



Cooling Tower Annual Certification

All registered cooling towers within NYC that operated in 2023 require an annual certification due by November 1st

If the cooling tower was in operation in 2023

Each registered cooling tower equipment that operated at any time in 2023 requires an annual certification.

If a cooling tower system has multiple equipment, an annual certification is required for each registered equipment. The certification must state that the cooling tower has been inspected, tested, cleaned, and disinfected in compliance with:

1. [Section 17-194.1 of the New York City Administrative Code](#), and
2. [Chapter 8 of Title 24 of the Rules of the City of New York](#) (“Chapter 8”)

The certification must also document any corrective actions undertaken.

To submit your certification:

1. Sign in to your [NYC Cooling Tower Registration Portal](#) user account and navigate to “My Homepage”.
2. Each equipment that is registered has a unique registration number starting with the digit "1" and may be clicked on to navigate to the equipment page.
3. On the equipment page, click “Upload Documents”, complete the form, and click “Submit”.
4. A form must be submitted for each registered cooling tower equipment by the system permission owner.
5. A receipt will be sent through email. File the receipt in your cooling tower system records as proof of upload.

For detailed instructions, sign in to [NYC Cooling Tower Registration Portal](#) and click on the “Help FAQ” tab and search for **Submitting Records: System Permission Owner Requirements** (page 17). If there is a new management taking over of a cooling tower system, search for **Changing System Permission Ownership** (page 14).

If the cooling tower was not in operation in 2023

Cooling tower was not operated in 2023

If you did not operate your cooling tower at all in 2023 AND the cooling tower does not meet decommissioning requirements...

Follow the instructions on submitting certification above and submit a statement of non-operation via the [NYC Cooling Tower Registration Portal](#).

Cooling tower is decommissioned

If you decommissioned your cooling tower AND received an email from the Health Department confirming your cooling tower was decommissioned in the NYC Cooling Tower Registration Portal...

An annual certification is not needed.

If you decommissioned your cooling tower BUT have not notified the Health Department, you must file a decommissioning form and obtain confirmation from the Health Department for your record...

Sign in to [NYC Cooling Tower Registration Portal](#) and click on the “Help FAQ” tab in your user account and follow the instructions for **Decommissioning a cooling tower** (page 19).