



**CA Air Resources Board
Refrigerant Management Program (RMP)
Refrigerant Registration and Reporting (R3)
Industry Stakeholder User Training**

January 17, 2012

RMP-R3 User Training

Agenda



- Introduction of Trainers
- Overview of RMP Program
- Overview of R3 Tool
- R3 Work Flows
- R3 Program Release Date
- Questions



Overview of Refrigerant Management Program (RMP)

RMP PROGRAM OVERVIEW



- AB 32 Regulation - Adopted December 2009
- Effective Now - January 1, 2011
- Complements existing federal and local rules
 - Federal Rule 608 and SCAQMD Rule 1415
- Focuses on leak inspection & repair
- Repairing leaks saves businesses money

RMP PROGRAM OVERVIEW

APPLICABILITY



- Any non-residential facility with a stationary refrigeration system that uses more than 50-lbs of a high-GWP refrigerant (excludes comfort cooling)
- Any distributor, wholesaler, reclaimer, who sells or reclaims high-GWP refrigerant
- Any person who installs, services, or repairs a high-GWP gas refrigeration or a/c system

RMP PROGRAM OVERVIEW

WHAT ARE HIGH-GWP REFRIGERANTS?



- Ozone-Depleting Substances (ODS) including:
 - Chlorofluorocarbons (CFC)
 - Hydrochlorofluorocarbons (HCFC)
- Hydrofluorocarbons (HFCs), Perfluorocarbons (PFCs) or any blend of compounds with GWP > 150
- Typically thousands of times more potent than carbon dioxide (CO₂)



Note: Non high-GWP refrigerants not affected by RMP: Carbon dioxide and Ammonia

RMP PROGRAM OVERVIEW

KEY REQUIREMENTS

- Beginning January 1, 2011, all RMP facilities must:
 - Conduct periodic leak inspections
 - Repair leaks within 14 days of detection
 - Keep records of service and refrigerant transactions
 - Follow required service practices
- Proper refrigerant sale, use and disposal
- Facilities register, report, and submit fees to ARB – phased in beginning 2012



RMP PROGRAM OVERVIEW

RMP PHASE-IN SCHEDULE



2011

- Follow Required Best Management Practices
- Recordkeeping

By Mar 1,
2012

- Large Systems (≥ 2000 lbs.) register, report and pay \$370 fee
- Distributors, wholesalers, reclaimers report

By Mar 1,
2014

- Medium systems (200-2000 lbs.) register, report and pay \$170 fee

By Mar 1,
2016

- Small systems (50-200 lbs.) register

RMP PROGRAM OVERVIEW

ONLINE REGISTRATION AND REPORTING



DATABASE USER WORKFLOW

- Create and manage user accounts
 - Administrative and user level permissions
 - Companies and facilities create and manage their users including Service technicians with limited access
- Create company and facility registration records
 - Company can have many facilities
 - Each facility registers equipment and refrigerant
 - Registration records can be uploaded via XML

RMP Program Overview

ONLINE REGISTRATION AND REPORTING - CONTINUED



- Create and submit annual reports
 - Enter service and leak repair information
 - Enter refrigerant transactions
 - Batch upload data from refrigerant management software (Verisae, IHS, internal software, etc.)
- Pay fees online
- View reports

RMP Program Overview

REFRIGERANT REGISTRATION AND REPORTING PROGRAM (R3)



- January 2012
 - User training
 - R3 deployment
 - Go live date:
January 27, 2012
- Existing users
- New users
- Public user access
- XML batch upload test

California Environmental Protection Agency
Air Resources Board

ARB RMP Home Page

R3 Home Reports & Forms Contact FAQ Survey Test Your XML Help

Welcome to Refrigerant Registration and Reporting System (R3)

Welcome to the Refrigerant Registration and Reporting System (R3). The R3 is a web-based tool for implementing the registration, reporting, and fee payment provisions of ARB's Refrigerant Management Program (RMP). In addition, the R3 offers the public a means to view select preformatted reports of refrigerant emissions. The R3 can be conveniently accessed on any computer with an internet connection.

The RMP is California's regulation for stationary, non-residential refrigeration systems using more than 50 pounds of a high global warming potential (high-GWP) refrigerant. The RMP seeks to reduce emissions of high-GWP refrigerants from leaking refrigeration equipment and the installation and servicing of refrigeration and air-conditioning appliances.

At the top of this page are links to the general ARB home web page and the home page of the RMP. Below that, on the red tab bar are links to preformatted reports and forms, important contacts for the RMP, and answers to frequently asked questions.

