

R3 Worksheets

Documents to Assist Online Registration and Reporting

This document consists of a series of one-page worksheets and forms which can be individually printed and used to collect data and to check off required steps in the process. (www.arb.ca.gov/rmp-r3). Worksheets are for the user only and *should not be submitted to ARB*.

A. R3 Checklist (page 2)

Checklist for data and documents needed in advance, to complete each R3 process.

B. R3 Step-by-step (page 3)

Step-by-step guide designed to ensure complete reporting at each stage, after gathering the information required using the R3 Checklist.

C. Refrigeration System Information (page 5)

The required data and documents must be gathered before beginning the R3 process.

D. Annual Refrigerant Usage (page 6)

This worksheet is designed for gathering required data on refrigerant usage (in pounds). The usage data must be provided in each Annual Report for each facility.

E. Leak Inspection and Repair Form (last page)

This optional worksheet is designed for internally recording service events such as required leak inspections and required leak repairs. These must be reported in R3.

IMPORTANT

You may need to contact your service technician/contractor to obtain or verify the technical information on these forms.

All records must be kept on-site for inspection.

R3 Checklist

Data Collection for Online Registration and Reporting

Use this checklist to collect the documents and information for online submittal in R3 registration & reporting (www.arb.ca.gov/rmp-r3). Worksheet is for the user only and should not be submitted to ARB.

Important: You may need to contact your service technician / contractor to obtain or verify the technical information below. *All records must be kept on-site for inspection.*

A. Company and Facility Information:

- Company and Facility location, billing address, contact person information
(E.g. name, position title, phone number, e-mail address)
- EIN: ____ - ____ - ____ - ____
(Company's federal tax ID, a 9-digit number)
- NAICS Code – Industry sector name ____ - ____ - ____ - ____
(R3 allows search by name (e.g., "grocery"), Grocery /supermarket NAICS is 445110; SIC is 541101)

B. Refrigeration System Information

- Description of Each System:** Model #, Year, Installation Date, Refrigerant, etc.
(See worksheet on back)

C. Annual Report Information (one for each facility with a 200-lbs or larger system)
If you have a system using at least 200-lbs of fluorinated refrigerant (e.g. "Freon") for commercial / industrial refrigeration, annual reporting is required, which must include:

Service Records:

- All required leak inspections (quarterly/leak repair/adding refrigerant/etc.)
- All leak repairs Adding and removing refrigerant
- Any other maintenance or repairs affecting refrigerant in the circuit
- Type of leak detection method (e.g. handheld, bubble, oil)
- Service technician name and US EPA certification number

Refrigerant Usage: Total pounds of each refrigerant, at each facility, for that year
(See worksheet on back)

