

URL for NYSDOH Portal

Services News Government Local

**COOLING TOWER REGISTRATION AND REPORTING**

HOME HOW TO REGISTER REGULATIONS CONTACT

**NYS COOLING TOWER LOGIN AND REGISTRATION**

Create an Account  
First Time Users

- OR -

Login

Log-in link for existing users

# Tutorial for NYSDOH Cooling Tower Registration and Reporting Portal prepared by Ambient Water Treatment Consulting, Inc.

The screenshot shows a web browser window with the URL [my.ny.gov/sreg/Login](http://my.ny.gov/sreg/Login). The page features a navigation menu with links for Services, News, Government, and Local. Below the menu is a banner for "My NY.gov Online Services" with a map of New York State and three small images. The main content area contains a login form with the following elements:

- A blue header with the "NY.gov ID" logo.
- Two input fields: "Username:" and "Password:". Red boxes around these fields are labeled "Enter Username" and "Enter password" respectively, with red arrows pointing to the fields.
- A "Sign In" button.
- Text: "Forgot your Username or Password? [NY.gov ID - Terms of Service](#)".

Below the login form, there is a link for [Agency Assistance & Contact Information](#) and a section titled "ACCEPTABLE USE POLICY FOR USERS OF NY.gov". The page footer includes a disclaimer: "This application uses the New York State (hereinafter: State) Central Directory Service of the NYeNet for authentication and authorization. In addition to any obligations arising under acceptable use policies or terms of service implemented by NYeNet Participating Organizations, logging into this application indicates your agreement to abide by the following:"

The browser's taskbar at the bottom shows the Start button, several application icons, and the system tray with the date 3/9/2016 and time 12:21 PM.

**COOLING TOWER REGISTRATION AND REPORTING**  
ACCOUNT OVERVIEW HOW TO REGISTER REGULATIONS CONTACT SIGN OUT

**PREPARER ACCOUNT OVERVIEW**  
Print

**PROPERTY OWNER ACCOUNT OVERVIEW**  
Edit Owner Info

**Buildings**  
Add Building

**Equipment**  
Add Equipment Delete

**Equipment List:**  
Unlink Cooling Tower Marley NC9283CS 146228-001-99  
Unlink Cooling Tower Marley NC9283CS 146228-008-99  
Unlink Cooling Tower Marley NC9283CS 146228-005-99  
Unlink Cooling Tower Marley NC9283CS 164228-004-99  
Unlink Cooling Tower Marley NC9283CS 146228-003-99  
Unlink Cooling Tower Marley NC9283CS 146228-002-99

**List of registered building(s) should appear. Click on address.**

The screenshot displays the 'manageBuilding.cfm' page in a web browser. The page is divided into several sections:

- Building Information:** A form with fields for Building Type, Building Number, Street Name, City, Zip Code, County/Borough, Block, Lot, and Building Identification Number (BIN).
- Property Manager / Primary contact:** A form with fields for Business Name, First Name, Last Name, Primary Phone, Mobile Phone, and Email Address.
- Attached Equipment:** A table listing equipment details. A red box highlights the 'Edit' column, and a red arrow points to the 'Edit' link for the first row.

**Attached Equipment Table:**

Action	Equip	Manufacturer	Model Number	Floor Number	Serial Number	Commissioned Date
Edit	Cooling Tower	Manley	NC53E3CS	Roof		
Edit	Cooling Tower	Manley	NC53E3CS	Roof		
Edit	Cooling Tower	Manley	NC53E3CS	Roof		
Edit	Cooling Tower	Manley	NC53E3CS	Roof		
Edit	Cooling Tower	Manley	NC53E3CS	Roof		
Edit	Cooling Tower	Manley	NC53E3CS	Roof		

A red box highlights the 'Edit' column, and a red arrow points to the 'Edit' link for the first row. A text box above the table reads: "List of registered cooling towers associated with the building should appear. Click 'Edit' for cooling tower of interest."

Click "Validate" to access screen for entering test and inspection information for the cooling tower.

The screenshot displays the NYSDOH Cooling Tower Registration and Reporting Portal. The main navigation bar includes links for ACCOUNT OVERVIEW, HOW TO REGISTER, REGULATIONS, CONTACT, and SIGN OUT. The page title is COOLING TOWER REGISTRATION AND REPORTING. The main content area shows a search for equipment location. A red box highlights the search results, which include a table with columns for Block, Lot, and Building Identification Number (BIN). The search results show a single entry with a green checkmark in the Block column, indicating a match. A red arrow points from the text box to the search results.