LOGIN

USERNAME :

PASSWORD :

(case-sensitive)

[Can't Access my Account?](#)

Companies with facilities with refrigeration systems, distributors, wholesalers, and reclaimers must first setup a user account and company profile in order to use R3.

[Sign Up for New Registration](#)

Important Information

General Public Users: Information for the general public does not require a login or account. For reports available to the public select the Reports and Forms tab on the red bar above. For contacts about the program select the Contact tab on the red bar or one of the links below. Select the FAQ tab on the red bar for general information.

First Time Company Users: In order to use R3 you must first setup a user account. If no one in your company has established an Administrator type user account and begun the company registration process select the "Sign Up for New Registration" in the right column. If someone in your company has registered and has established an Administrator account, contact that person to create your account.

First Time ARB and AIR District Users: ARB and Air District users should contact their program administrator to setup an account login.

Contact Information

In order to use R3, you must first setup a user and company profile. If you are a company that manages equipment that are owned by other companies, first create your company profile and then contact the appropriate ARB program contact to complete your setup.

For general R3 questions, Send an email to reftrackinfo@arb.ca.gov, Phone Number: 916-324-2517

Program Web page: <http://www.arb.ca.gov/stoprefrigerantleaks>
See the [Regulation Document](#)

RMP Program Overview

RMP RESOURCES



- Website

www.arb.ca.gov/stoprefrigerantleaks

www.arb.ca.gov/cc/reftrack/reftrack.htm

- Hotline

(916) 324-2517

- Email

reftrackinfo@arb.ca.gov

- Listserve

Sign up on website



Overview of Refrigerant Registration and Reporting Tool (R3)

<http://www.arb.ca.gov/rmp-r3>

Overview of R3 Tool

Topics



- User Roles
- R3 Features Common to all users
 - Welcome Page
 - Login
 - FAQ
 - Help Text
- Company Registration
- Adding Users
- Adding Facility
- Adding Refrigeration Systems & ALD
- Adding Service Records
 - Service Technicians
- Annual Reporting
- Fee Payment
 - Invoice
 - Online Payment
 - Mail in Payment
- XML Upload
 - Development documentation
 - Test Area
- XML Upload Usage
 - Registration
 - Annual Reporting

R3 – User Roles



Public User

- View Main R3 Page
- View public reports
- Test XML upload
- View FAQ
- View announcements



Company Admin

- Registers Company
- Creates Additional Company Users
- Maintains Facility records
- Creates Annual Reports
- Submits Annual Reports
- Creates Invoices & Pays Online Fees
- Submits Change of Ownership
- Run Company Reports



Company Staff

- Maintains Facility records
- Creates Annual Reports
- Run Company Reports



Facility Admin

- Creates Additional Facility Users
- Maintains Facility records
- Creates Annual Reports for Facility
- Run Company Reports



Facility Staff

- Maintains Facility records
- Run Company Reports



Service Personnel

- Enter Service records for Facility
- Run Company Reports

R3 – Welcome Page



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For general R3 questions, Send an email to reftrackinfo@arb.ca.gov, Phone Number: 916-324-2517

Program Web page: <http://www.arb.ca.gov/stoprefrigerantleaks>
See the [Regulation Document](#)

Start Company Registration for:

