Refrigerant Management Program (RMP)

Refrigerant Registration and Reporting (R3)

USER'S MANUAL

January 31, 2012

California Environmental Protection Agency

Air Resources Board

Prepared by AgreeYa Solutions

AGREEYA

CONSULTING • TECHNOLOGY • OUTSOURCING

Errata Sheet

Date	Description
1/31/2012	The online fee payment functions are currently offline until further notice. Implementation fees should be paid by mailing a check to the address on the printed invoice along with a copy of the invoice.

R3 USER'S MANUAL

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1.0 GENERAL INFORMATION

1. GENERAL INFORMATION

1.1. Background

The California Global Warming Solutions Act of 2006 directs ARB to develop early actions as part of the State's efforts to reduce greenhouse gas (GHG) emissions to 1990 levels by 2020. ARB has identified proper implementation and management of Refrigerant Management Program (RMP) as one of the early actions to reduce greenhouse gas emission.

To meet the objective of the RMP requirement - ARB requires all company facilities, refrigerant distributors, wholesalers, and certified reclaimers subject to the regulation to be identified and registered. A software program has been developed by ARB to manage the process. This program is known as the Refrigerant Registration and Reporting Program, or "R3" for short.

The registration process will ensure that the requirements of the regulation are effectively communicated to the regulated community, records are collected and maintained, and fees that support the program are collected. Proper reporting will ensure that the best management practices are being followed in a manner to reduce refrigerant emissions. Objectives of this RMP-R3 solution are:

- Implement a scalable system to support ARB RMP registration, recordkeeping, reporting, and inspection functions;
- Meet ARB's goals of providing online customer self-service;
- Develop and implement a secure system that provides interface, data import, fee payment, and reporting functionality to facilitate seamless and transparent data sharing and reporting; and
- Implement an ARB RMP web-interface, which enables enforcement actions (inspections) and data sharing between regulatory agencies, ARB business units, and other external stakeholders.

1.2. System Overview

The Refrigerant Registration and Reporting (R3) solution is a web-based software program that is available to all users with Internet access and a computer device with an Internet browser. The R3 software program does not require a user to install anything other than a web browser on the user's computer system. User access to the R3 software program is provided over the public Internet from an Air Resources Board (ARB) computer server through the user's browser.

The R3 system is designed to support different sets of tasks for the different. Major functions performed are listed in groups, based on the type of organization accessing the R3 software. Usage of each section will be further detailed later. This is a roles based solution, so each user will have specific permissions based on the role they are assigned.

Tasks for Companies with Refrigeration Facilities

- Registration of company and initial Company Contact
- Facility registration and record maintenance
- Maintain Refrigeration System records
    - Enter Service Records
- Maintain Automatic Leak Detection System (ALD) records
- Annual Reporting
- Annual Fee Invoice generation
- Online Annual Fee Payment
- Company R3 user management

Tasks for Refrigerant Distribution, Wholesale and Certified Reclaimer Companies

- Registration of company and initial Company Contact
- Facility registration and record maintenance
- Annual Reporting
- Company R3 user management

Tasks for Air District users

- Air District R3 user management
- Manage Facility Inspection records
- View reports and data

Tasks for Air Resources Board users

- Tasks for RMP Program staff
    - User management for ARB and other R3 users
    - Maintain Master Data used in R3
    - Manage R3 Announcements
    - View reports and data
- Tasks for ARB Enforcement staff
    - Creation of initial Admin user for each Air District
    - Manage Facility Inspection records
    - View reports and data
- Tasks for ARB ASD (accounting) staff
    - Process Annual Fee payments sent to ARB
    - Reconcile all Annual Fee payments and receivables
    - View reports and data

Many of these tasks are common to different users with different roles. Depending on the user's role and organization the same task will provide a specific view of the R3 data. Company users access data related to their company and Air Districts access data associated to their Air District.

1.3. Project References

ARB RMP regulation:
Regulation for the Management of High Global Warming Potential Refrigerants for Stationary Sources

Note: The above referenced ARB regulation document can be found through links on the R3 program home page.

1.4. Authorized Use Permission

Certain implied agreements are inherent in using the R3 system. Those agreements include:

You agree not to use the system for any illegal purpose or activity, or to discuss or advocate any illegal activities, whether in private or in public. You agree not to do anything on this system that may damage the computer hardware, software, or data files, or the system's operation in any way.

You agree that no liability of any kind for any matters relating directly or indirectly to your use, or the use of anyone else, whether authorized or not, of this computer system, will impugn to the system operator, the ARB or anyone employed with the ARB or the State of California.

You agree to hold harmless and to indemnify the system operator, the ARB or the State of California or anyone employed with the ARB or the State of California from any action relating directly or indirectly to matters relating to this computer system.

In the State of California, laws exist to ensure that government is open and that the public has a right to access appropriate records and information possessed by State government. At the same time, there are exceptions to the public's right to access public records. These exceptions serve various needs including maintaining the privacy of individuals. Both State and federal laws provide exceptions.

All information collected at this site becomes public record that may be subject to inspection and copying by the public, unless an exemption in law exists. In the event of a conflict between this Use Policy and the Public Records Act, the Information Practices Act, or other law governing the disclosure of records, the Public Records Act, the Information Practices Act, or other applicable law will control.

The ARB does not place "cookies" on the computers of our users, except for session cookies used by the R3 application.

1.5. Points of Contact

For general R3 questions, Send an email to reftrackinfo@arb.ca.gov
Help Desk phone: 916-324-2517

1.6. Acronyms and Abbreviations

AD	Air District
ARB	Air Resources Board
CARB	California Air Resources Board (CARB or ARB)
FAQ	Frequently Asked Questions
R3	Refrigerant Registration and Reporting

	(the software application)
RMP	Refrigerant Management Program

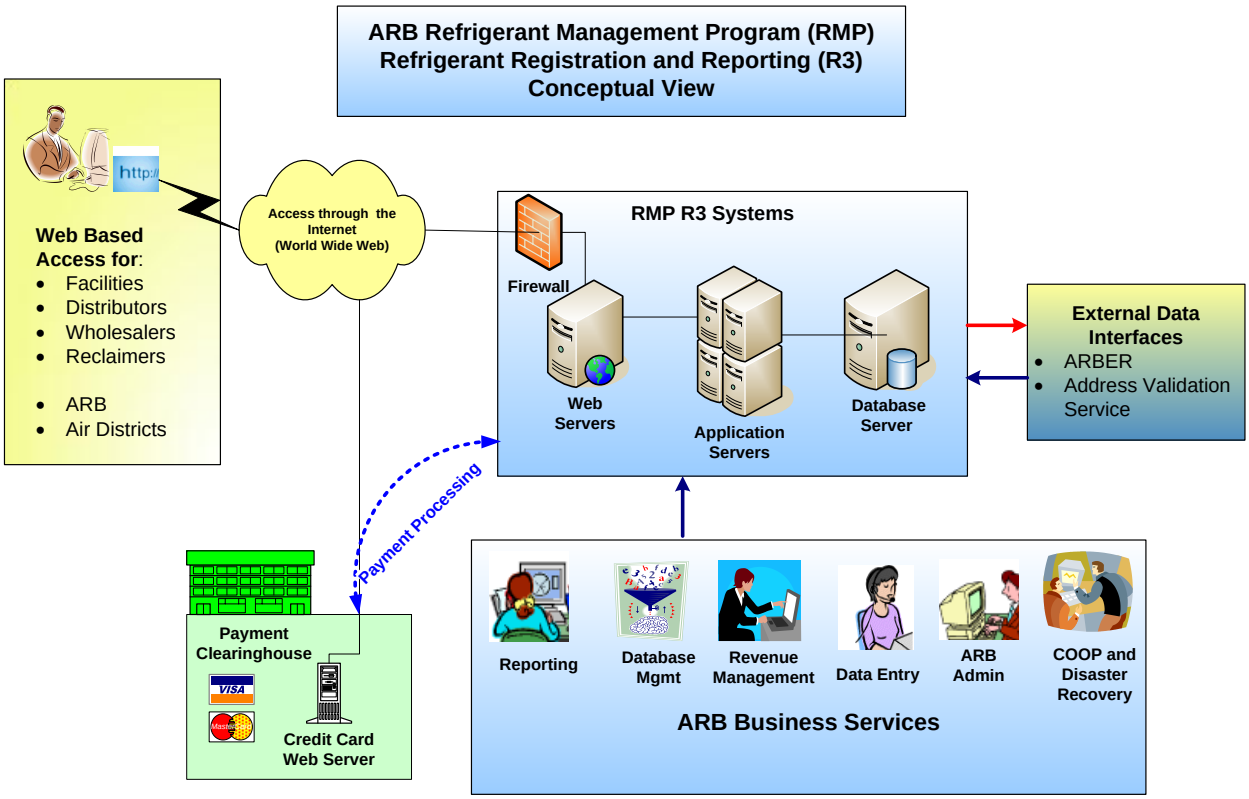
2.0 SYSTEM SUMMARY

2. SYSTEM SUMMARY

This section provides a general overview of the R3 system written in non-technical terminology. The summary outlines the uses of the system in supporting the activities of all users and ARB staff.

2.1. System Configuration

The R3 software application is a web based system that is available over the public Internet. The R3 software is hosted at State of California data centers, on ARB computer servers.



As shown above, the software has several external links; one is to a credit card payment gateway. Any online payments of fees associated with the RMP are done through this gateway. Use of the gateway for credit card transactions ensures that the R3 program does not directly process or retain any credit card information. Other external interfaces provide company information from the ARBER program and provide address validation/correction to US Post Office standards.

2.2. Data Flows

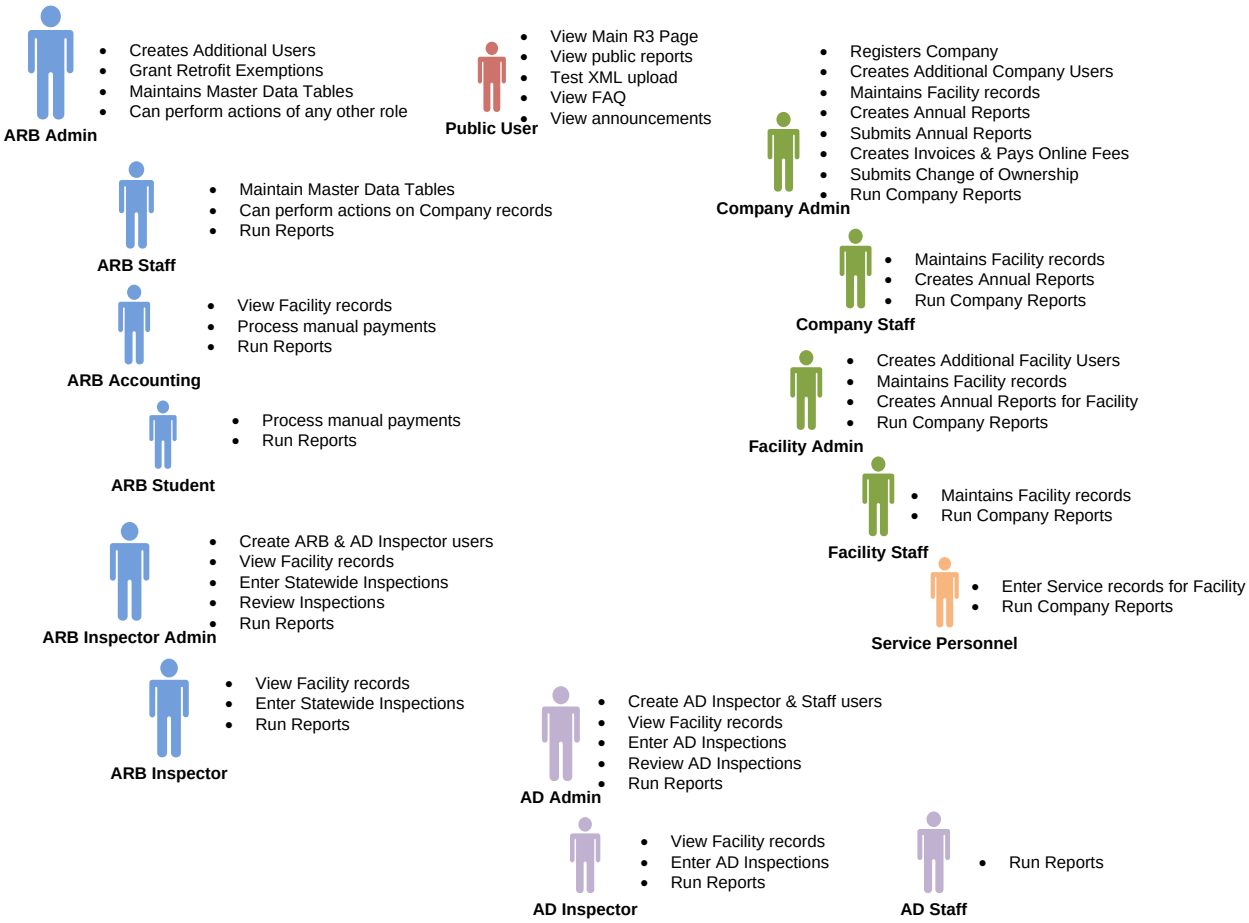
Data provided by users is stored in a database on the ARB servers. Most data is entered through data entry screens, although Companies with Refrigeration Facilities can upload batch data during initial registration and also prior to Annual Reporting that will reduce the amount of data entry required. All web data entry screens are designed for ease of use, with drop down lists whenever possible to make the process faster and more uniform.