**COOLING TOWER REGISTRATION AND REPORTING**  
ACCOUNT OVERVIEW HOW TO REGISTER REGULATIONS CONTACT SIGN OUT

Services News Government Local

**COOLING TOWER REGISTRATION AND REPORTING**

Add Equipment to:  
Building @

\* Indicates Required Field  
**Equipment Location**

Equipment Id:

No exact match found. Did you mean?:

Block \*

Lot \*

Building Identification Number (BIN)

**Attached Buildings**

Show	Action	Address	Facility Manager	Phone	Email
10 entries		<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Showing 1 to 1 of 1 entries

Previous 1 Next

The portal will return its best match for the address associated with the building and cooling tower. If the address is correct, click on the blue box.

The screenshot displays the 'COOLING TOWER REGISTRATION AND REPORTING' portal. The main content area is titled 'Add Equipment to: Building @ [redacted]'. Below this, there is a section for 'Equipment Location' with a 'Building Identification Number (BIN)' field. The location fields include: Building Number, Street Name, City (New York), Zip Code, County/Borough (New York), Block, and Lot. A red box highlights these location fields with the text: 'The fields for data entry will be revealed. Scroll down to access additional fields.' Below the location fields is a 'BIN Search' field and a 'Validates' button. The 'Equipment Details' section contains a message: 'Please enter only 1 equipment Manufacturer and Model Number. If you have multiple equipment you must create a new entry for each one.' The 'Equipment Alias' and 'Equipment Type' fields are also visible. The top navigation bar includes 'ACCOUNT OVERVIEW', 'HOW TO REGISTER', 'REGULATIONS', 'CONTACT', and 'SIGN OUT'. The bottom navigation bar includes 'Services', 'News', 'Government', and 'Local'. The footer includes the 'NEW YORK STATE' logo and a 'Start' button.

The screenshot displays a web browser window with the URL [ct.doh.ny.gov/secure/manageequipment.cfm](http://ct.doh.ny.gov/secure/manageequipment.cfm). The page contains a form for equipment registration and maintenance. The form is divided into several sections:

- Equipment Alias:** Radio buttons for Cooling Tower, Fluid Cooler, and Evaporative Condenser. "Cooling Tower" is selected.
- Equipment Type:** A dropdown menu with "Marley" selected.
- Manufacturer/Trade Name:** A text field containing "NCC283CS".
- Specific Floor:** A dropdown menu with "Roof" selected.
- Use of Equipment / Intended Use Other:** A dropdown menu with "Air Conditioning" selected.
- Certification Number for Listing:** A text field containing "123456789".
- Serial Number:** A text field containing "123456789".
- Capacity (Units):** A dropdown menu with "CFM" selected.
- Basin Capacity (Gals.):** A text field containing "10000".
- Type of Disinfection:** A dropdown menu with "Timed Injection" selected.
- Location of maintenance program and plan:** A text field containing "chemical treatment testing room."

Below the form is a section titled "Equipment Inspection and Maintenance" with the following fields:

- Maintenance Performed By:** A dropdown menu with "Third party provider" selected.
- Original Date Commissioned:** A date field containing "01/11/2001".
- Last Annual Certification:** A date field containing "11/11/2016".
- Annual Certification Date:** A date field containing "11/11/2016".
- Last Inspection:** A date field containing "11/11/2016".
- Findings, Deficiencies and Corrective Actions:** A text area.
- Next Inspection Due:** A date field containing "11/11/2016".

A red box highlights the "Next Inspection Due" field, and a red arrow points to the "Location of maintenance program and plan" field. A text box above the red box contains the instruction: "Enter the new information in the appropriate field(s). Continue to scroll down to the bottom of the page."

The screenshot shows a web browser window with the URL [ct.doh.ny.gov/secure/manageEquipment.cfm](http://ct.doh.ny.gov/secure/manageEquipment.cfm). The page contains several data entry sections:

- Bacteriological Data:** Includes fields for "Last Routine Bacteriological Sample Collection Date", "Last Routine Bacteriological Sample Test Result", "Date Remediation Action Initiated", and "Last Legionella Sample Collection Date".
- Legionella Data:** Includes fields for "Last Legionella Sample Test Result", "Date Remediation Action Initiated", "Date Last Emergency Disinfection and Cleaning", "Start Date of Last Shutdown", "End Date of Last Shutdown", and "Date Decommissioned".
- Attached Buildings:** A table with columns for "Show", "Action", "Address", "Facility Manager", "Phone", and "Email".

Four red callout boxes provide instructions:

- Top-left: "Bacteriological results are entered using the drop-down menu and selecting the appropriate entry." (Points to the "Last Routine Bacteriological Sample Test Result" field)
- Top-right: "Legionella results are entered using the drop-down menu and selecting the appropriate entry." (Points to the "Last Legionella Sample Test Result" field)
- Bottom-left: "Enter the new information in the appropriate field(s). Continue to scroll down to the bottom of the page." (Points to the "Date Decommissioned" field)
- Bottom-right: "Click 'Update Equipment' to complete the data entry." (Points to the "Update Equipment" button)

The browser's taskbar at the bottom shows the Start button, system tray icons, and the time 12:33 PM on 3/9/2016.