

Explanation of missing or inaccurate information in annual report or service records

This document describes the general inaccuracies for refrigeration systems that may have appeared in the annual report summary email. To ensure compliance please update all outstanding information.

- **No Inaccuracies.** We did not find any missing or inaccurate information with your registration information. Please update information as necessary for the next annual report.

Registration Information

1. **Installation date** for system left blank or future date; please enter the installation date for the system. Please review your records or contact your service technician to determine the installation date.
2. **Model year** for system not indicated; please indicate an appropriate model year. If a model year cannot be found, contact the manufacturer to determine the model year of the system.
3. **Installation date or model year** is incorrect. A refrigeration system is unlikely to have a model year that is later than the date it was installed. If you are unsure about the installation date or model year, ask your service technician for assistance.
4. **Manufacturer** for system indicated as 'zz Other not on list'; please select an appropriate manufacturer from the drop down menu or select 'Other' and manually type in a manufacturer name.
5. **Other manufacturer** for system indicated as unknown or similar; please enter the name of the manufacturer or if the manufacturer name cannot be accessed enter an accurate description of the refrigeration system, e.g. Frick System number 1.
6. **Model** name for system indicated as unknown or a similar term; please enter a model name or if the model name cannot be accessed enter an accurate description of the refrigeration system, e.g. Frick system number 1.
7. **Serial number** for system indicated as unknown or a similar term; please enter the serial number for the system or an accurate description of the physical location of the refrigeration system, e.g. Northwest corner of building, room 12.
8. **Location** for system indicated as unknown or a similar term; please describe the location of the refrigeration system, e.g. Northwest corner of building, room 12.
9. **Operational status** for system left blank; please update the operational status of the system by selecting an option from the drop-down menu.
10. **Charge determination** for system left blank; please select the way in which the charge size of the refrigeration system was determined. If you are unsure, ask your service technician.
11. **ALD option** for system is either blank or incorrect; please update the ALD status of the system by selecting an appropriate option from the drop-down menu. If you have a large system please select one of the large system options, if you do not have a large system please select an option that is not for a large system.

Edit Refrigeration System

Refrigeration System ID : * Coffee ?

Installation Date : * ? 1

Model Year : * Please Select... ? 2

Manufacturer : * zz Other not on list ? 4

Model or Description : * Unknown ? 6

Equipment Type : * Chiller

Serial Number : * Unknown ? 7

Location - Description : * Unknown ? 8

Attach floor plan : Browse...

Supported files to upload * .jpg, .jpeg, .png, .gif, .pdf, .doc, .xls, .docx, .xlsx, .tiff, .tif * ?

Temperature Class : * Low ?

Operational Status : * Please Select... ? 9

Refrigerant Full Charge Amount : * 500 pounds ?

Refrigerant Type : * R-22 - HCFC-22

Means By Which Charge : * Please Select... 10

Amount Determined

Does this system have an ALD?: * Please Select... 11

Update **Cancel**

Figure 1. Shows the various missing information as it would appear in the Refrigerant Registration and Reporting tool (R3).

Service Records Information

12. **No service records** for the respective year were found for the system. For example, leak inspections are required for every system without an ALD. Please review the [regulation](#) for a full explanation of the required leak inspections.
13. **No ALD** is entered for a large system. Systems with 2,000 or more pounds of refrigerant with components located in an enclosed building are required to be monitored by an Automatic Leak Detection system (ALD). Please review the [regulation](#) for a full explanation.
14. **Incorrect date** entries were found. This could be the date of service, date of leak detected, date of leak repair, initial verification test date or follow-up verification test date. If a leak was detected the date the leak was found will be the 'date leak detected', the date that the leak was repaired will be the 'date leak repaired', the date that the system was re- leak checked prior to

returning to operation ensuring that the repair attempt worked will be the 'initial verification test date', the date after the repair when the system was re-leak checked after the system was brought back to normal operating conditions will be the 'follow-up verification test date'. Please update the date(s) that is/are incorrect. Please review the [regulation](#) for a full explanation of the definitions.

15. **Late initial verification test.** The initial verification test should be completed after the repair attempt and before the system is deemed usable again. For minor repairs, the initial verification test date will typically be the date the leak was repaired. Please keep this information in mind when systems are repaired for future annual reports. Please review the [regulation](#) for a full explanation.
16. **No follow-up verification test** date is entered. All leak repairs are required to be followed by an initial verification test of the repair and a follow-up verification test of the repair. If a follow-up verification test was performed, please update the service records page in R3 with the verification test date. Please review the [regulation](#) for a full explanation of the definition of follow-up verification test.
17. **Late follow-up verification test.** A follow-up verification test must be completed within 30 days of the date that the system is operating at normal operating characteristics and conditions after a repair attempt to ensure that the repair attempt was successful. Please keep this information in mind when systems are repaired for future annual reports. Please review the [regulation](#) for a full explanation of repair requirements.
18. **Late leak repair.** Repairs should be completed within 14 days of detection except in specific situations when a longer time period is allowed. Please review the [regulation](#) for the specific situations in which a longer time period is allowed. If qualified for a longer time period, mention the reason for the allowance in the 'description of leak repair' field in R3.
19. **Missing leak inspections.** Leak inspections were not completed during the allowable time period. For systems with 200 – 1999 pounds of refrigerant or larger systems with all components located outside, quarterly inspections must be completed, i.e. every three months. For systems with 51-199 pounds annual inspections must be completed. If the inspections were completed but not entered into R3, please enter the remaining inspections. Please review the [regulation](#) for a full explanation of inspection and leak detection requirements.