

**California Air Resources Board
Refrigerant Management Program (RMP)
Refrigerant Registration and Reporting
(R3) Tool
Frequently Asked Questions (FAQs)**



January 22, 2025

Contents

Login Questions 4

1. When I try to login with my old credentials, it says, "Unable to sign in." How do I access the new site? 4

2. I entered some information about a refrigeration system for my company erroneously. How do I correct such information? 4

3. If I manage multiple companies, how do I access them all from the login page? 4

4. The user previously responsible for the R3 tool for my company is no longer with our company. How can I update the contact information to pass it along to the current party responsible? 4

General Reporting Questions 4

5. How do I register as a facility with a refrigeration system? 4

6. How do I register as a Distributor, Wholesaler, or Certified Reclaimer? 5

7. Can I add new users? 5

8. What is required to submit an Annual Report? 6

9. How should Distributors/Wholesalers that are also Certified Reclaimers submit annual reports? 6

10. What is the total fee if my facility has more than one system? 6

11. If my company has multiple facilities, do I need a separate invoice for each facility? 6

R3 Tool Questions 6

12. Is the R3 mandatory? 6

13. Which fields within the R3 are mandatory? 6

14. Can R3 be used by facilities outside of California? 7

15. What data from the R3 is available to the public? 7

16. Is there a limit to how many users can register as a company administrator? 7

17. Is XML required to upload data? 7

18. How do you use XML to resubmit for previous years? 7

19. What are the NEW, UPDATE, and INFO functions of the XML process? 7

20. Can the R3 information be exported or used for other required reporting? 8

21. How do Air District Inspectors use the R3? 8

Equipment Registration and Reporting Questions	8
22. I have a 2,500 lb. charged A/C unit used exclusively for comfort cooling. It is not used for any other process of cooling. Do I need to register this system?.....	8
23. My "Large" refrigeration system is primarily used for comfort cooling but is also used for some industrial cooling. Do I have to register this unit with Air Resources Board?.....	9
24. I plan to register my 2,000+ lb. "Large" system but I also have a 400 lb. "Medium" system. Do I have to register this "Medium" system at the same time?	9
25. Do "Large" facilities need to register small HVAC systems?	9

Login Questions

1. When I try to login with my old credentials, it says, "Unable to sign in." How do I access the new site?

If you were a user of the old version of the site, you would need to respond to the verification email that may have been sent in early December 2024. If you did not respond to that verification email in time, you can contact us (rmp@arb.ca.gov), and CARB staff will send it again.

2. I entered some information about a refrigeration system for my company erroneously. How do I correct such information?

Some changes, like full charge amount and refrigerant type, need to be manually updated by the CARB staff so that they will not affect your compliance. You can reach out via (rmp@arb.ca.gov). Some other basic information, however, can be edited by you under the facility information page.

3. If I manage multiple companies, how do I access them all from the login page?

The new login system uses your email on file for verification. If you contact us, CARB staff can set up multiple accounts under your name if you have an alternative email that you can use for the additional login.

4. The user previously responsible for the R3 tool for my company is no longer with our company. How can I update the contact information to pass it along to the current party responsible?

CARB staff can change this information on the back end. Email the RMP program at (rmp@arb.ca.gov), and it can be set up for whoever is in charge.

General Reporting Questions

5. How do I register as a facility with a refrigeration system?

There are several steps required to complete registration for a Company and its associated Facilities. In the R3, all Facilities must first be entered under a Company name. Each Company registers using a unique Federal Employer Identification Number (FEIN or EIN).

Step 1 - Register as a Company Administrator and add Company Information. This establishes the corporate entity responsible for all California Facilities that will register

with CARB and should be the highest organizational level who has ongoing responsibility to manage Company compliance.

Step 2 - Register all Facilities with Refrigeration Systems. Enter each Facility's information, including all required Refrigeration System information and Automatic Leak Detection systems (for large systems) in each facility. These tasks can be performed by one or more Users within your company. (see [Can I add new Users?](#))

6. How do I register as a Distributor, Wholesaler, or Certified Reclaimer?

In order to complete an online report submission, an account with the company and facility information must be established in the R3. However, there is no requirement in the regulation for Distributors, Wholesalers, and Reclaimers to register. In the R3, all facilities must first be entered under a company name. Each company account is established using a unique Federal Employer Identification Number (FEIN or EIN).

Step 1 - Establish the corporate entity responsible for all California facilities within the company. That entity should be at a high organizational level and have ongoing responsibility for managing company compliance.

Step 2 - Establish all facilities managed in California by entering each facility's information. These tasks can be performed by one or more users within your company.

7. Can I add new users?

Adding Users is easy and helpful if there are many Facilities with Refrigeration Systems to manage. Use the menu at the top and select "User Management." Only users with Company Admin rights may create new users with Company Admin level permissions or Facility Admin level. Administrators can add other users and perform such tasks as submitting Annual Reports. Staff can create records and perform specific tasks, such as maintaining facility records and entering Annual Report information. However, Staff cannot submit Annual Reports to CARB, as this must be performed only by users with Admin level permission.

New users can help with registration and ongoing tasks. After adding a new user, they must log in and establish their user profile. The R3 tool does not assign tasks to users but does control their access levels.

8. What is required to submit an Annual Report?

Annual Reports must be filed by March 1 for all facilities with Refrigeration Systems with a full charge of 200 pounds or more and Distributors, Wholesalers, or Certified Reclaimers of refrigerant. Facilities must enter all Service Records for the Refrigeration Systems. Service Reports can be entered directly into the R3 program or uploaded.

