qualifications (ex. The responsible person could also be the same person as the building owner)
- Each role can have more than one submission (ex. You could have two different people listed as qualified operators)

Please note, it is important to establish a well-rounded group of people for the WMP Team as dealing with cooling systems can require many different types of skills, knowledge, and people. It can be beneficial to have someone with spending authority, someone with knowledge of buildings, as well as people with knowledge about cooling systems and legionella.

## Description of Cooling System

In this section you must include a written description of your cooling system and at least one sampling location. Additionally, an electronic version of a system process flow diagram must be uploaded.

Description of Cooling System / Description du système de refroidissement
▼

System name / Nom du système	Operating period / Période d'exploitation	Intended use / Utilisation prévue
<input type="text" value="McGloin Rental Unit"/>	<input type="text" value="Seasonal / Saisonnière"/>	<input type="text" value="Air Conditioning / Conditionnement d'air"/>
Disinfectant / Biocide delivery method / Méthode d'administration du désinfectant/biocide	Total water volume / Volume total d'eau	Units / Unités
<input type="text" value="Continuous delivery / Libération continue"/>	<input type="text" value="120"/>	<input type="text" value="Gallons / Gallons"/>

**Cooling Tower(s) / Tour(s) de refroidissement**

Id / Id	Name / Nom	Equipment type / Type d'équipement
<input type="text" value="100428"/>	<input type="text" value="McGloin AC Cooling Tower"/>	<input type="text" value="Cooling Tower / Tour de refroidissement"/>
<input type="text" value="100564"/>	<input type="text" value="CT 2"/>	<input type="text" value="Cooling Tower / Tour de refroidissement"/>

Description of the cooling system /  
Description du système de refroidissement \*

Write a simple description of your building water system and devices registered through the registry. The description should include details like where the building gets the water used in the cooling system, how it is distributed, and how the system is set up. Below is an example water system description:

**Sampling locations / Lieu d'échantillonnage**

System or tower? / Système ou tour ?	Sampling location / Lieu d'échantillonnage
<input type="text" value="McGloin AC Cooling Tower (Cooling Tower / Tour de refroidissement)"/>	<input type="text" value="Basin"/>
<input type="text" value="McGloin Rental Unit (System / Système)"/>	<input type="text" value="System"/>

Upload a copy of the Flow Diagram (PDF) /  
Télécharger une copie du diagramme de processus (PDF) \*

+ x
--- Attached Files / Fichiers annexés ---

- The sampling locations added here can be at a system level, or specific to a cooling tower (potentially useful for systems with multiple towers)
- Once a WMP has been successfully uploaded to the registry, the sampling locations included in this section will become available in the sample submission forms within the registry
- You may choose to include an electronic attachment of the system description in this section
  - If you do, please make note of it in the “Description of the cooling system” field

## Risk Management Assessment

This section requires the date of assessment, who the assessment was conducted by, and a recommendation for when to conduct a future assessment. In addition, each “Yes or No” question must be answered as accurately as possible. Should additional context be required for any of the questions, please feel free to add it in the comments field at the end of this section, or in an electronic attachment which is optional at the end of the section.

It should be noted that in order to meet the regulatory requirements for a Risk Management Assessment (RMA) as outlined in the *guidelines*, an RMA must be conducted by, or overseen by, a Water Quality Specialist, as defined by the *guidelines*, and must include at least one site visit/assessment. As such, you should expect to have or receive a full report as part of the RMA, which can be included to this section of the form within the registry WMP.

The RMA should be used as a vital component in the development of your WMP. The site-specific requirements outlined within the WMP should reflect the risks identified as part of the RMA.

Note, the questions listed within the Registry's RMA section do not have any associated actions or requirements linked to them. They are there to help guide the RMAs and inform the development of the WMPs.

**Risk Management Assessment (RMA) / Évaluation de la gestion des risques (ÉGR)**

Date of Last Assessment /  
Date de la dernière évaluation \*  
2022-10-26

Conducted By /  
Dirigé par \*  
Joe Qualified Person

Recommended timeline for updating the RMA / Date recommandée pour la mise-à-jours de l'ÉGR \*  
Within 5 years.