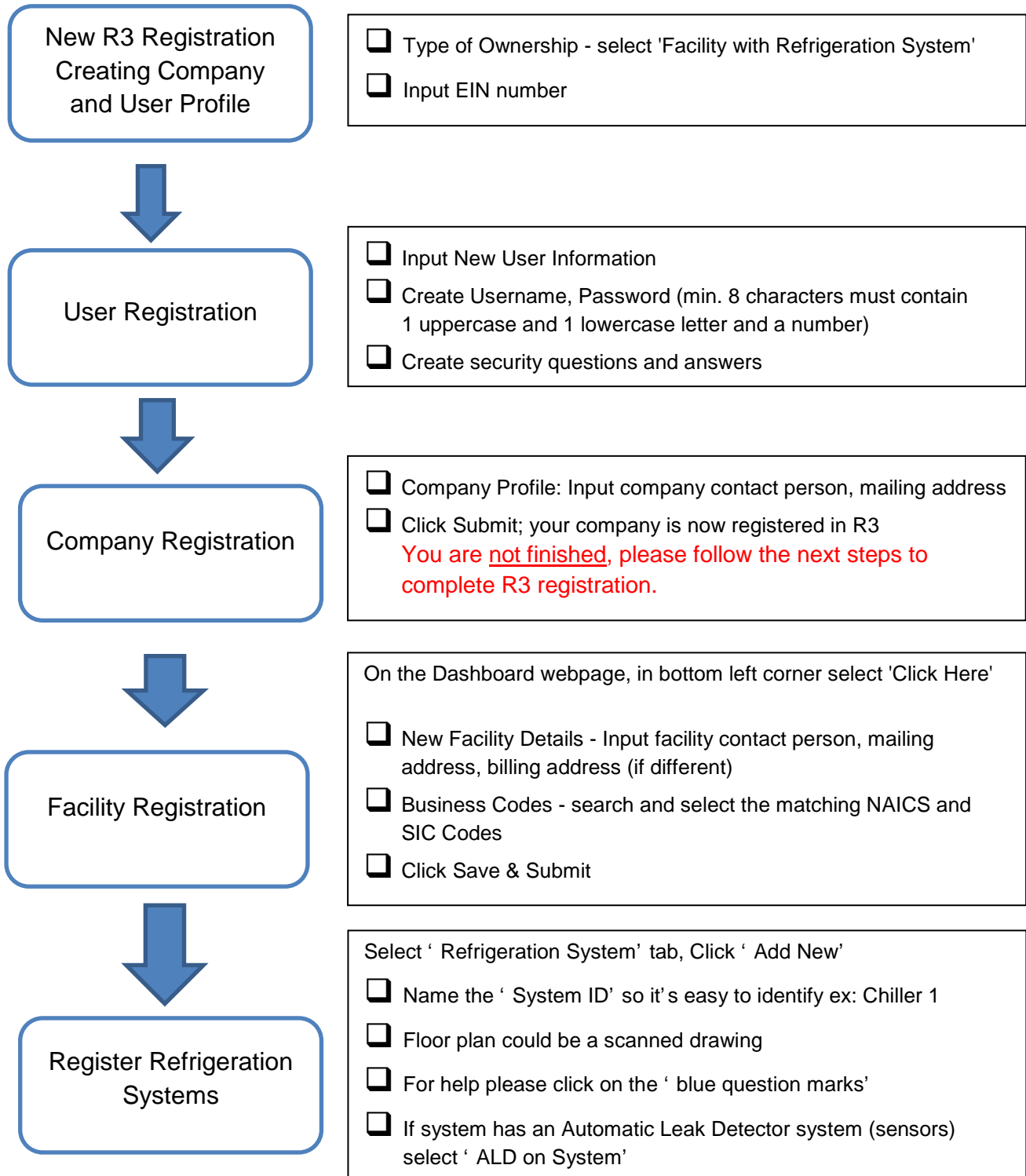
- Purchased Added Removed Stored Shipped to Reclaimer

Automatic Leak Detection (ALD): Information required for any ALD installed

- Detection Limit Alarm Set Point Installation Date Sensor Types Annual Calibration

R3 Step-by-Step

Please use this two-page flow-chart to fully complete the R3 registration and reporting requirements for your facility. Use the checkboxes to mark off each completed section.



Register Automatic Leak Detection System (ALD)
(Only if the refrigeration system has one)

- Select ' ALD System' Tab, Click ' Add New'
- Input all fields
- ' Refrigeration System' Field Select All Refrigeration Systems it monitors (hold CTRL key and click each system)



Add Service Records for each Refrigeration System

Such as Required Scheduled Leak Inspections, Leak Repairs, or Adding/Removing Refrigerant events

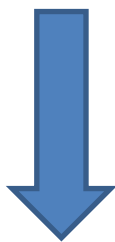
- Select ' Leak Insp. & Service' tab, click ' Add New'
- Input all fields, select the matching Refrigeration system
- Click ' Save Record'



Submit Annual Report due annually by March 1st

By March 1st, all service records should be inputted into R3. Now you can review and submit the ' Annual Report' for the previous year.

- Select ' File Annual Report' tab, Select the Reporting Year blue link
- Go thru the ' Verification' process by clicking each blue link to confirm accurate reporting information
- ' Refrigerant Purchase and Use Information'– add refrigerant totals for each refrigerant type, To add more refrigerants click ' Add Rows' blue plus sign
- Click Save, then Click ' Review & Submit' to review the Annual Report before final submission
- Read over each blue titled section for accuracy and select ' Accept Terms & Conditions'
- To Finish click ' Submit'



Pay Annual Fee Due by March 1st

- Pay Annual Fee – select ' Annual Fee' Tab, click blue reporting year, click ' Generate Invoice'
- To pay fee using check print invoice and mail it or to pay fee using credit card click ' Pay Now' link
- Using a credit card: complete all fields and click ' Process Payment' . A receipt will be emailed and R3 will change the status to paid. Many cards are accepted.

Refrigeration System Information

Collect this data for each refrigeration system (of any size), to enter into R3 online reporting tool.

