Dear Valued Customer:

We are now quickly approaching the November 1st deadline set by the DOH for the Cooling Tower Certifications to be completed. Some of you have already contacted us but many of you have outstanding items that need to be sent to us in order to complete our year end compliance review. If you have already sent in your information thank you, we are working feverishly to get them completed as quickly as possible. Please see a list of information / items that we need for review completion.

1. Bacteria Log – In order to stay compliant dip slides must be taken no more than 30 days apart, we recommend that they be taken by onsite personnel weekly. Please send a copy of bacterial sample results log with your response email.
2. Updated Cooling Tower Water Maintenance Program & Plan - Each cooling tower must operate under a water plan that states responsible parties, an action plan for what needs monitored, tested, inspected, actionable items and related response sequences / contingency plans. These water plans need to be reviewed and updated yearly. This item is very important to the review process because steps taken must match those described in the plan.
	1. Previous to now we have not been preparing these plans. Now that the NYS DOH has issued a template laying out exactly what they are looking for, we now offer this service. Many of you wrote your plans based on a generic outline that we offered. The DOH template that was released states that said template is a “minimum” of what is required and is far more complex than the outline we provided. By the end of 2019 Cooling Season, we strongly recommend that all plans be updated to be comparable in scope and in detail to the state’s template. We have attached a questionnaire that needs to be filled out in order for us to prepare a Water Maintenance Program & Plan, if you would like us to provide this service fill out and return the questionnaire. Please contact our office for pricing.
3. Startup / filling and shut down / draining (shut down can be anticipated) dates.
4. Cooling tower backflow preventer inspection paperwork. - The DOH regulation requires that backflow preventers be inspected and certified annually.  Depending on the type of system most cooling towers have an air gap.  Because these air gaps can easily become bypassed or compromised, I believe that most municipalities require as part of plumbing code a back flow preventer as an additional separation between potable water and process systems such as cooling towers and boilers.  If you have any information regarding back flow preventer inspection, please send it with your email response.  For the purposes of the annual yearend review, it is a best practices item and is not required if you have an airgap. If your system has no air gap, a backflow preventer is mandatory.  If you do not have a backflow protection device, we strongly recommend that you look into having one installed in the future. The installed type should be serviceable, and certified annually, a Reduced Protection Zone (or RPZ) type provides the best protection for potable water services.