**Stagnant Water / Eau stagnante**

Is a Cooling Tower (or part of a Cooling Tower) idle for more than three days? /  
Une tour de refroidissement (ou une partie d'une tour de refroidissement) est-elle inactive pendant plus de trois jours? \*

Yes/Oui  No/Non

Is there a documented start up procedure to ensure stagnant water is either drained or treated with a biocide regimen prior to Cooling Tower start up? /  
Existe-t-il une procédure de démarrage documentée pour s'assurer que l'eau stagnante est soit vidée ou prétraitée avec des biocides adéquats avant le démarrage de la tour de refroidissement? \*

Yes/Oui  No/Non

Are there "dead legs" in the Cooling Tower(s) /  
Y a-t-il des « tronçons morts » dans la ou les tours de refroidissement? \*

Yes/Oui  No/Non

**Nutrient Growth / Concentration de nutriments**

Is the water temperature within the system maintained as low as possible, and below the most favorable Legionella growth range (25–45°C, 77–113°F)? /  
La température de l'eau dans le système est-elle maintenue aussi basse que possible, et inférieure à la température la plus favorable à la croissance de la Legionella (25-45°C, 77-113°F)? \*

Yes/Oui  No/Non

Can the water temperature be reduced? /  
La température de l'eau peut-elle être réduite? \*

Yes/Oui  No/Non

Are there sources of organic material or debris near the Cooling Tower(s) that could contaminate the Cooling Tower(s) and increase the level of nutrients? /  
Y a-t-il des sources de matières organiques ou de débris près de la ou les tours de refroidissement qui pourraient contaminer la ou les tours et augmenter le niveau de nutriment? \*

Yes/Oui  No/Non

**Control corrosion / Contrôle de la corrosion**

## Control Measures

At a minimum, based on the requirements from the guidelines, this section requires that the following control measures be outlined:

- Sampling
  - At a minimum, systems need to sample for *Legionella Pneumophila* as outlined in the *guidelines*.
  - Other forms of sampling to consider could include *Legionella* species.
- Monitoring
  - Must include at least one form of total bacterial count monitoring (such as HPC or dips slides).
  - Additional monitoring parameters to consider include pH, temperature, conductivity, disinfection residuals, etc.
- Inspection (visual and quarterly)
  - This measure, as a minimum, must meet the quarterly inspection requirements as outlined in the *guidelines*.



- Consideration should be given to the frequency and types of inspections required for the given system.
- Cleaning (and disinfection)
  - WMPs must include at least one control measure which outlines a frequency and type of cleaning.
  - Consideration should be given to having cleaning measures for different frequencies or situations such as regular maintenance, summertime online hyperhalogenations, or annual offline cleanings.

Control Measures / Mesures de contrôle

Control Measure / Mesure de contrôle: Offline Cleaning & Disinfection | Cleaning / Nettoyage

Control Measure Title / Titre de mesure \*

Control measure type / Type de mesure de contrôle *	Specifics / Particularités *	Frequency / Fréquence *	Method / Méthode *	Location / Lieu *
<input type="text" value="Cleaning / Nettoyage"/>	<input type="text" value="Offline Cleaning and Disinfe"/>	<input type="text" value="Other / Autre"/>	<input type="text" value="NA / NA"/>	<input type="text" value="McGloin Rental Unit (System / Système)"/>

Notes / Remarques

Control Measure / Mesure de contrôle: Shock Treatment | Cleaning / Nettoyage

Control Measure / Mesure de contrôle: Online Cleaning | Cleaning / Nettoyage

Control Measure / Mesure de contrôle: Quarterly Inspections | Inspection / Inspection

Control Measure / Mesure de contrôle: Monthly LP | Sampling / Échantillonnage

Control Measure / Mesure de contrôle: BacT Monitoring | Monitoring / Surveillance