Refrigerant amounts are provided in pounds (lbs).

Facility Name			
Refrigerant Type <i>(e.g. R-22, R-404a)</i>			
Model Year		Installation Date <i>(best estimation)</i>	
Manufacturer Name			
Model Number			
Serial Number			
Location in Facility			
Floor Plan	<input type="checkbox"/> Obtain a PDF or image to upload		
Normal Operating Charge <i>(pounds)</i>		Temperature Class	<input type="checkbox"/> High <input type="checkbox"/> Medium <input type="checkbox"/> Low
		<i>Low is freezing. Medium is cold (between freezing and about 50 F). High is above 50 F.</i>	
How was the Charge Determined?	<input type="checkbox"/> Name plate <input type="checkbox"/> Calculated from design documents <input type="checkbox"/> Charge calculator program <input type="checkbox"/> Equipment manual <input type="checkbox"/> Midpoint of range <input type="checkbox"/> Recover full charge & weigh back in system <input type="checkbox"/> Sum of refrigerant charged into system		
Service Records	<input type="checkbox"/> Quarterly leak inspections for each system 200 pounds or more <input type="checkbox"/> All leak repairs <input type="checkbox"/> Adding and removing refrigerant <input type="checkbox"/> Any other maintenance or repairs affecting refrigerant in the circuit <input type="checkbox"/> Leak detection method <i>(e.g. handheld, bubble, oil)</i> <input type="checkbox"/> Service technician name and US EPA certification		

Copy sheet as needed.

Annual Refrigerant Usage

Collect this data for each refrigerant used at each facility, to enter into R3 online reporting tool.

Copy sheet as needed. Refrigerant is provided in pounds (lbs).

Facility Name					
Refrigerant Type <i>(e.g. R-22, R-404a)</i>				Reporting Year	
Amount Purchased		Amount Added		Amount Removed	
Amount Stored				Shipped to Reclaimer	

Facility Name					
Refrigerant Type <i>(e.g. R-22, R-404a)</i>				Reporting Year	
Amount Purchased		Amount Added		Amount Removed	
Amount Stored				Shipped to Reclaimer	

Facility Name					
Refrigerant Type <i>(e.g. R-22, R-404a)</i>				Reporting Year	
Amount Purchased		Amount Added		Amount Removed	
Amount Stored				Shipped to Reclaimer	

Facility Name					
Refrigerant Type <i>(e.g. R-22, R-404a)</i>				Reporting Year	
Amount Purchased		Amount Added		Amount Removed	
Amount Stored				Shipped to Reclaimer	

R3 Reporting Aid - Leak Inspection and Repair

*Input information at www.arb.ca.gov/rmp-r3
*This worksheet is for company use only. DO NOT RETURN TO ARB.**

Company Name: _____

Technician Name: _____

Facility Name: _____

Technician Certificate Type: _____

Technician Certificate Number: _____

System ID (as reported in R3): _____

Date of Service	Type of Service	Leak Detected	Leak Detection Method	Amount Refrigerant Added (lbs)	Amount Refrigerant Removed (lbs)	Purpose of Added or Removed Charge
	<input type="checkbox"/> Leak Inspection <input type="checkbox"/> Leak Repair <input type="checkbox"/> Routine Service <input type="checkbox"/> Other _____	<input type="checkbox"/> Yes <input type="checkbox"/> NO	<input type="checkbox"/> Bubble test <input type="checkbox"/> Leak detection device <input type="checkbox"/> Electronic/Ultrasonic <input type="checkbox"/> Other _____			<input type="checkbox"/> Initial Charge <input type="checkbox"/> Leak repair <input type="checkbox"/> Topping Off <input type="checkbox"/> Other _____

If a leak was detected, fill out the information below.

Date Leak Detected	Date Leak Repaired	Initial Verification Test Date	Follow-up Verification Test Date

Cause of leak:

Description of leak repair:

Continue on back if necessary.

Leak inspections must be conducted at least once every 90 days per Rule 95385(b) for any refrigeration system with an operating charge of 200 or more pounds but less than 2000 pounds, and at least annually for any system with an operation charge between 50 and 200 pounds per Rule 95385(c), unless the system is monitored by an Automatic Leak Detection device (ALD). Additional requirements apply to all high-GWP HVAC/R systems including leak repair within 14 days. Complete RMP Rule is available at <http://arb.ca.gov/rmp>