2.3. User Access Levels

The R3 program supports different users and/or user groups, each with their own restrictions on what parts of the system can be accessed and what data can be viewed.

User Type	View Restriction
Company, Facility	Limited to company or facility information
Air District	Limited to Facilities and users in the Air District
ARB	Dependent on role – in many cases few restrictions (see below for more details)

Access to application tasks and menu choices are managed on the role level. The figure below illustrates the user roles found in the R3 application; the little people represent a role and the list next to them the available tasks.



2.4. Contingencies and Alternate Modes of Operation

The R3 system's main purpose is reporting, so it is not a business critical application. The key times of availability are between January 1 and March 1 of each year, because companies subject to RMP regulation must bring the information about the company and refrigerant usage up to date, file the annual report and pay any required annual fees.

ARB will make the R3 program available year round and all day (24/7/365) except during normal hours of maintenance. Normal maintenance is done outside of business hours and should not affect most users of the R3 system. Support for the application will be available during normal ARB business hours; support will not be 24/7/365.

3.0 GETTING STARTED

3. GETTING STARTED

All users enter the R3 site through the Welcome Page (shown below). This is the public page for the R3 program. From this page users of the R3 system log in to the system. The public can learn about the RMP program through a link to the ARB RMP Home Page; select from the top menu to access reports and forms; view a Frequently Asked Questions (FAQ) document; or view Help on the R3 system. From the menu external developers can test the batch XML process (more about this in a later section).

3.1. Registration for Companies

From the Welcome Page all Companies enter the process to begin their initial registration in the R3 program by clicking on the "Sign up for New Registration" link.

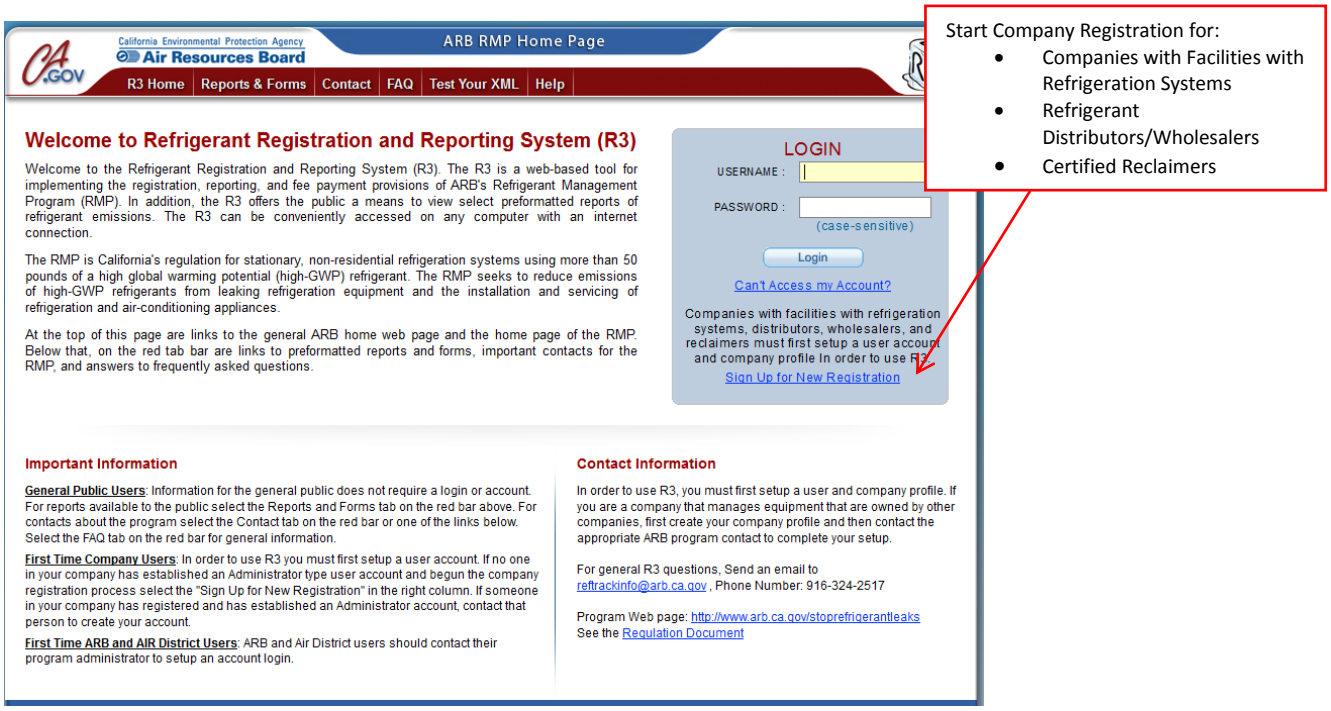
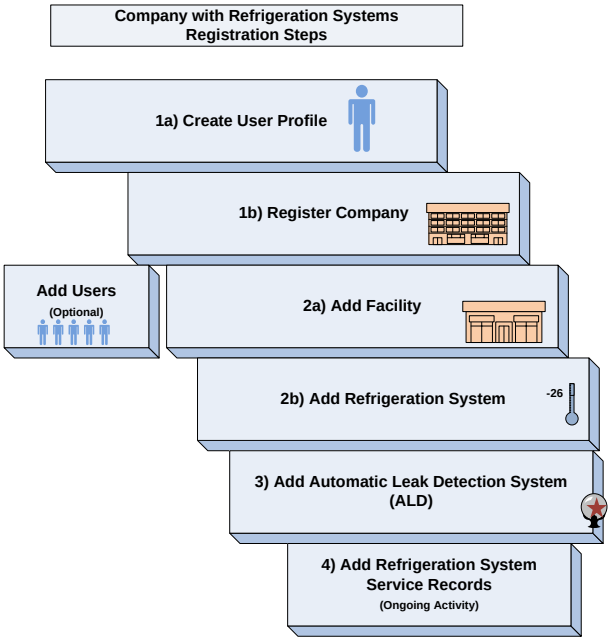


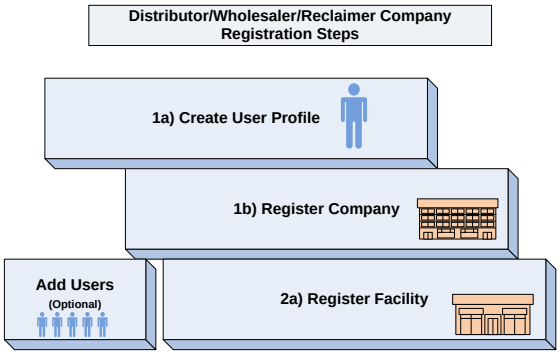
Figure 1 R3 Welcome Page

All company types subject to the regulation register in the R3 program in much the same way. To register the most important issue is that the correct person within the company performs the registration and becomes the primary contact person for the company. The company contact person will also be the first Company Admin, the top R3 program role in a company, the role that can create other users, including additional Company Admin users.

3.1.1. Process Steps for Complete Registration of Companies and Facilities

In the figures below the registration of Companies with Refrigeration Facilities is shown to have more steps than the registration process for Refrigerant Distributors, Wholesalers and Certified Reclaimers. The additional steps are required for the Refrigeration Systems within the Refrigeration Facilities.

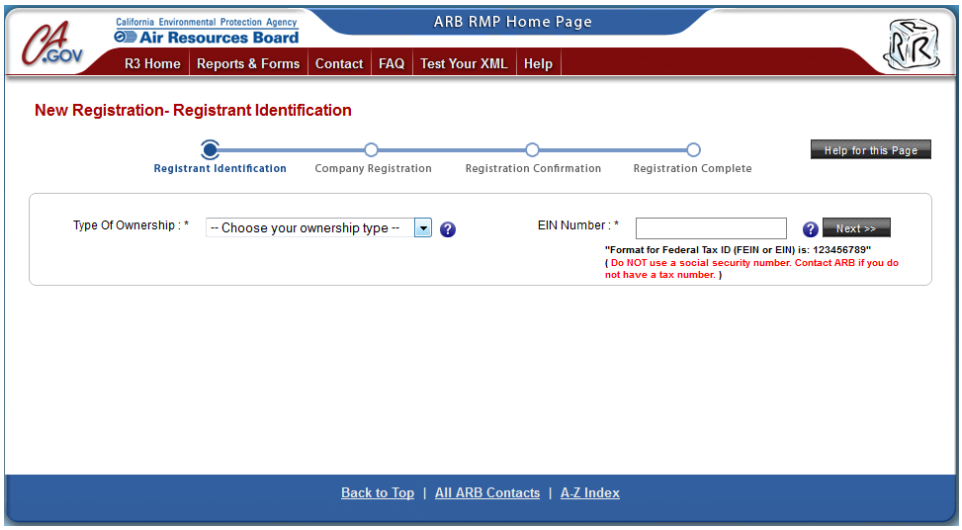




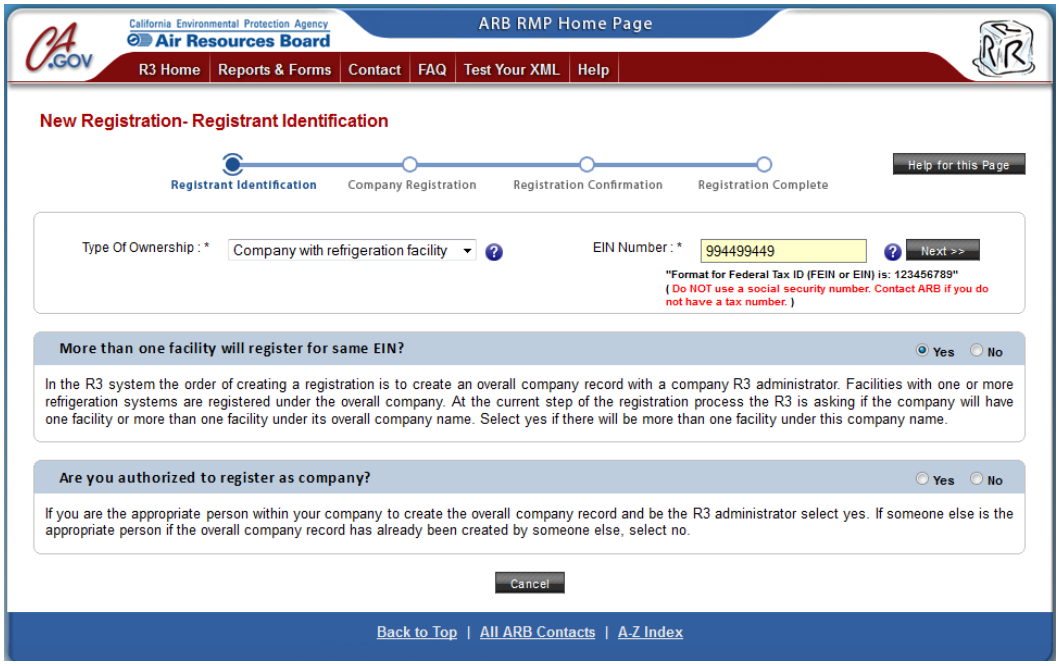
Below is the first screen the user will see when starting registration for any type of company subject to the RMP regulation. On the first company registration page the user must select type of company that is being registered from these choices:

- Company with Refrigeration Facilities
- Refrigerant Distributors and Wholesalers
- Refrigerant Certified Reclaimers

Next the user enters the company Employer Identification Number (EIN), also known as the Federal Employer Identification Number (FEIN). This number is used in tax filings and is public information. If you do not know this number contact the people in your company that report taxes for the company or the employees (HR Dept), they will have this nine (9) digit EIN number.

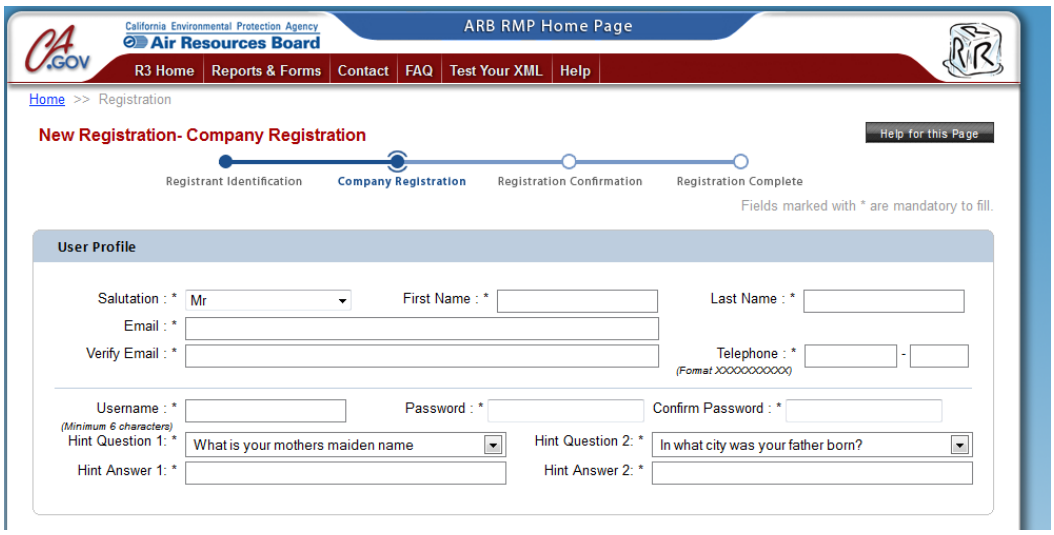


On many of the screens you will see an icon of a little question mark inside a blue circle. Clicking your mouse on this icon will open up the Help Page for the current screen. Your will find more information on this feature in the Help Page section.