Control Measure Title / Titre de mesure \*

Control measure type / Type de mesure de contrôle *	Specifics / Particularités *	Frequency / Fréquence *	Method / Méthode *	Location / Lieu *
<input type="text" value="Monitoring / Surveillance"/>	<input type="text" value="Bacteriological Culture / Cul"/>	<input type="text" value="Bi-Weekly / Bimensuel"/>	<input type="text" value="Manual / Ajout manuel"/>	<input type="text" value="System"/>

Minimum / Minimum

Maximum / Maximum

Notes / Remarques

Control Measure / Mesure de contrôle: Treatment Residual Monitoring | Monitoring / Surveillance

Add control measure / Ajouter mesures de contrôle

Note, for the purposes of this program, the difference between sampling and monitoring comes down to how the results are obtained. If the analysis and results are provided by an accredited laboratory, it is considered sampling. If the analysis and results are done in the field, it is considered a monitoring event. However, system owners are encouraged to develop the controls in a manner that makes sense to them.

### **Corrective Actions & Contingency Planning**

As per the *guidelines* this section must, at a minimum, establish corrective actions for the following scenarios:

- Water Quality Parameters do not meet established levels/limits (limit established in WMP)
- Exceedance in established limit for bacteriologic culture samples (limit established in WMP)
- Actions required following visual Inspections
- Exceedance of established limit for LP (see minimum requirements in the *Guidelines*)

Note: contact information for immediate notification to the Department of Health's regional offices (contact information for the Medical Officers of Health (MOH)) is automatically included in all registry WMPs under the "Corrective Actions & Contingency Planning" section. This was done to ensure all registrants have access to the contact information.

Additional note: there are no validations currently enforced in the corrective actions section of the *Registry*. They are required to be developed as part of a WMP, as per the *Guidelines* and the regulations. However, it was decided to not add the validation on the WMP form through this section.

Licensees are encouraged to use the registry WMP tool as developed to help them create their respective control measures, or to include them as an attachment at the end of the WMP form to have them included.

**Corrective Actions & Contingency Planning / Mesures correctives et plans d'urgence**

**Corrective Action/Mesure Corrective: Water quality parameters do not meet established levels/limits / Non-conformité des paramètres de qualité de l'eau aux niveaux/limites établies (limite établie dans le PGE)**

Corrective Action Title / Titre d'action \*  
 Reason for corrective action / Motif de la mesure corrective \*  
 If required, provide further details of reason for Corrective Action. / Au besoin, donnez d'autres précisions pour justifier une mesure corrective.

Recommended actions from Technical Guidelines / Mesures recommandées dans les directives techniques

The necessary corrective actions which must be carried out / Mesures correctives nécessaires qui doivent être prises \*

The people/qualifications required to carry out the necessary corrective actions / Personnes dont la présence est requise ou qualifications requises pour mener à bien les mesures correctives nécessaires \*

Record keeping and reporting requirements / Exigences en matière de consignation et de rapports \*

People who must be contacted / Personnes à contacter

Name / Nom *	Reason for Contact / Pourquoi contacter *	Contact method / Moyen de communication *	Email address / Adresse courriel *	Phone number / Numéro de téléphone *
Joe Qualified	Notification - Service Provider / Avis - Sp	Email / Adresse courriel	Contact@JoeQ.com	(455)455-4555
Joe Qualified	Service Required / Services requis	Phone / Numéro de téléphone	Contact@JoeQ.com	(455)455-4555

Corrective Action/Mesure Corrective: Exceedance in established limit for bacteriologic culture samples / Dépassement de la limite établie pour les échantillons de culture bactériologique (limite établie dans le PGE)

Corrective Action/Mesure Corrective: Exceedance in LP levels in Cooling System (10-1,000) / Dépassement de la limite établie pour la Legionella pneumophila (10-1,000)

Corrective Action/Mesure Corrective: Exceedance in LP levels in Cooling System (>1,000) / Dépassement de la limite établie pour la Legionella pneumophila (>1,000)

Contact Information For Immediate Notification / Renseignements Pour Notification Immédiate

## Operational Procedures

As outlined in the *Guidelines*, a WMP must include as a minimum at least one of each of the following operational procedures outlined in detail:

- System Start-up
- System Shutdown
- Sampling
- Cleaning
- Disinfection

The registry allows users to also add additional procedures by using the “Other operational procedures” tab. Additionally, the sampling, cleaning, disinfection, and other operational procedures tabs all allow users to add multiple procedures for each category. This should be used to, for example, have different sampling procedures for different parameters, to have different cleaning procedures for different times

of year or different scenarios, or to have different disinfection procedures based on the type and requirements of disinfection. In particular, users are encouraged to develop at least three different types of disinfection procedures; one for bringing the system back into a state of control by increasing the chemical dosing while the system is in operation, one for a proper disinfection of the system while it is still in-operation (has not been drained), and one for when the system is offline and has been drained.

