

Cooling Tower Compliance Matrix: Responsibility and Resource Checklist

Personnel Resources

		In-House	Management Company	Mechanical Vendor	Treatment Vendor	Consultant	Other
Team Members	Owner	Assemble management and maintenance team					
	Register cooling tower system						
	Notify New York City Health Department if decommissioning cooling tower system						
	File annual certification						
	Keep all sample results, inspection results, maintenance records, cleaning and disinfection records, water-quality monitoring records, and maintenance program and plan (MPP) copies						
	Post the cooling tower registration number on the cooling tower						
	Communicate to team members per the MPP and as needed						
	Review and sign off on MPP						
	Other responsibilities specified in the MPP						

Personnel Resources

		Task or Responsibility	In-House	Management Company	Mechanical Vendor	Treatment Vendor	Consultant	Other
Team Members	Qualified Person	Prepare maintenance program and plan (MPP)						
		Provide guidance to responsible person in performance of duties						
		Provide checklist for routine system monitoring, maintenance and any other routine work to be conducted as part of the plan						
		Communicate to team members per the MPP and as needed						
		Other responsibilities specified in the MPP						
		Amend MPP as needed						
		Perform compliance inspection at least every 90 days						
		Review changes to chemical treatment, cooling tower design, maintenance or operation						
		Perform a pre-startup inspection						
		Review and sign off on MPP						
Biocide Applicator	Clean and disinfect cooling tower system							
	Apply biocide to cooling tower system — technician must have a 7G license from New York State (NYS)							

Personnel Resources

		In-House	Management Company	Mechanical Vendor	Treatment Vendor	Consultant	Other
Team Members	Responsible Person	Perform and record results of weekly, routine system-monitoring inspections, examining the following: <ul style="list-style-type: none"> ● All wetted surfaces ● Tower basins ● Drift eliminators ● Chemical dosing and control equipment ● Chemical storage ● Bleed off and blow down system 					
		Measure and record water quality: pH, temperature, disinfectant residual levels, conductivity, bacteria indicator (heterotrophic plate count or dipslide)					
		Help in performing corrective actions when necessary					
		Measure and record biocide addition					
		Measure and record other chemical addition					
		Change maintenance program and plan (MPP) as needed under guidance of qualified person					
		Follow MPP to operate and maintain cooling tower system — tasks may include troubleshooting operational issues with help from qualified person, cleaning, flushing, debris removal, gasket or seal replacement, repairing or replacing louvers, repairing or replacing fill, ordering chemicals, repairing chemical feed pump, repairing or replacing monitoring equipment					
		Communicate to team members per the MPP and as needed					
		Review and sign off on MPP					
		Other responsibilities specified in the MPP					

Personnel Resources

		Task or Responsibility	In-House	Management Company	Mechanical Vendor	Treatment Vendor	Consultant	Other
Team Members	NYS-Certified Laboratory	Perform <i>Legionella</i> culture sample analysis on a quarterly basis, at startup, after five-day idle, and as otherwise needed or required by regulations — laboratory must be certified by the NYS Department of Health’s Environmental Laboratory Approval Program						
	Not Specified	Maintain biocide inventory						
		Maintain treatment chemical inventory						
		Maintain equipment inventory						
		System startup and shutdown						
		System removal						
		Permanent system shutdown or decommissioning						