



## *Cooling Tower Annual Certification*

**All registered cooling towers within NYC that operated in 2024 require an annual certification due by November 1, 2024**

### **If the cooling tower system was in operation in 2024**

Each registered equipment of the cooling tower system requires annual certification. The certification must state that the cooling tower has been inspected, tested, cleaned, and disinfected in compliance with [Section 17-194.1 of the New York City Administrative Code](#) and [Chapter 8 of Title 24 of the Rules of the City of New York](#). The certification must also document any corrective actions undertaken.

#### **Instructions**

Certification must be submitted online by the system permission owner. To submit:

1. Sign in to your [NYC Cooling Tower Registration Portal](#) user account and navigate to “My Homepage”.
2. Navigate to the “Equipment Page”. Each equipment has a unique registration number starting with the digit “1.”
3. On the Equipment Page, click “Upload Documents”, complete the form, and click “Submit”.
4. You will receive an emailed receipt. File the receipt in your cooling tower system records as proof of upload.
5. For more than one equipment, repeat the submission process for each equipment.

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

### **If the cooling tower system was not in operation in 2024**

#### **Cooling tower did not operate in 2024**

If the cooling tower did not operate in 2024 and is not decommissioned ...



Follow the instructions above and upload a “Statement of non-operation”.

#### **Cooling tower is decommissioned**

If you decommissioned your cooling tower and received an email from the NYC Health Department confirming its decommissioned status ...



An annual certification is not needed.

If you decommissioned your cooling tower and have not notified the NYC Health Department, a decommissioning form must be filed...



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).