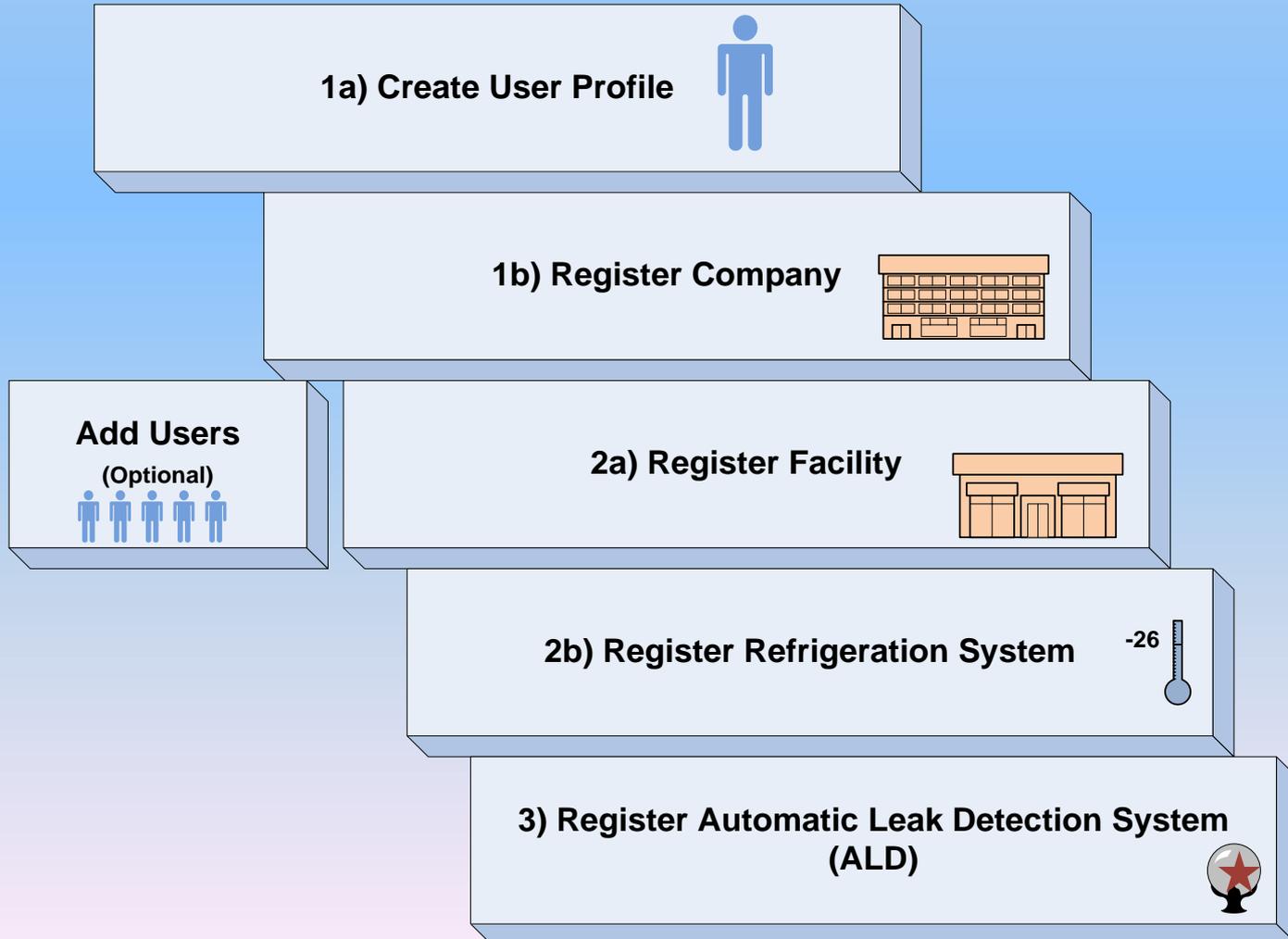
- Companies with Facilities with Refrigeration Systems
- Refrigerant Distributors/Wholesalers
- Certified Reclaimers

R3 Registration Task Flow

Company with Refrigeration System Registration



Company with Refrigeration Systems Registration Steps



R3 Registration Task Flow

Distributor/Wholesaler/Reclaimer Registration



Distributor/Wholesaler/Reclaimer Company Registration Steps



R3 – Company Registration



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Air Resources Board

ARB RMP Home Page

[R3 Home](#) | [Reports & Forms](#) | [Contact](#) | [FAQ](#) | [Test Your XML](#) | [Help](#)

New Registration- Registrant Identification

Registrant Identification | Company Registration | Registration Confirmation | Registration Complete

Help for this Page

Type Of Ownership : * ?

EIN Number : * ? [Next >>](#)

"Format for Federal Tax ID (FEIN or EIN) is: 123456789"
(Do NOT use a social security number. Contact ARB if you do not have a tax number.)

More than one facility will register for same EIN? Yes No

In the R3 system the order of creating a registration is to create an overall company record with a company R3 administrator. Facilities with one or more refrigeration systems are registered under the overall company. At the current step of the registration process the R3 is asking if the company will have one facility or more than one facility under its overall company name. Select yes if there will be more than one facility under this company name.

Are you authorized to register as company? Yes No

If you are the appropriate person within your company to create the overall company record and be the R3 administrator select yes. If someone else is the appropriate person if the overall company record has already been created by someone else, select no.

[Cancel](#)

[Back to Top](#) | [All ARB Contacts](#) | [A-Z Index](#)



R3 – User Profile Page



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ARB RMP Home Page

[Edit Profile](#) | [Logout](#)

R3 Home | Registration | Annual Reporting | Payments | Reports | Inspection

Home > Edit Profile

Logged in as: **Fred Rodgers**
{Company Admin}
{Wood Valley Cold Storage}

successfully.