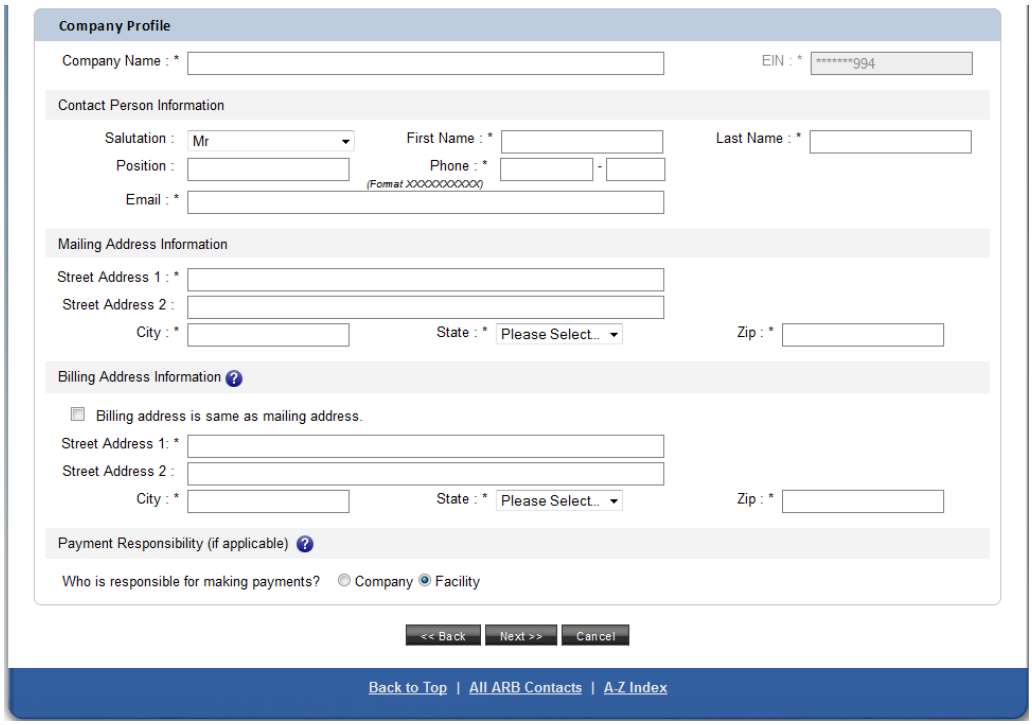


The next page of registration asks two critical questions. The first question is to determine if more than a single facility will be registered to this company. A facility is a physical location, with a unique street address. Single or multiple facilities can be registered to a company.

The next question is to determine if the person attempting to register the company is the correct person to become the primary company contact person.



The first portion of company registration (above) is the user profile of the primary contact person for the company.



The second portion of the company registration form gathers data on the company, name and addresses. The information for the primary contact person is also entered here.

3.1.2. Payment Responsibility

Included in the company information (and relevant only to companies that must pay annual fees) is the question "Who is responsible for making payments?" Selecting Company will allow all facility fee to be paid by the company. Selecting Facility allows selection of payment responsibility to be done in each Facility record. Each Facility can then select either Company or Facility to be responsible for the fee.

3.1.3. Completing Company Registration

Once all information is entered on the registration page the user clicks on the "Next" button. If the program detects any errors or missing values the user will see error messages at the top of the screen and can correct the information. Once there are no errors to correct the user will go to the final registration page where the data can be reviewed and the user certifies that the information entered is accurate and correct. An email notification will be sent to the Company Contact email address confirming registration.

On completion of registration the user will be taken to the user's Home page, which is the same web page that a user lands on after logging in to the R3 program. Automatically the new Company Admin is automatically logged in and placed in their Home page, ready to continue with tasks to complete the entry of company facility information.

After the initial registration is complete Companies with Facilities must enter data on the Facilities, Refrigeration Systems and Automatic Leak Detection (ALD) systems located in California.

Refrigerant Distributors, Wholesalers and Certified Reclaimers must enter address and contact person information for all Facilities located in California. Information on adding and maintaining facility information is covered in later sections of this manual.

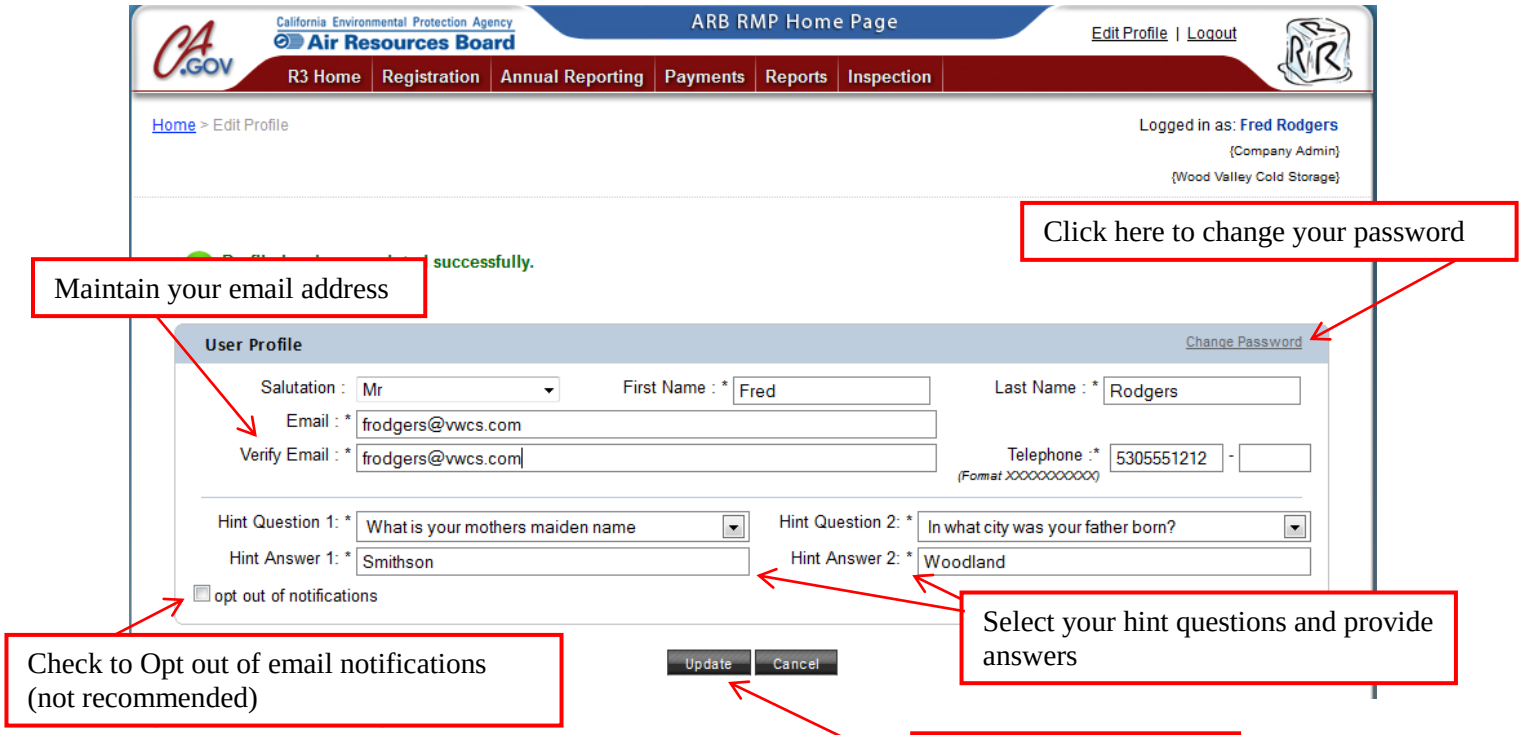
Note: Facility, Refrigeration Systems and ALD system information may also be entered in batch through the optional XML upload process. This process of batch upload is useful for companies with many facilities to register. Users of 3rd party RMS software may have an option to create the special XML batch file required. See Section 6 below for information on this XML batch upload process.

3.2. Logging On

Users of the R3 system must login to the system to gain access to most of the system functions. In most cases new users are provided with access by someone else in their organization.

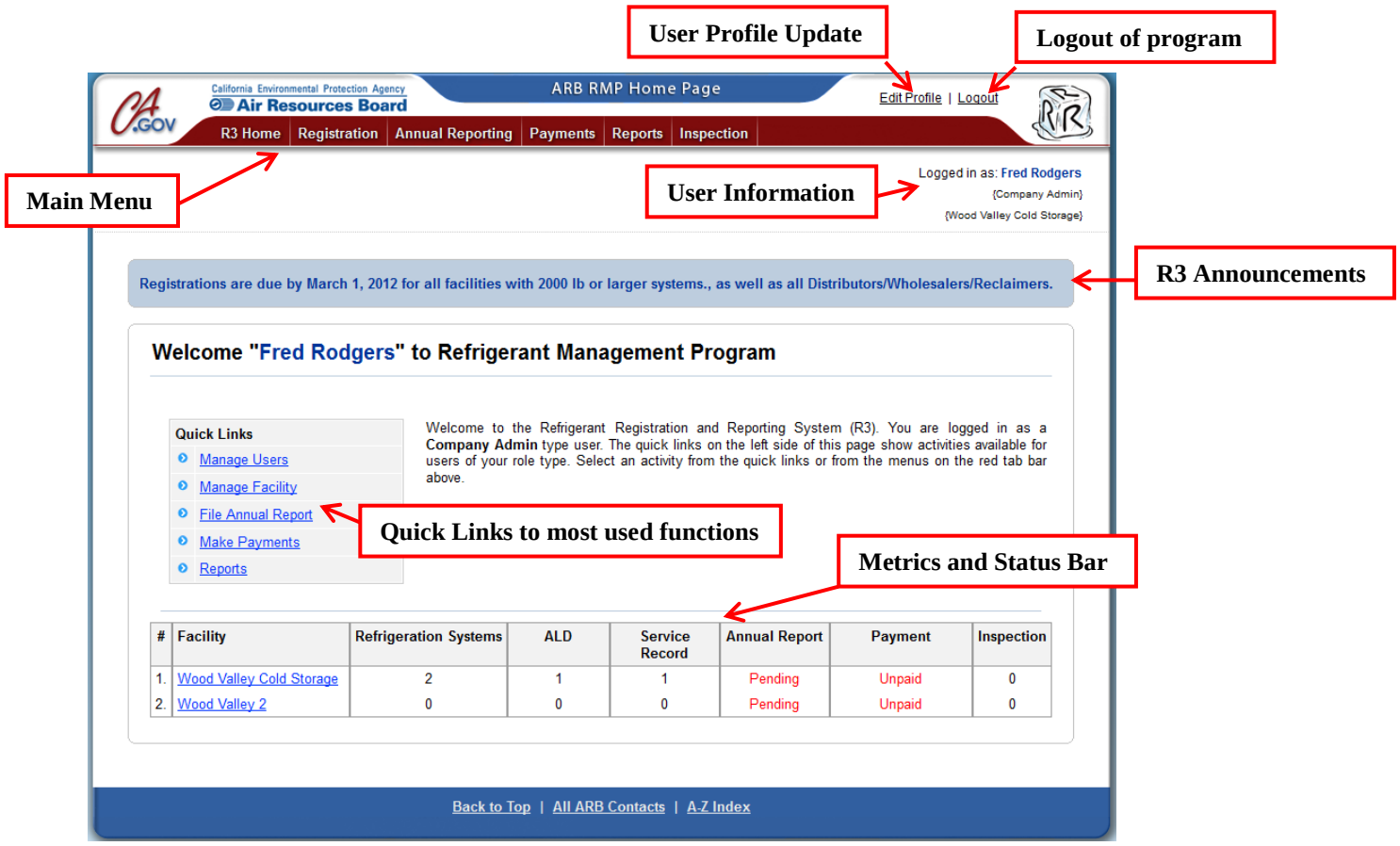
Organization	Who to ask for access if you don't have a login ID
Company or Facility	Your Company and/or Facility Admin
Air District	ARB for initial Admin – then AD Admin
ARB	ARB Admin

The first person who registers a company in R3 becomes the contact person for that company. This person is the initial Company Admin and creates additional users for the company. As each user is created an email is sent to the new R3 user. This email provides the information a new user requires to log on the first time.
The new user email provides their user login name and an initial password. On first login the user will be taken to a profile page for selection of a new password and selection of two hint questions for assisting in forgotten passwords in the future.



3.3. Home Page

Following a successful log-in all users land on their Home Page. Each user's home page is custom for their user role in the R3 program. Key features of the Home page are shown below.



