



Checklist for Complying with the Cooling Tower Law

		Task/Responsibility	Personnel Resource	
			In-House	3 rd Party
Team Member	Owner	Assemble management and maintenance team		
		Register cooling tower system		
		Notify Health Department if decommissioning tower		
		File annual certification		
		Keep all sample results, inspection results, maintenance records, cleaning and disinfection records, water quality monitoring records and copy of Maintenance Program and Plan (MPP)		
		Provide checklist for routine system monitoring		
		Communicate to team members in accordance with MPP		
		Review and sign off on MPP		
	Responsible Person	Operate and maintain cooling tower system in accordance with MPP		
		Perform and record results of weekly routine system monitoring		
		Measure and record water quality parameters		
		When necessary, assist in performing corrective actions		
		Measure and record biocide addition		
		Measure and record other chemical addition		
		Amend MPP, as needed, under guidance of qualified person		
		Communicate to team members in accordance with MPP		
	Qualified Person	Review and sign off on MPP		
		Prepare MPP		
		Provide guidance to responsible person in performance of their duties		
		Communicate to team members in accordance with MPP		
		Amend MPP, as needed		
		Perform compliance inspection at least every 90 days		
		Review changes to chemical treatment, cooling tower design, maintenance and operation		
		Perform a pre-startup inspection		
	Biocide Applicator	Review and sign off on MPP		
		Clean and disinfect cooling tower system		
	NYS-Cert Lab	Apply biocide to cooling tower system		
		Perform Legionella culture analysis at startup, quarterly, after five-day idle and as otherwise needed		
	Not Specified	Maintain biocide inventory		
		Maintain treatment chemical inventory		
Maintain equipment inventory				
System startup and shutdown				
System removal				
Permanent system shutdown				