User Profile

[Change Password](#)

Salutation : First Name : * Last Name : *

Email : * Telephone : * -

Verify Email : * (Format XXXXXXXXXXXX)

Hint Question 1 : * Hint Question 2 : *

Hint Answer 1 : * Hint Answer 2 : *

opt out of notifications

Maintain your email address

Click here to change your password

Check to Opt out of email notifications (not recommended)

Select your hint questions and provide answers

Click here save changes

R3 – Company Profile Page



Company Profile

Company Name : *

EIN : *

Contact Person Information

Salutation :

First Name : *

Last Name : *

Position :

Phone : * -

(Format XXXXXXXXXXXX)

Email : *

Mailing Address Information

Street Address 1 : *

Street Address 2 :

City : *

State : *

Zip : *

Billing Address Information ?

Billing address is same as mailing address.

Street Address 1 : *

Street Address 2 :

City : *

State : *

Zip : *

Payment Responsibility (if applicable) ?

Who is responsible for making payments? Company Facility

<< Back

Next >>

Cancel

[Back to Top](#) | [All ARB Contacts](#) | [A-Z Index](#)

R3 – User Home Page



User Profile Update (points to Edit Profile)

Logout of program (points to Logout)

Main Menu (points to the navigation bar)

User Information (points to Logged in as: Fred Rodgers)

R3 Announcements (points to the registration due date banner)

Quick Links to most used functions (points to the Quick Links list)

Metrics and Status Bar (points to the facility status table)

California Environmental Protection Agency
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ARB RMP Home Page

Edit Profile | Logout

R3 Home | Registration | Annual Reporting | Payments | Reports | Inspection

Logged in as: **Fred Rodgers**
(Company Admin)
(Wood Valley Cold Storage)

Registrations are due by March 1, 2012 for all facilities with 2000 lb or larger systems., as well as all Distributors/Wholesalers/Reclaimers.

Welcome "**Fred Rodgers**" to Refrigerant Management Program

Quick Links

- Manage Users
- Manage Facility
- File Annual Report
- Make Payments
- Reports

Welcome to the Refrigerant Registration and Reporting System (R3). You are logged in as a **Company Admin** type user. The quick links on the left side of this page show activities available for users of your role type. Select an activity from the quick links or from the menus on the red tab bar above.

#	Facility	Refrigeration Systems	ALD	Service Record	Annual Report	Payment	Inspection
1.	Wood Valley Cold Storage	2	1	1	Pending	Unpaid	0
2.	Wood Valley 2	0	0	0	Pending	Unpaid	0

Back to Top | All ARB Contacts | A-Z Index

R3 – Add/Manage Users Page



Users are added, edited or deleted by Admin level users through the Manage Users screens. The Manage Users screens are accessed from either the Registration Menu tab or through Quick Links on the user Home Page (User Scoreboard).

CA.gov California Environmental Protection Agency Air Resources Board ARB RMP Home Page Edit Profile | Logout

R3 Home Registration Annual Reporting Payments Reports Inspection Admin

Home > Users Logged in as: Bob Rodgers (ARB Admin)

Search: Search Reset Search

Help for this Page

User Listing 263 Record(s) Found

User ID	First Name	Last Name	Role Type	Status	Phone
load_test	Test	Test	Company Admin	✓	9874103256
loadtest_user1	nidhi	sachdeva	Company Admin	NEW	3214569874
magen_holloway	Magen	Holloway	Air District Admin	NEW	4157494785
mbeaty	Maureen	Beatty	Distributor/Wholesaler Ad...	✓	2156028233
mbeaty1	Maureen	Beatty	Reclaimer Admin	✓	5555555555

« Previous 6 7 8 9 10 11 12 13 14 Next »

Add User Delete Activate Deactivate

Back to Top | All ARB Contacts | A-Z Index

Select User Name

Search for User Name

Buttons to Add New Users, Delete User, Activate or Deactivate User

User Status

- New
- Active
- Inactive

Multiple Pages Bar Use Previous and Next links to move among multiple pages of users

R3 Task Flow

Annual Reporting

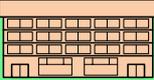


Facility with Refrigeration Systems Annual Reporting Steps

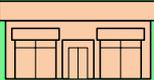


Company Admin
Facility Admin

Review & Update
Company Information



Review & Update
Facility Information



Distributor/Wholesaler/Reclaimers
skip all steps below
Review & Update Facility Information

Review & Update
Refrigeration System
Information



Review & Update
Automatic Leak Detection System (ALD)
Information



Review & Update
Refrigeration System Service Records

Enter Summary
Refrigerant Usage

R3 – Annual Report Page



[Make Payments](#)

[Reports](#)

#	Facility	Refrigeration Systems	ALD	Service Record	Annual Report	Payment	Inspection
1.	Wood Valley Cold Storage	2	1	1	Pending	Unpaid	0
2.	Wood Valley 2	1	0	0	Pending	Unpaid	0

Once the Annual Reports are filed the scoreboard reflects the filing.