3.4. Main Menu

3.4.1. Companies Menus

Company users can access program tasks using the Main Menu or the Quick Links on their Home Page. Each Main Menu item and the associated tasks are listed below.

3.4.1.1. R3 Home

Menu Sub Task	Description
User Dashboard	R3 User Home Page
FAQ	Frequently Asked Questions
Reports and Forms	Public Reports and Forms
RMP Regulation	Link to the RMP Regulation
Contacts	ARB contact information

3.4.1.2. Registration

Menu Sub Task	Description
User Management	Add and Maintain Users (Admin function)
Company Management	Maintain Company Profile (Admin function)
Facility	Maintain Facility data
Batch Upload	Import batch XML file
Change of Ownership	Report Sale of a Facility (Admin function)

3.4.1.3. Annual Reporting

Menu Sub Task	Description
Servicing	Add and Maintain Refrigeration System Service Records
Batch Upload	Import batch XML file
File Report	File Facility Annual Reports

3.4.1.4. Payments

Menu Sub Task	Description
Make Payments	Generate Invoices and make Online Payments – Used after filing Annual Reports

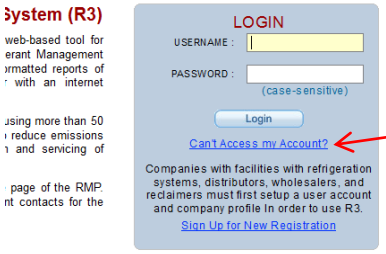
3.4.1.5. Reports

This Main Menu item opens a reporting window where reports are available for viewing and printing. The list of reports that can be accessed varies with the role of the user.

3.4.1.6. Inspections

Menu Sub Task	Description
Inspections for… (type of company)	Allows viewing of Air District or ARB Inspection of the company's facilities

3.5. Recovering Forgotten Username or Password



Users who have forgotten their Username or Password can recover them from the Welcome page. First click on the "Can't Access My Account" link.

Can't Access My Account" link

From there select either "Forgot Password" or "Forgot Username". Enter the requested information to recover the required lost item.

3.6. Changing User Profile and Password

Users can update their profile and change their password at any time by logging in to the program and then select "Edit Profile" from the top right Home Screen. The R3 system provides an automatically generated temporary password when a new user is created; that password will need to be updated with a permanent password the first time that user logs in to the system.

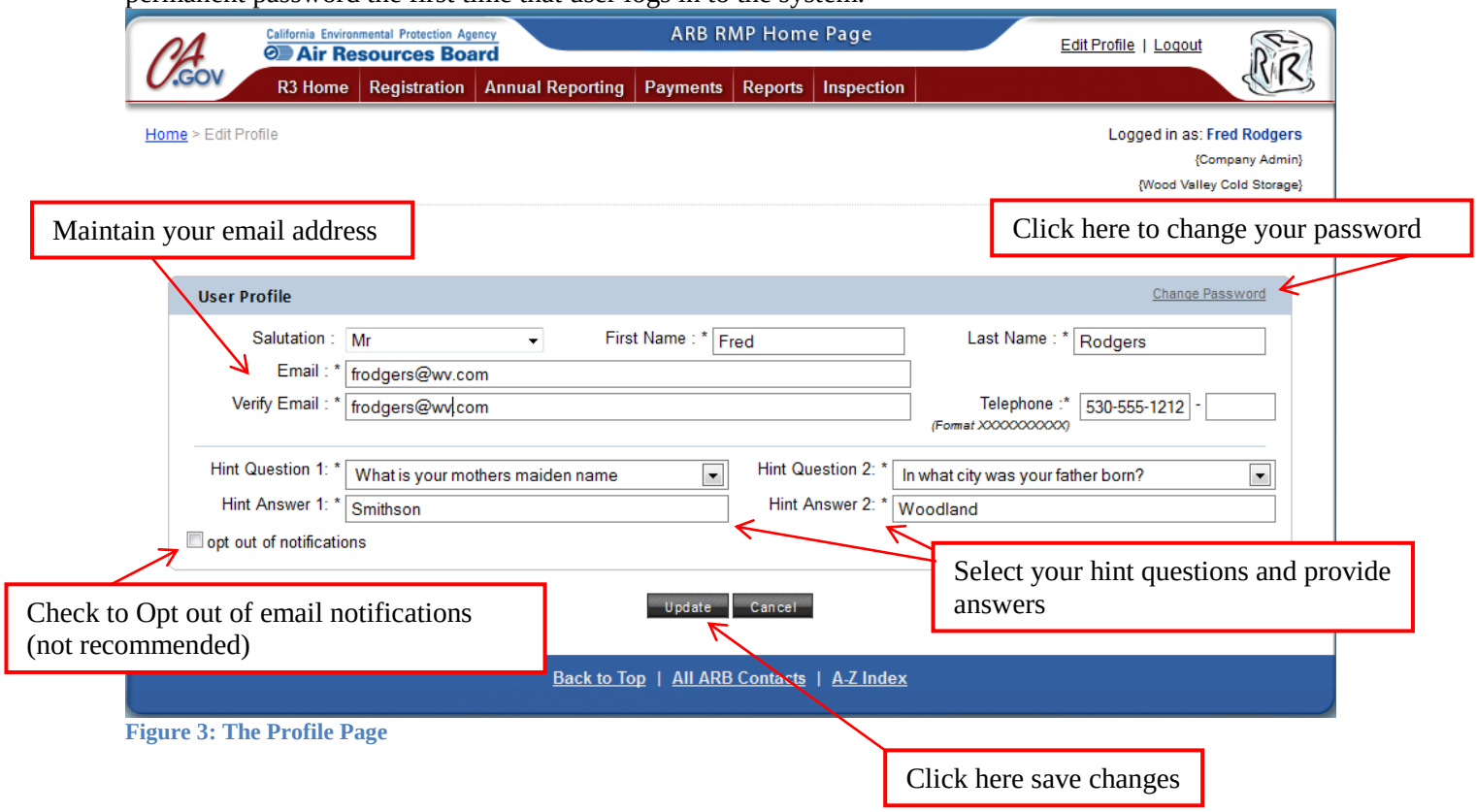
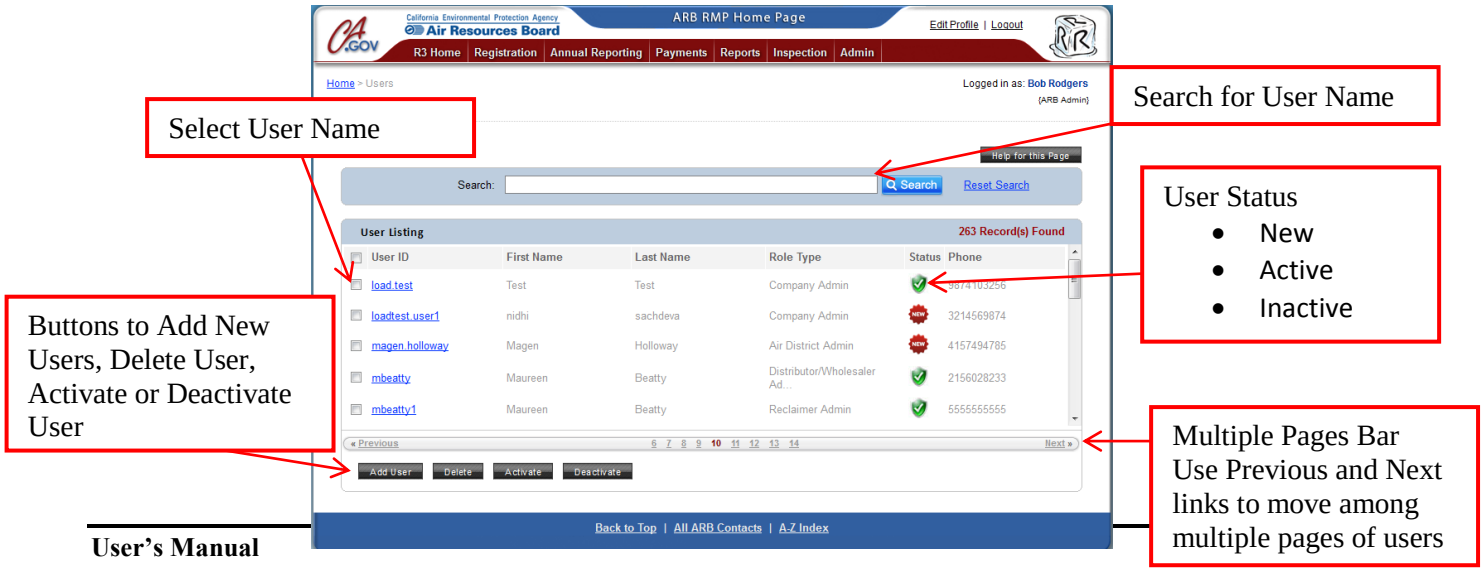


Figure 3: The Profile Page

3.7. Managing Users

Users are added, edited or deleted by Admin level users through the Manage Users screens. The Manage Users screens are accessed from either the Registration Menu tab or through Quick Links on the user Home Page (User Scoreboard).

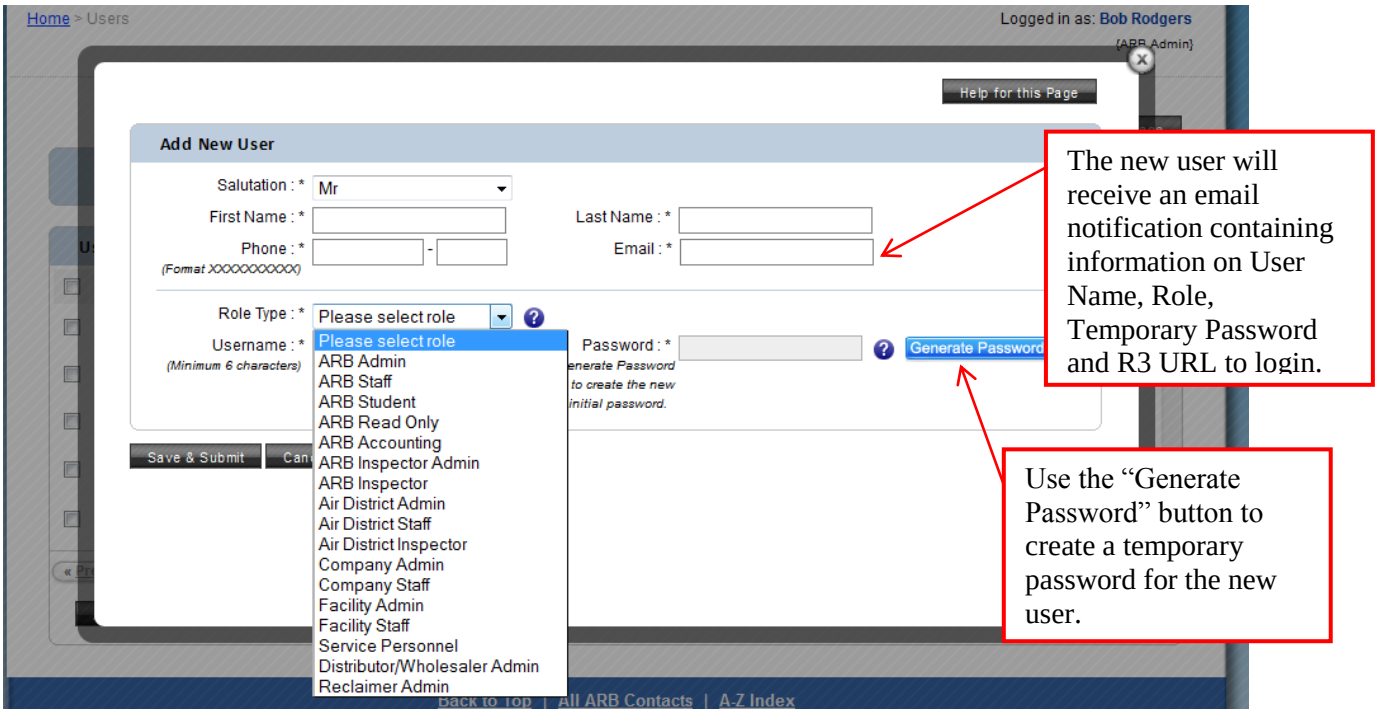


As each new user is added to the system the status for that user is set to "New" until the user logs in to the R3 system to complete their user profile and change their password (see User Profile" above). The possible User Status states are summarized below:

Status	Description
New	User has been added, but has not yet updated Profile or Password
Active	Normal status for User using the R3 System
Inactive	User who has been locked out of R3 System be Administrator, but not deleted
Deleted	User has been permanently removed from the R3 System Please be cautious with all deletions, once deleted a user cannot be recalled or reinstated.

3.8. Adding New User

Adding a new user is a task for Admin level users. Each type of Admin role sees only the user types related to their role. The Screen below shows the Add New User screen for an ARB Admin role. All roles are shown in the Role Type list for the new user.



3.9. Exit System - Logout

To exit the system - click the mouse on the "Logout" link in the upper right of most of the screens.

Warning: If you exit the system without saving your work while in a data entry screen then the data will not be saved.