9. How should Distributors/Wholesalers that are also Certified Reclaimers submit annual reports?

Two separate Annual Reports are required. If your company distributes or wholesales refrigerant, an Annual Report is required for these business activities. An additional Certified Reclaimer Annual Report is required if the company also reclaims refrigerant. The links to enter these Annual Reports are found on the Annual Report tab after login.

10. What is the total fee if my facility has more than one system?

The total fee is based on your facility's single largest refrigeration system, regardless of the number of registered systems. For example, if a facility has one large and two medium systems, it is a large facility, and the fee is \$370 annually. Likewise, a medium facility with two medium systems will pay \$170 annually. There is no fee for "small" facilities.

11. If my company has multiple facilities, do I need a separate invoice for each facility?

No. A company may generate one invoice with a list of all affected facilities

R3 Tool Questions

12. Is the R3 mandatory?

No, however, CARB strongly encourages it. Advantages include timesaving, one-time data entry for company and system(s) information, and the ability to automatically generate annual and other useful reports. If registration and annual reports are submitted manually, they must be compiled in a coherent manner, meet all regulatory requirements and be submitted via email, mail or fax to CARB's Executive Officer by the required deadlines.

13. Which fields within the R3 are mandatory?

Fields marked by asterisks (*) must be filled in before users can proceed to the next step in the tool. Some fields are required for reporting purposes but are not marked

by an asterisk to help expedite initial registration. To ensure completeness, the user is responsible for completing any temporarily skipped fields before submitting annual reports.

14. Can R3 be used by facilities outside of California?

Only facilities required to register in the Refrigerant Management Program should use the R3.

15. What data from the R3 is available to the public?

Selected public reports in the R3 tool allow the public to view aggregated refrigerant use and emissions data. The R3 does not display any facility or company-specific information to the public.

16. Is there a limit to how many users can register as a company administrator?

There are no limits. All persons registered as company administrators will have the same rights, responsibilities and permissions when using the R3.

17. Is XML required to upload data?

Batch uploads offer a convenient way for companies with multiple facilities to submit information but are not required. Some required R3 fields aren't included in the XML upload due to the logistics of that process, such as a facility's floor plan. Third party vendors can generate XML files for customers who, in turn, can upload the data into the R3. It is the facility's responsibility to ensure that information uploaded via the batch upload process is accurate and complete. Data not included in the XML upload should be manually entered.

18. How do you use XML to resubmit for previous years?

If users would like to make changes, they must select from the options in the dropdown. The same applies to enumeration: If customers must resubmit something from a prior year, they must use the new enumeration. The system will only accept the enumeration that is currently available.

19. What are the NEW, UPDATE, and INFO functions of the XML process?

New: Adding a facility, appliance, or service record that does not exist. Creates a new entry every time. No update is allowed on "New" entries.

Update: Modifying existing records like facilities or appliances. Certain fields (e.g., InstallationDate, EquipmentType) cannot be updated. Changes require selecting from dropdown options for system compatibility.

Info: Viewing or retrieving data Making small or specific changes.

20. Can the R3 information be exported or used for other required reporting?

The R3 database can generate a variety of reports which can be compiled for use in other reporting. Although there is not a specific report for U.S. EPA Rule 608, however, medium and small facilities in South Coast Air Quality Management District (SCAQMD) can use the R3 to generate the specific report needed for SCAQMD Rule 1415.1. This option will not generate an invoice for payment until medium facilities are required to pay a fee to CARB. Neither the R3 nor CARB will process SCAQMD payments

21. How do Air District Inspectors use the R3?

Air District Inspectors are enforcement personnel who can access the R3 program to record facility inspections. Air Districts manage access to the R3 program for their Inspectors. First, CARB establishes access in each Air District for one Air District Inspector Administrator. That Air District Administrator will then establish access for other Inspector Administrators and Inspectors. Both Inspectors and Inspector Admin users can enter Inspection Reports in the R3. Inspector Admin-level access is required to approve and complete acceptance of an Inspection report. The Air District and CARB will have access to Inspection Reports from the Air District. If you are an Air District Inspector and do not have access, contact your chief inspector or CARB to determine how to gain access to the program.

Equipment Registration and Reporting Questions

22. I have a 2,500 lb. charged A/C unit used exclusively for comfort cooling. It is not used for any other process of cooling. Do I need to register this system?

You are not required to register or report air conditioning units used exclusively for comfort cooling under CARB's Refrigerant Management Program. If the unit contains a high-global warming refrigerant, regardless of the size, it is only subject to the Required Service Practices of the rule which applies to persons who service the

equipment. Facilities located within SCAQMD should continue to register these units with the District under SCAQMD Rule 1415.

23. My “Large” refrigeration system is primarily used for comfort cooling but is also used for some industrial cooling. Do I have to register this unit with Air Resources Board?

Yes. This system is defined as “Other Refrigeration” by the RMP rule and must have automatic leak detection monitoring installed in order to file the annual report.

24. I plan to register my 2,000+ lb. “Large” system but I also have a 400 lb. “Medium” system. Do I have to register this “Medium” system at the same time?

A facility is classified and must register as Large, Medium, or Small based on the single largest system at the facility. Since the 400-lb. system is located at a “Large” facility and is above the 50-lb. threshold, it must be registered and included in the annual report due to CARB. This is particularly important for facilities in SCAQMD to understand they should not split their registration/fee payment requirements for different size systems between the District and CARB.

25. Do “Large” facilities need to register small HVAC systems?

Facilities with air conditioning or HVAC systems, used exclusively for comfort cooling, are not required to register these units with the Air Resources Board. However, facilities in South Coast AQMD currently subject to SCAQMD’s Rule 1415 must continue to report to the District.