**Operational Procedures / Procédures opérationnelles**

System Startup Procedures / Procédure de démarrage du système

System Shutdown Procedures / Procédure d'arrêt du système

**Sampling Procedures / Procédures d'échantillonnage**

Sampling procedures / Procédures d'échantillonnage \*

Legionella Pneumophila (LP) Sample Collection.

Note - Samples should not be collected on Fridays in order to ensure they can be analyzed within 24hrs.

When collecting sample for LP, the following steps are to be followed:

- 1) Ensure you have the correct sampling bottles - you should have XYZ bottles/equipment
- 2) Determine which sampling location you are collecting samples from
- 3) Ensure you have and wear the appropriate PPE (as established in the supporting documents) while conducting any sampling

Who will be responsible for collecting the samples? / Qui sera responsable de prélever les échantillons? \*

Qualified Operator / Exploitant qualifié

Who will be responsible for ensuring the samples are sent safely and in a timely manner to the lab? / Qui sera responsable de veiller à ce que les échantillons soient envoyés de manière sûre et rapide au laboratoire? \*

Responsible Person / Personne responsable

Sampling procedures / Procédures d'échantillonnage \*

Dip Slide Sampling

When conducting regular dip slide monitoring, you must ensure all manufacturer's recommendations are being followed.

Who will be responsible for collecting the samples? / Qui sera responsable de prélever les échantillons? \*

Responsible Person / Personne responsable

Who will be responsible for ensuring the samples are sent safely and in a timely manner to the lab? / Qui sera responsable de veiller à ce que les échantillons soient envoyés de manière sûre et rapide au laboratoire? \*

Other / Autre

**Add Sampling Procedure / Ajouter une procédure d'échantillonnage**

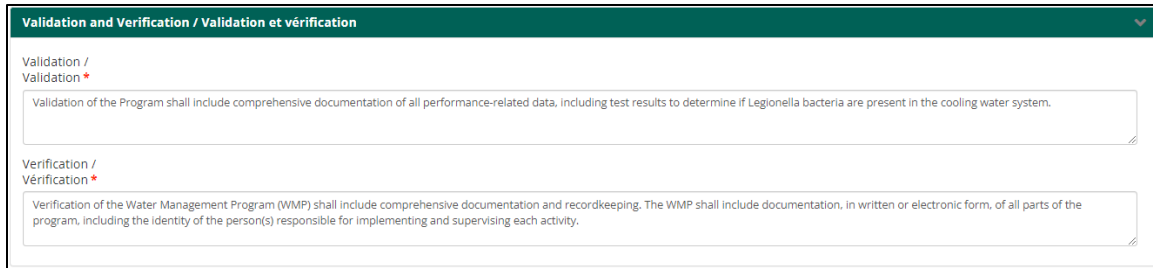
Cleaning Procedures / Procédures de nettoyage

Disinfection Procedures / Procédures de désinfection

**Other operational procedures / Autre procédure opérationnelle**

### **Validation & Verification**

Please refer to the *Guidelines* for a description of what constitutes a WMP validation and verification. In its simplest form, this section requires users to include methods to be used to ensure that the WMP is being used as intended (you are doing what is written in the plan), and that the WMP is effectively delivering what it was intended to (as a minimum, it should be allowing cooling system owners to manage their system in a manner which controls the growth of *Legionella pneumophila*, and provides effective strategies to deal with the presence of the bacteria if it is encountered).



In order to meet the minimum requirements for this section of the registry's WMP, users must include text in open fields for validation, and for verification.