3.9.1. Automatic Logout – Session Timeout

The R3 system automatically times out a user's session if the R3 system detects no activity for a period of time. If the user's browser has not been closed, in many cases the system will restore a user to the activity they were last in, when the user logs back in to the R3 system.

4.0 USING THE R3 SYSTEM

4. USING THE RMP-R3 APPLICATION - COMPANIES

4.1. Add and Manage Facilities

All companies must enter and maintain information on their facilities in California. The function can be accesses from the Main Menu in the Registration tab or from the "Manage Facility" quick link on the user Home Page.

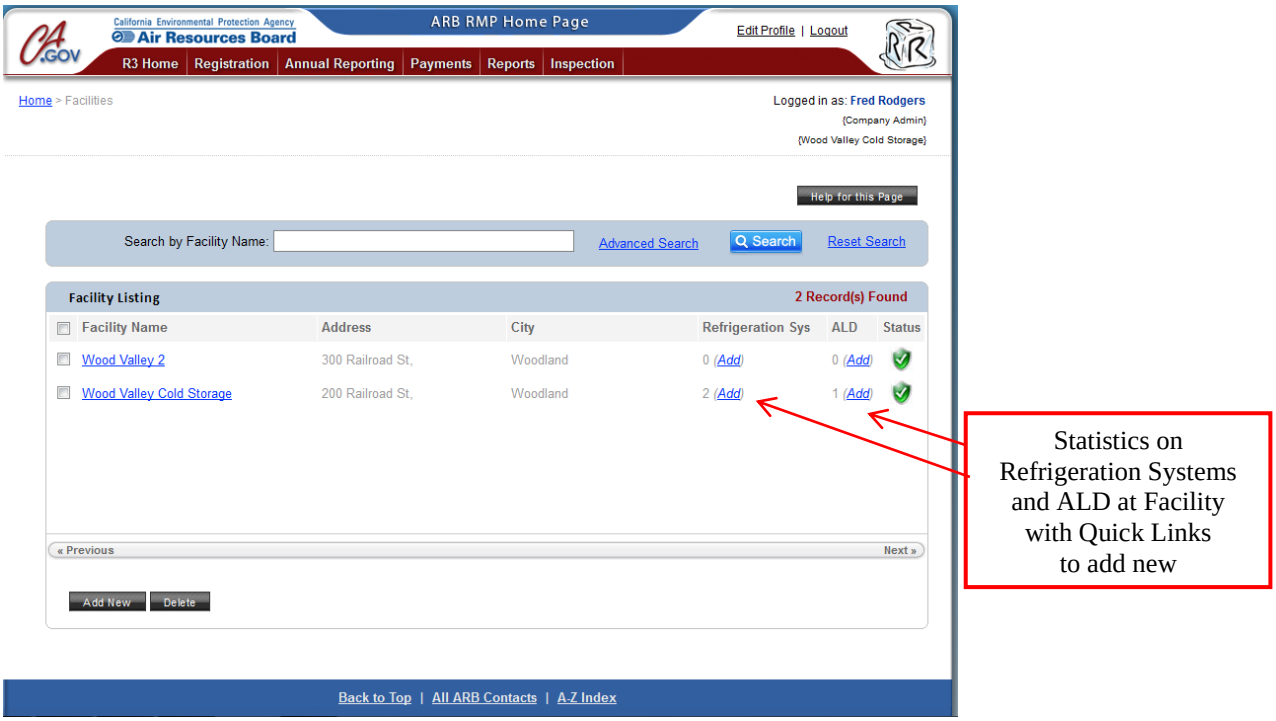


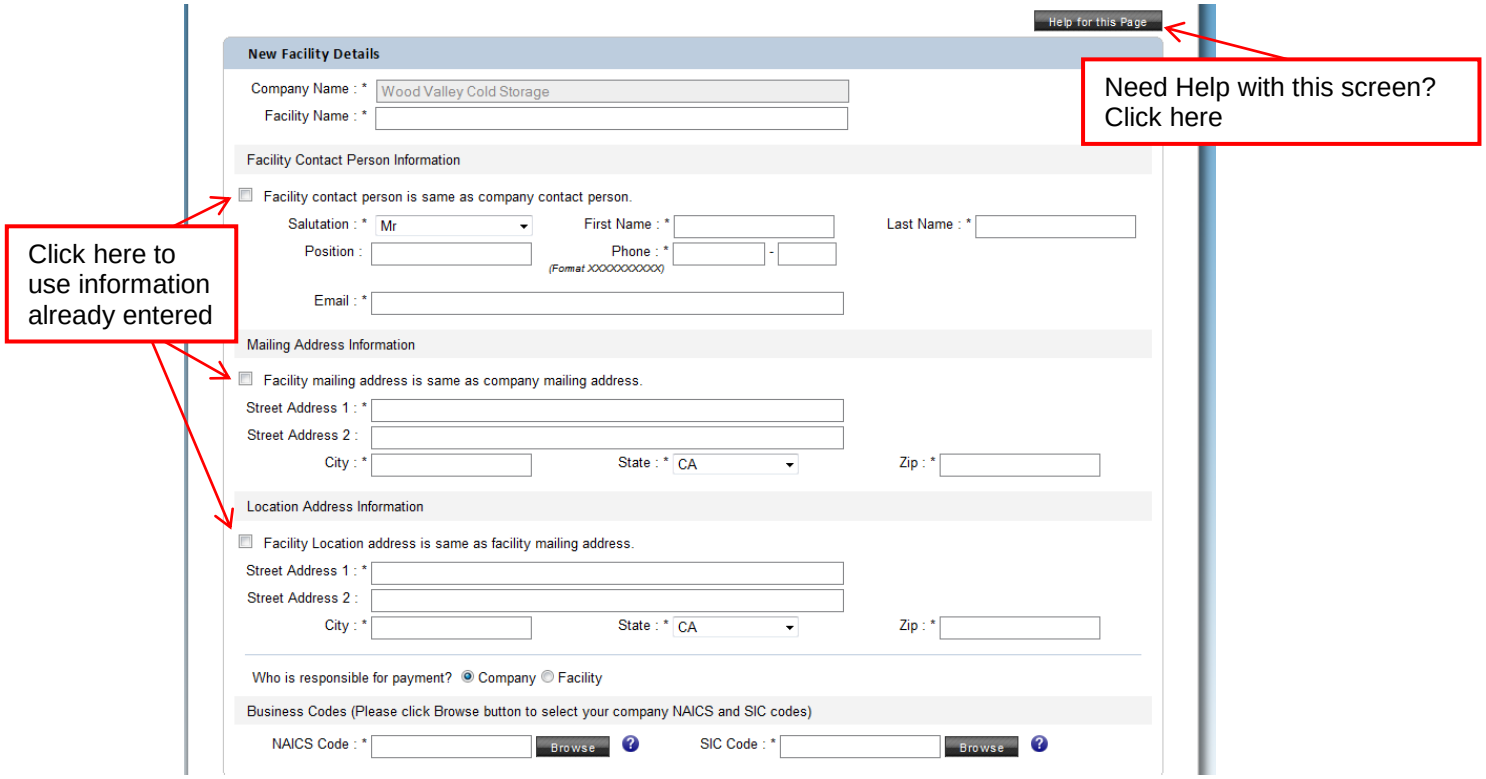
Figure 4 - Manage Facility screen

In the example shown the company has already added two facilities. From this screen the user can add a new facility; view and edit one of the already entered facilities; or delete one or more of these facilities. There are also statistics on Refrigeration Systems and Automatic Leak Detection (ALD) systems at existing facilities, with Quick Links to add new systems.

Details of these functions are described in the following sections.

4.1.1. Add New Facility

All companies must enter their California facilities. Clicking on the "Add New" button opens the add facility screen.



Most of the information required about a facility is self-explanatory; contact information for the onsite person, with a checkbox if this is the same person as the primary company contact entered at time of company registration. Facility mailing address and the street address of the location is also required, each has a check box to auto fill the fields with Company information, if appropriate.

Responsibility for Annual Fee payment (required of facilities with large systems starting in 2012 or medium systems starting in 2014) is a facility level decision if the company profile makes this a facility by facility decision.

NAICS and SIC codes are industry codes for the type of facility. Click the browse button to search for the appropriate codes either directly using the code number or by the code description.

Figure 5 - NAICS code selector

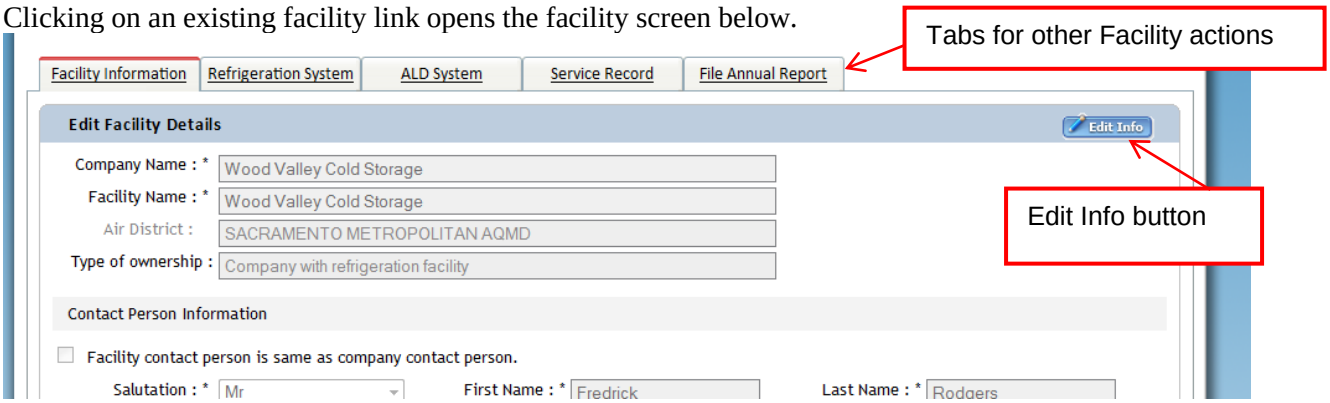
4.1.2. Delete One or More Facilities

To delete one or more facilities select the facility by checking the small box next to the facility name and then click the Delete button. The user will be asked to confirm the decision to delete.

Please be cautious with all deletions, once deleted a facility cannot be recalled or reinstated.

4.1.3. View or Edit Existing Facility

Clicking on an existing facility link opens the facility screen below.

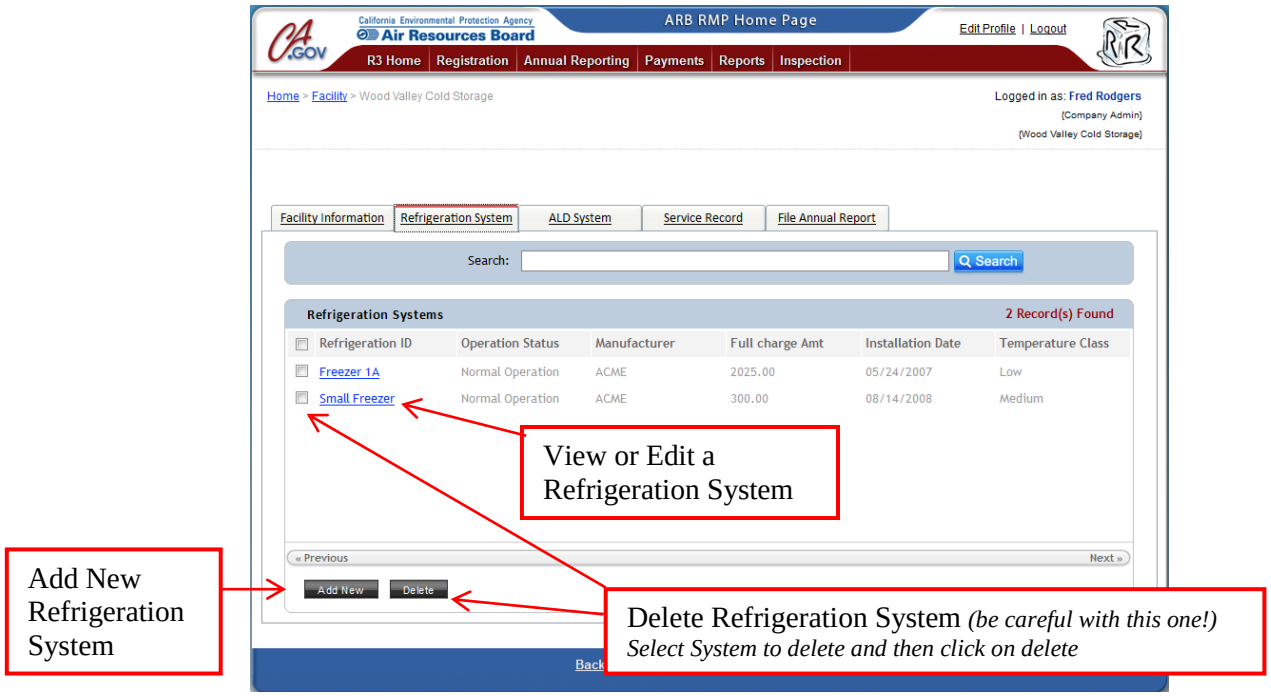


This screen is the primary screen for most activities related to facilities. From this screen the facility data is maintained using the "Edit Info" button at the right in the "Edit Facility Details" bar. Some user roles do not have rights to edit the facility information, so the "Edit Info" button will not be active.