#	Facility	Refrigeration Systems	ALD	Service Record	Annual Report	Payment	Inspection
1.	Wood Valley Cold Storage	2	1	1	Filed	Unpaid	0
2.	Wood Valley 2	1	0	0	Filed	Unpaid	0

R3 – Annual Report Page



Facility Information Refrigeration System ALD System Service Record **File Annual Report**

File Reports For "Wood Valley Cold Storage"

Year Of Filing : 2011

Did you own this facility on Jan 01 of Year of filing Yes No

Date of ownership :

Use the following links to be sure the data being submitted is correct. A check in each check box is your certification that it is correct.

- [Verify Company Information](#)
- [Verify Facility Information](#)
- [Verify Refrigeration System Information](#)
- [Verify Automatic Leak Detection System Information \(if applicable\)](#)
- [Verify Servicing & Leak Repair Information](#)

Refrigerant Purchase and Use Information

Type	Total Purchased (lbs.)*	Total Charged (lbs.)*	Total Recovered (lbs.)*	Total Stored (lbs.)*	Total Shipped (lbs.) for Reclamation or Destruction*
R-225cb	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
R-32	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

<< Back Save Review & Submit Cancel

At the bottom of the screen are rows for all refrigerant entries, there is a row for each refrigerant used in the facility.

Verify all information is correct and up-to-date. This should be done before starting Annual Report

Complete for all Refrigerant Types used at facility

File Annual Report

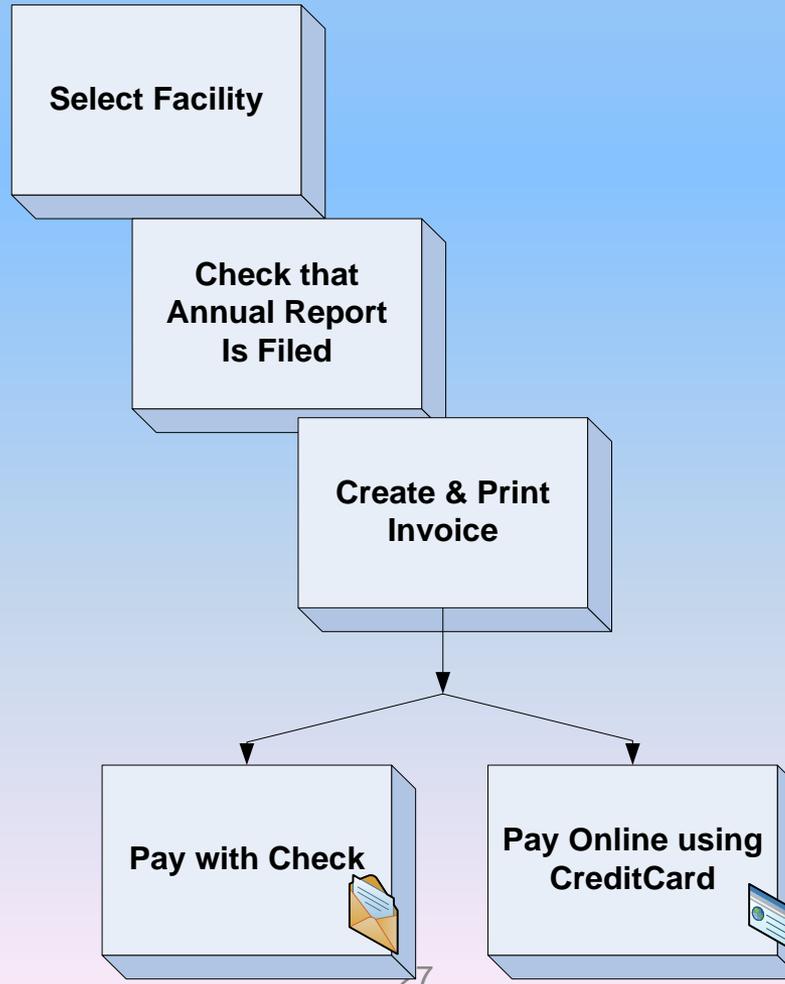
R3 Task Flow

Annual Fees



Company with Refrigeration Systems Annual Payment Steps


Company Admin
Facility Admin





Go Live
January 27, 2012

<http://www.arb.ca.gov/rmp-r3/>



Questions?

RMP Program Overview

RMP RESOURCES



- Website

www.arb.ca.gov/stoprefrigerantleaks

www.arb.ca.gov/cc/reftrack/reftrack.htm

- Hotline

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Sign up on website