## 5. Additional information relating to the WMP

In addition to the description of each section, the WMP has some additional features or functions of note, and additional information worth noting.

### Save as a Draft.

The purpose of the draft function is to allow you time to enter and/or develop your initial WMP over time since it is a large document.

Drafts are only available when reporting the WMP for your system the first time, all subsequent updates to the WMP will not have the draft function available as updates should be known/identified ahead of reporting them and therefore quick and easy to update in the Registry.

Upon first opening the WMP the Save as Draft button will exist at the bottom of the screen and you can save and re-open that draft as many times as you need to build your WMP. A saved draft is accessible directly from the WMP Task, or it can be accessed by selecting the red "Water Management Program" button on the system page.

Once you have completed reporting all sections of the WMP you can submit the form to complete the reporting of the WMP within the Registry.

### Updating a WMP

You can report updates of your WMP (as required and defined within the Technical Guidelines) within the Registry at any point in time by opening the WMP from your System's Dashboard and clicking on the "Water Management Program (WMP)". The system's most recently reported WMP will load into the form from which you can make any/all edits where applicable.

Note that all subsequent WMP updates will require you to enter new values for:

- Person who created the WMP
- WMP creation date
- Sign off sections

When it is time to submit the finalized Water Management Program, follow the steps as above and use the 'Submit' button.

Water Management Programs can always be updated within the registry after they have been submitted. You can access the Water Management Program from the “System” level page by selecting the “Water Management Program” button.

## 6. Decommissioning of a tower or an entire system

A cooling tower equipment is **not** decommissioned merely because:

- A seasonal cooling tower has been shut down until next season
- An electrical switch for the cooling tower is turned off
- The water supply tap to the cooling tower is closed
- The water is drained from the cooling tower

Decommissioning is the **permanent shutdown and/or removal** of the cooling tower equipment.

If you are decommissioning **an entire cooling system**, you must still decommission each registered equipment individually. If the cooling tower equipment was/will be replaced with a new cooling tower you must register a new equipment number and update your licence information when the new cooling tower equipment is installed.

From your “system” level page click on the “decommission” button

Home > Home

### System / Système : Cooling 3 | 100397

Type / Type	Name / Nom	ID / ID	Status / Statut	
System / Système	Cooling 3	100397	Active / Actif	<a href="#">Éditer / Modifier</a>

[Manage User Permissions / Gérer autorisations d'utilisateurs](#)

Registration Owner / Propriétaire de l'enregistrement  
Janelle LeBlanc | janelle.leblanc@gnb.ca

<a href="#">Legionella Pneumophila Reporting / Rapport de legionella pneumophila</a>	<a href="#">Legionella Species Reporting / Rapport d'espèces de légionelles</a>
<a href="#">Inspection Reporting / Rapport d'inspection</a>	<a href="#">System Cleaning Reporting / Rapport sur le nettoyage du système</a>
<a href="#">Start-Up and Shutdown Reporting / Rapport de démarrage et d'arrêt</a>	<a href="#">Decommission / Mise hors service permanente</a>
<a href="#">Water Management Program / Programme de gestion de l'eau</a>	

When decommissioning an entire system – start by removing the individual tower(s), then open form again and decommission system

Decommission / Mise hors service permanente \*

Entire Cooling Water System / Ensemble du système d'eau de refroidissement

Individual Cooling Tower / Tour de refroidissement individuelle

Decommissioned Date / Date de mise hors service permanente \*

yyyy-mm-dd / aaaa-mm-jj

---

Cooling Tower Identification Number / Numéro d'identification de la tour de refroidissement

100190

Equipment Type / Type d'équipement

Fluid Cooler/Refroidisseur de liquide

Equipment Name / Nom du matériel

Decommission / Mise hors service permanente

---

The cooling water system and/or equipment was decommissioned through the following method(s) (check all that apply) \*

The cooling tower equipment was physically removed from the building

The fan of the cooling tower equipment has been permanently disconnected from the power supply

All water supplies to the cooling tower equipment have been permanently disconnected and the water was drained from the cooling tower equipment