This screen displays other tabs with the Facility Information tab, giving access to other key actions for the selected facility.

4.1.4. Maintain Refrigeration Systems

Each Facility with Refrigeration Systems enters and maintains the data about these systems through this



screen. The example below shows selection of this tab for a facility with two Refrigeration Systems already entered.

4.1.5. Delete One or More Refrigeration Systems

To delete one or more Refrigeration Systems select the system by checking the small box next to the Refrigeration System name and then click the Delete button. The user will be asked to confirm the decision to delete.

Please be cautious with all deletions, once deleted a system cannot be recalled or reinstated.

4.1.6. Add, View or Edit Refrigeration System

From this screen the user can add a new Refrigeration System or view and edit one of the already entered

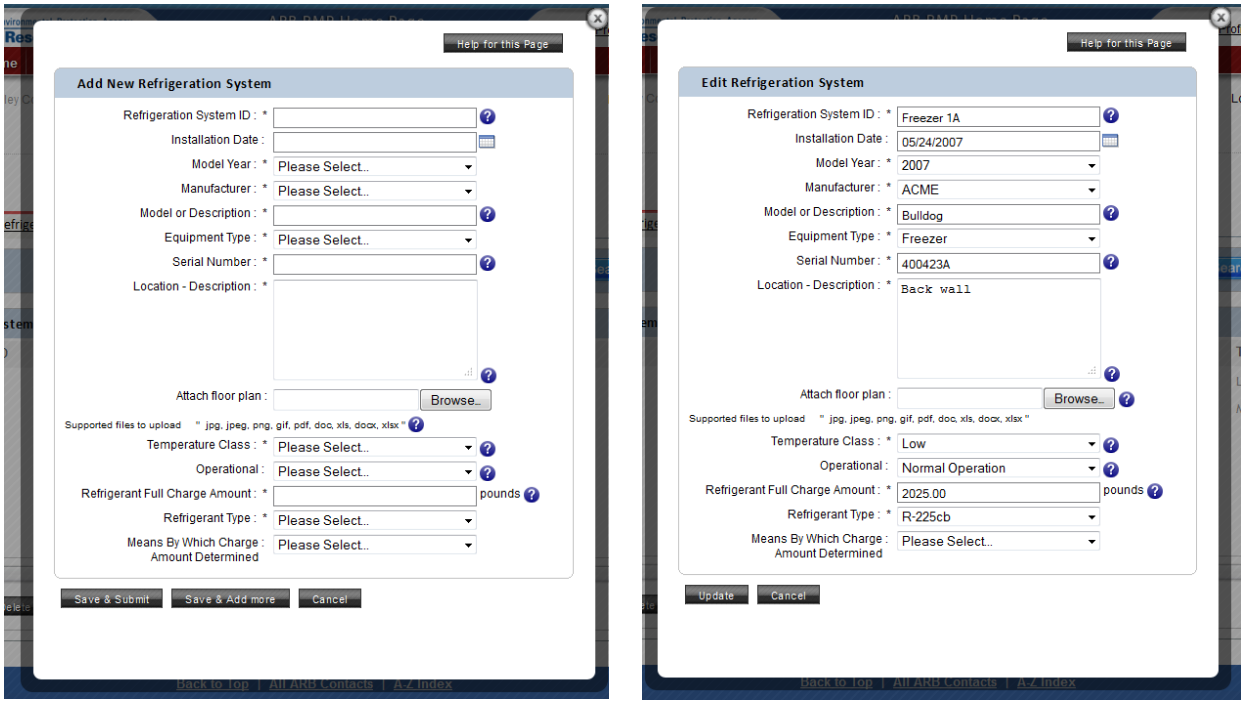
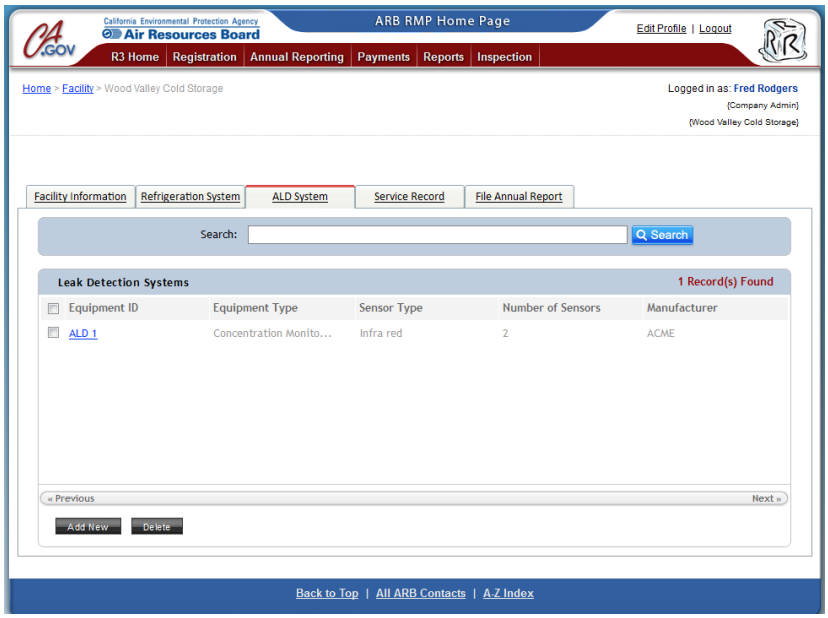


Figure 6 – Add or Edit Refrigeration System

Systems. Details of adding/editing a Refrigeration System is shown above.
For help on this page click on the "Help for this Page" button or the blue circle/question mark icons.

4.1.7. Maintain Automatic Leak Detection Systems (ALD)

Each Facility with Automatic Leak Detection systems enters and maintains the data about these systems through this screen. The example below shows selection of this tab for a facility with an Automatic Leak Detection System already entered.



4.1.8. Delete One or More Automatic Leak Detection Systems (ALD)

To delete one or more Automatic Leak Detection Systems select the system by checking the small box next to the ALD System name and then click the Delete button. The user will be asked to confirm the decision to delete.

Please be cautious with all deletions, once deleted a system cannot be recalled or reinstated.

4.1.9. Add, View or Edit Automatic Leak Detection System

From this screen the user can add a new Automatic Leak Detection System or view and edit one that has already been entered. Automatic Leak Detection Systems must be associated to one or more Refrigeration Systems at the facility. In the Refrigeration System box highlight the Refrigeration System(s) this ALD monitors as shown in the box to the right below.

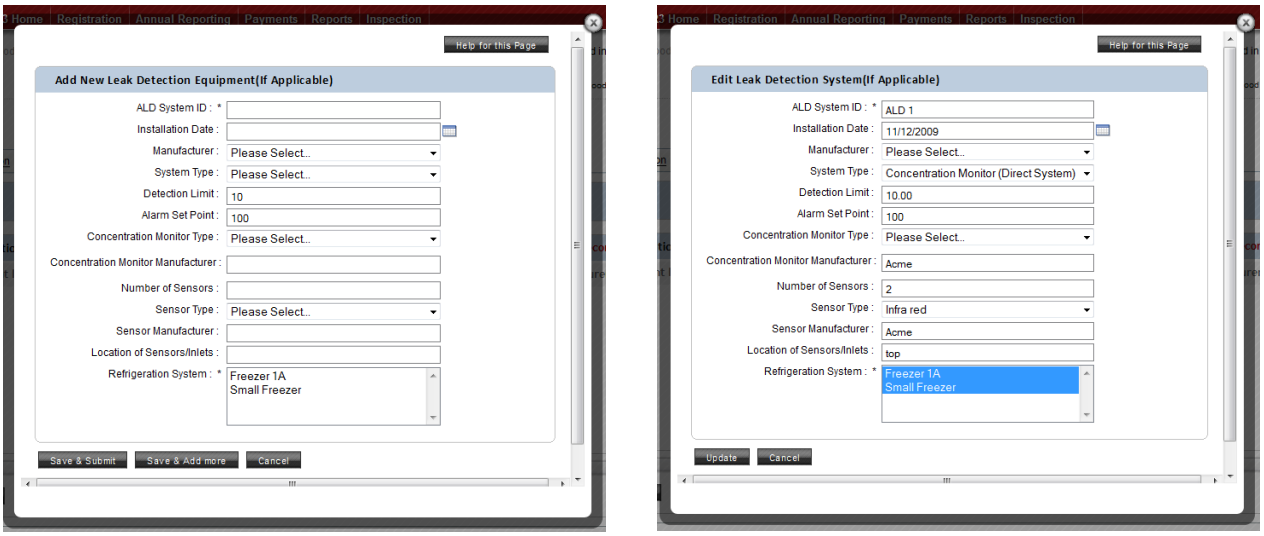
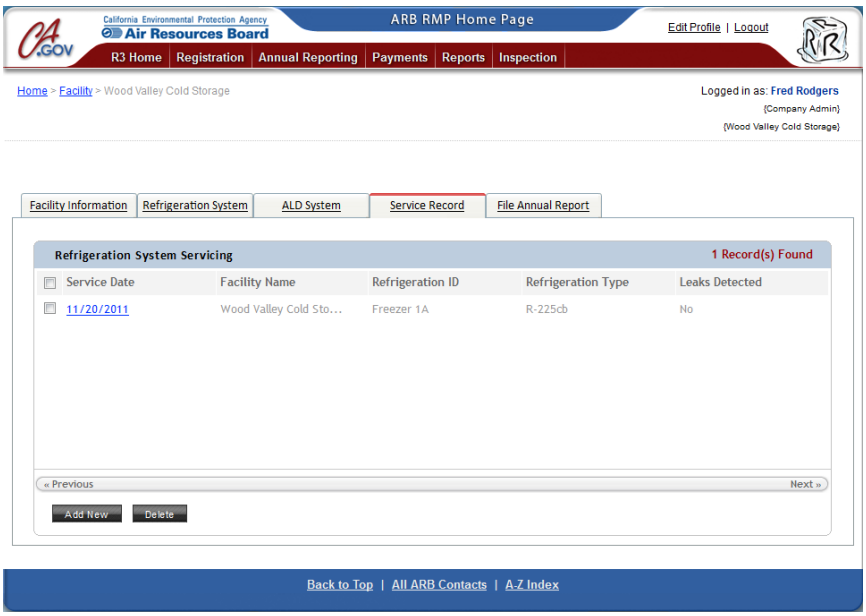


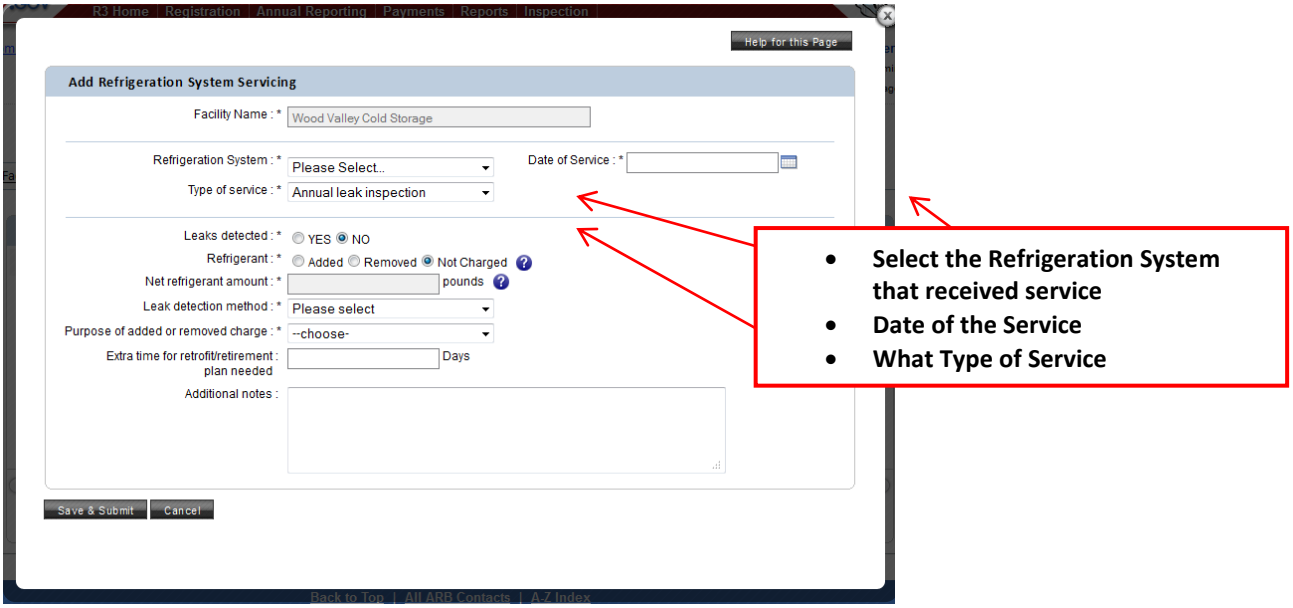
Figure 7 - Add or Edit ALD

4.1.10. Add or Edit Service Records

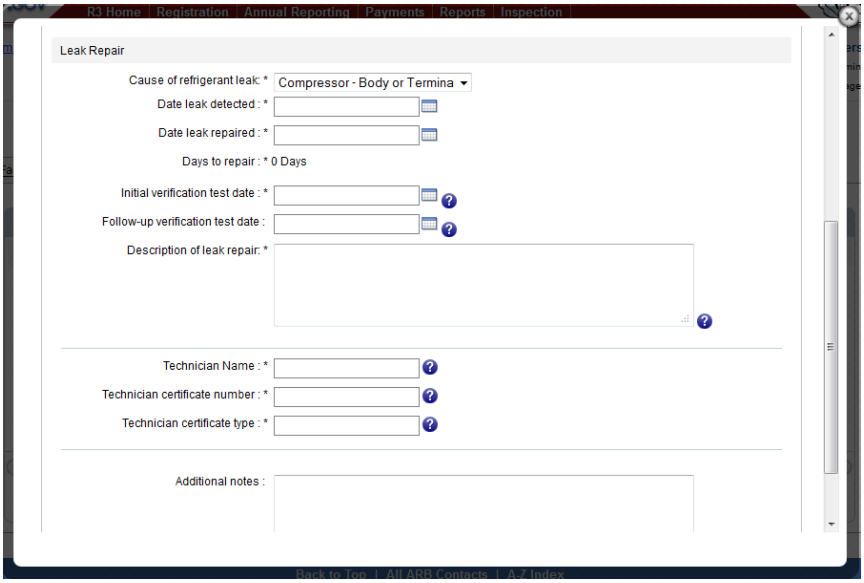
Every Refrigeration Service event should be entered into the R3 application prior to filing the Annual Report for the facility. Service records include all inspections and repairs, scheduled or unscheduled. Service records can be entered all year long or uploaded in batch using the XML import process.



Service Records can be entered by most of the Company and Facility user roles, a special role for 3rd party service staff can be established. The only task this special role can perform is to enter service records. Keeping current throughout the year with entry of service records as the service events occur reduces the effort needed to file Annual Reports each spring.



If the answer to "Leaks Detected" is "Yes" then a new section opens. The Leak Repair section opens and requires additional data entry as seen below.



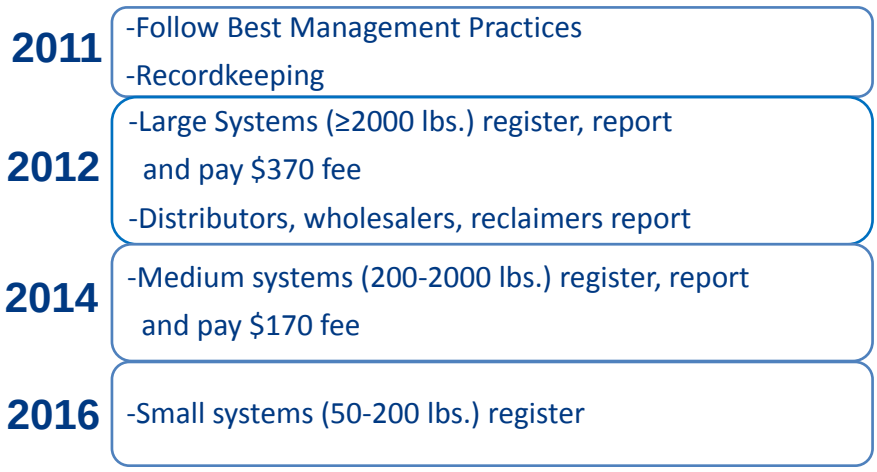
Note: Service Records may also be entered in batch through the optional XML upload process. This process of batch upload is useful for companies with many facilities or facilities with many service records. Users of 3rd party RMS software may have an option to create the special XML batch file required. See Section 6 below for information on this XML batch upload process.

4.2. Enter or File Annual Report

Most but not all facilities must file an Annual Report and pay Annual Fees. If you are not certain about your company responsibility, please review the ARB RMP Regulation, the ARB RMP web site or contact the ARB RMP staff. Links to this information is found on the R3 Welcome page.

4.2.1. Phase-in Schedule for Annual Reports and Fees

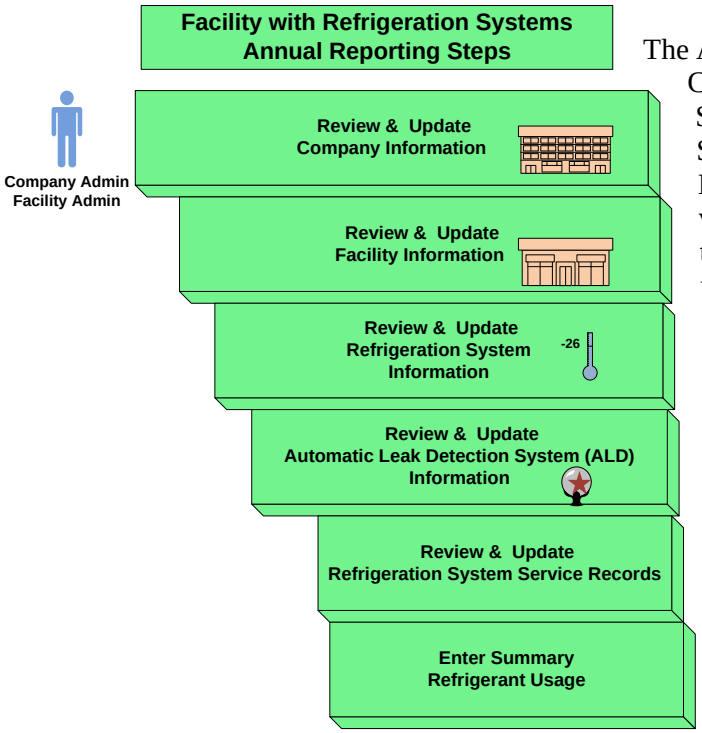
Every year facilities must file Annual Reports and pay Annual Fees per the phase-in schedule shown



below.

4.2.2. Annual Report for Company with Refrigeration Facilities

The R3 program allows easy filing of the Annual Report for each facility required to file.



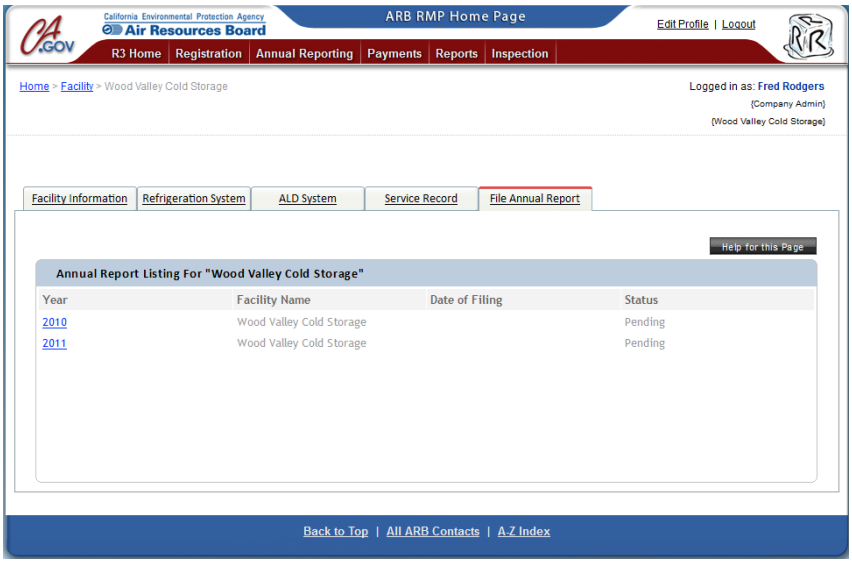
The Annual Report records information on the Company, the Facility, the Refrigeration Systems at the facility, ALD systems and all Service Records for the Refrigeration Systems. It is a good idea to complete each of the verifications shown below prior to beginning the Annual Report process. Or select the verification links to be taken to the profile screens, which takes the user out of the Annual Report process and to the requested verification. Once the verifications are completed check off each verification box on the Annual Report screen to attest that this task has been completed.

To the left is the set of steps for filing an Annual Report. These tasks are all supported by the Annual Reporting screen.

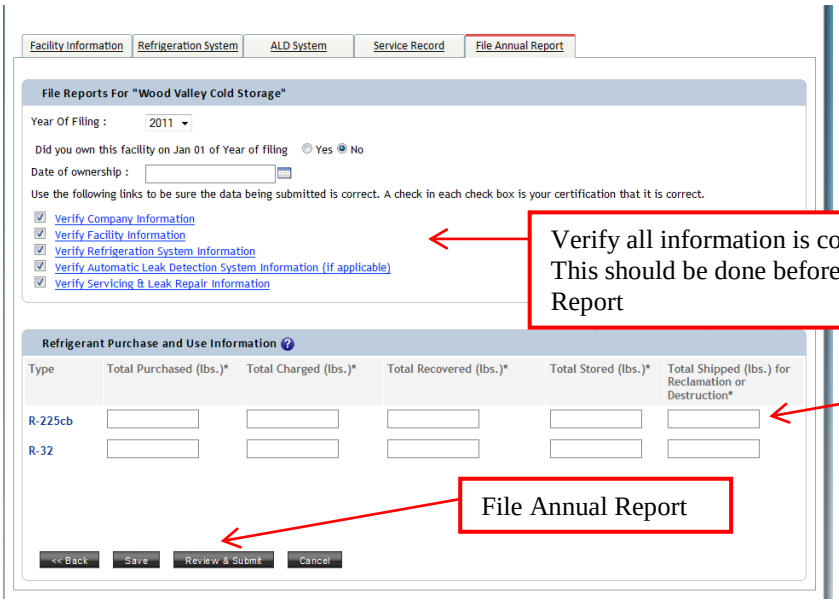
The steps shown are for Companies with Refrigeration Facilities. Refrigerant Distributors/Wholesalers/Certified Reclaimers skip the Refrigeration Systems, ALD and Service Record reviews. Their reporting on

Refrigerant Amounts is different from Companies with Refrigeration Facilities as well. When in doubt on what reporting is required please refer to the Help Screens or the regulation for the actual requirements.

A review of all the records is required, with updates to the information where it is out of date.



Start by selecting the calendar year to work with. The facility name and filing status is shown on the selection screen. Selecting the calendar year the Annual Report is for will open the Annual Report Screen shown below.



At the bottom of the screen are rows for all refrigerant entries, there is a row for each refrigerant used in the facility.

Verify all information is correct and up-to-date. This should be done before starting Annual Report

Complete for all Refrigerant Types used at facility

File Annual Report

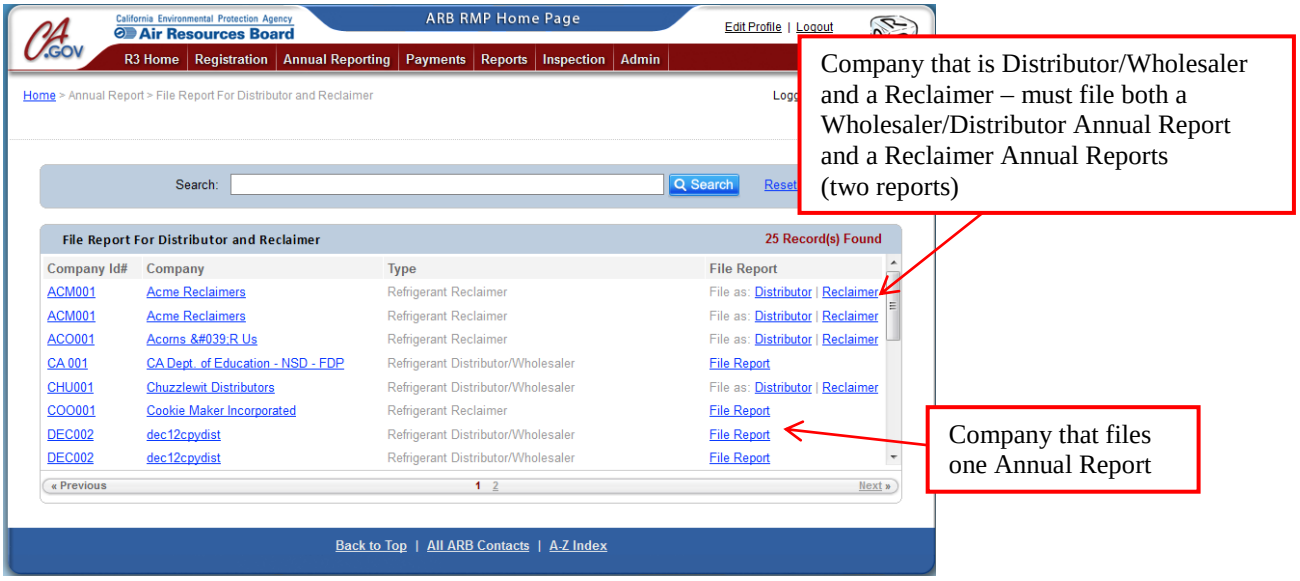
Once all information has been verified and checked off and all refrigerant data has been entered the Annual Report process is finished. Click on "Review & Submit" to verify and submit the Annual Report. Not all users have the role authority to submit the Annual Report to ARB. A Company or Facility Admin may prepare and submit the Annual Report. Other Company or Facility staff can prepare the report for submission, but do not have the final submission authority.

An email notification will be sent by the R3 system when the Annual Report is submitted to ARB.

4.2.3. Annual Reports for Distributors/Wholesalers and Reclaimers

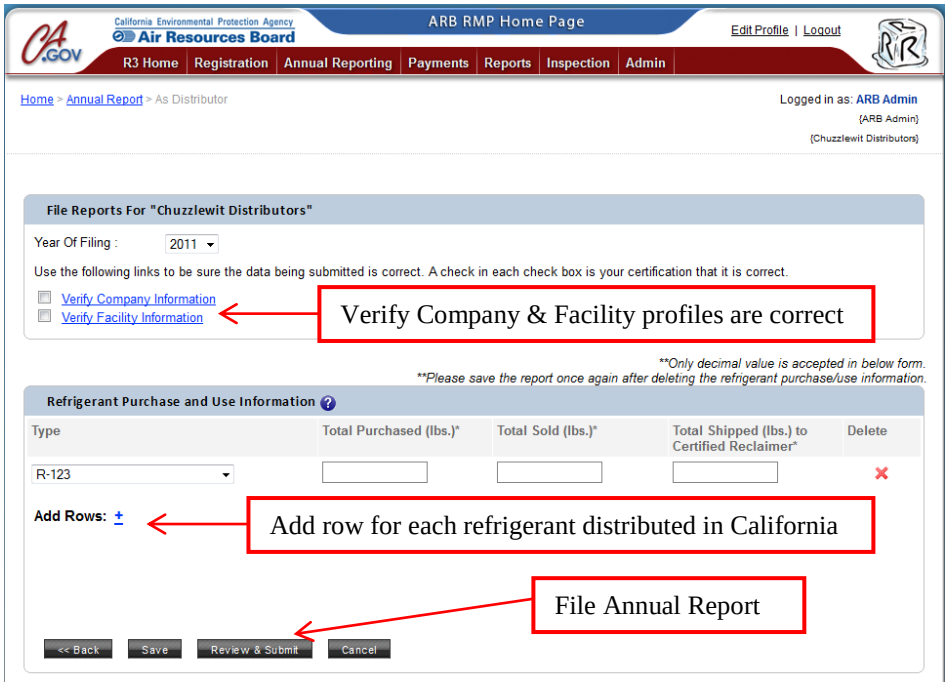
Distributors/Wholesalers and Reclaimers must file Annual Reports, but pay no fees. The annual report is tailored to the Company business type. Distributors/Wholesalers/Certified Reclaimers must enter all refrigerant types processed in their facilities over the year.

The process starts with selecting "File Report for Distributor and Reclaimer" from the "Annual Report" tab of the Main Menu. The selection screen will come up as shown below. The screen will show all companies that the user is associated with. To show the options for this manual many companies are shown on this example screen with all the options. Your screen will probably show only one company.



Click on "File Report" or select one of the "File as…" options to begin the Annual Report process. A screen to select the year to report on in the Annual Report, this is usually the previous calendar year.

Select the year to open the Annual Report screen shown below. The example screen is for Distributor/Wholesaler reporting. The Annual Report screen for a Reclaimer is almost the same, but has different Refrigerant information data entries.



The steps to complete the Annual Report are:

- Verify that the Company profile information is correct and up-to-date;
- Verify that the Facility profile information is correct and up-to-date; and
- Add rows and values for each Refrigerant Type distributed or reclaimed in California by the company.

Select the verification links to be taken to the profile screens. Once the verifications are completed check off each verification box on the Annual Report screen to attest that this task has been completed.

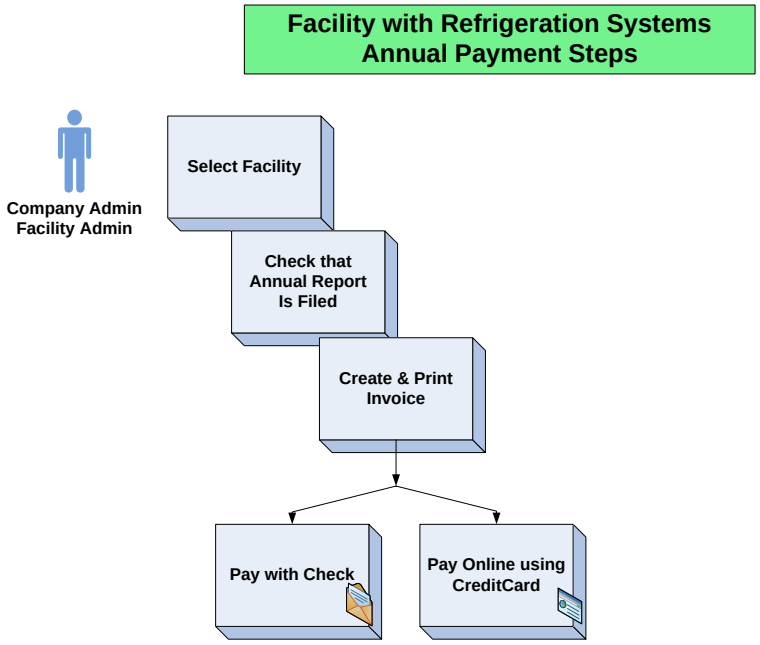
Once all information has been verified and checked off and all refrigerant data has been entered the Annual Report process is finished. Click on "Review & Submit" to verify and submit the Annual Report.

An email notification will be sent by the R3 system when the Annual Report is submitted to ARB.

4.2.4. Annual Fee Payments

As shown in the chart above, all Facilities with Large (2,000 lbs. charge and up) Refrigeration Systems start to pay Annual Fees in 2012. All Facilities with Medium Refrigeration Systems (200 lbs. up to 2,000 lbs. as the biggest system at the facility) start to pay Annual Fees in 2014. Refrigerant Distributors/Wholesalers/Certified Reclaimers and Facilities with systems that are only below 200 lbs. total charge do not pay fees.

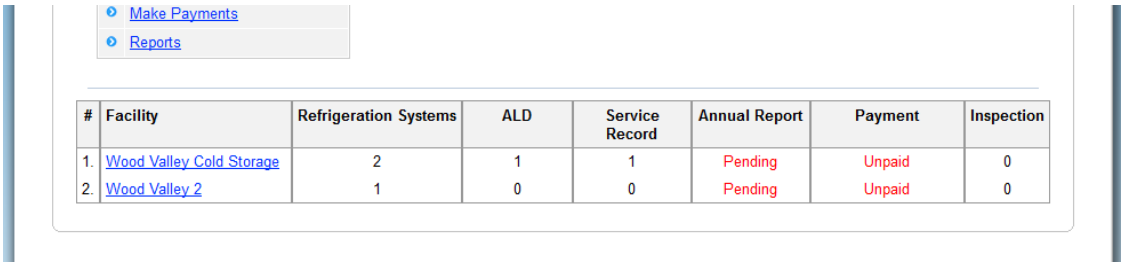
Facilities that pay the Annual Fee must first have completed the filing of the Facility Annual Report. Please Note: **The payment process cannot be started until the Facility Annual Report is submitted to ARB**.



The payment process shown above is user role dependent, not all company users can process payments. After selecting the facility or facilities and validation that the Annual Reports are filed the R3 system will prepare an invoice.

A quick word about the invoicing process, at the Company Profile level the company can elect to pay fees for all facilities registered under that company. This could be one or more facilities on the same invoice. This choice is shifted to the Facility Profile if the Company Profile was set to check payment responsibility facility by facility. When set at Company Profile to Facility each Facility record is then looked at by the program to see how that facility will invoice. At the facility level the choices are to push the payment back up to the company level or make payment for that facility individually. This choice can be adjusted right up to the point of invoice generation.

Below is an example Home Screen for a company with two facilities. The scoreboard shows that there are two facilities registered under this company. Annual Reports are shown as "Pending" for both of these facilities, which indicates that Annual Reports have not yet been filed with ARB.

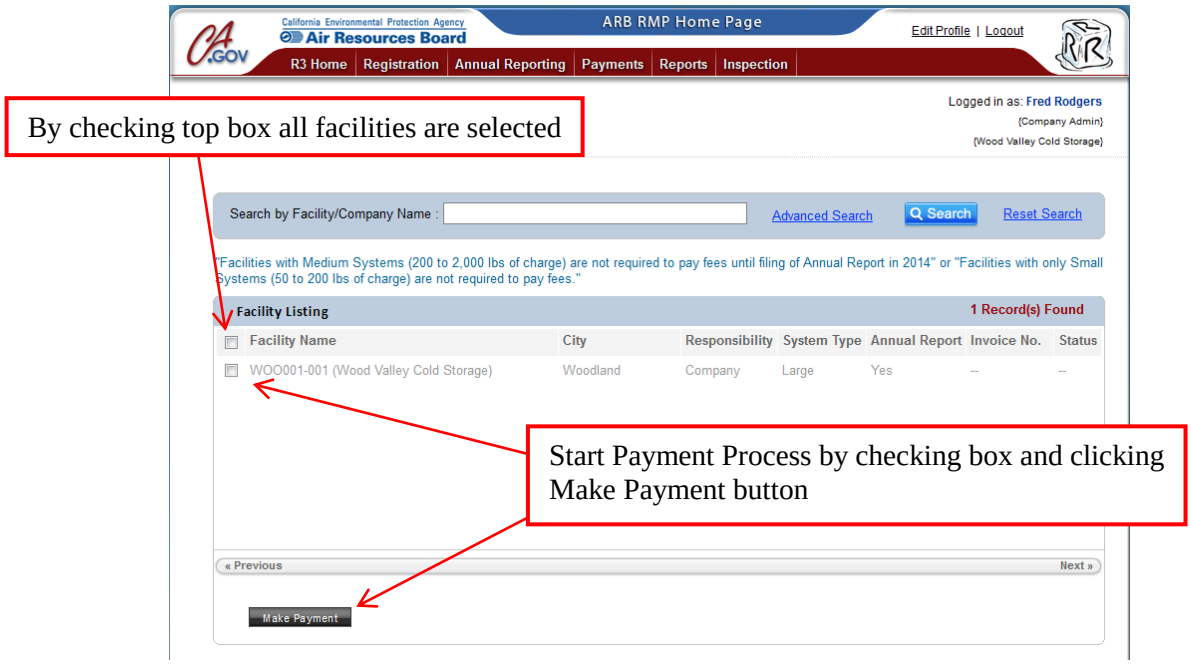


#	Facility	Refrigeration Systems	ALD	Service Record	Annual Report	Payment	Inspection
1.	Wood Valley Cold Storage	2	1	1	Pending	Unpaid	0
2.	Wood Valley 2	1	0	0	Pending	Unpaid	0

Once the Annual Reports are filed the scoreboard reflects the filing.

#	Facility	Refrigeration Systems	ALD	Service Record	Annual Report	Payment	Inspection
1.	Wood Valley Cold Storage	2	1	1	Filed	Unpaid	0
2.	Wood Valley 2	1	0	0	Filed	Unpaid	0

Now the payment process can proceed, starting with Payments on the Main Menu or the "Make



Payments" Quick Link. Selecting either of these methods will bring up the Payments screen.

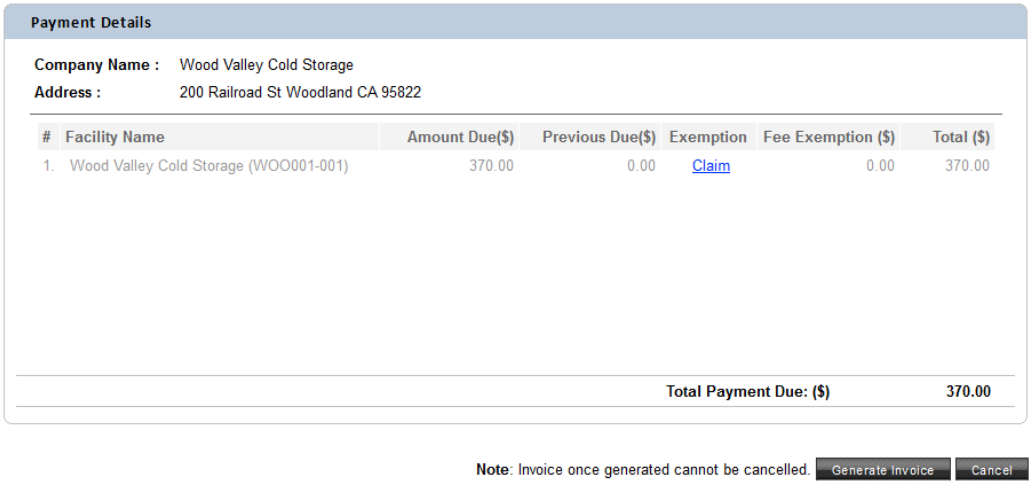
In the example only one facility appears on the Payments screen even though there are two facilities registered to this company and both have filed Annual Reports. The reason is that one of the facilities has as its largest Refrigeration System a Medium sized system. The company voluntarily filed an Annual Report prior to 2014 when it is required, but is not required to make an Annual Fee payment until 2014. The facility is not shown as needing to make a 2012 Annual Fee payment. The medium facility will appear on the list in 2014.

Start the payment process by checking the box to select the facility and then clicking on the "Make Payment" button. The Payment Details screen will then open for the facilities selected.

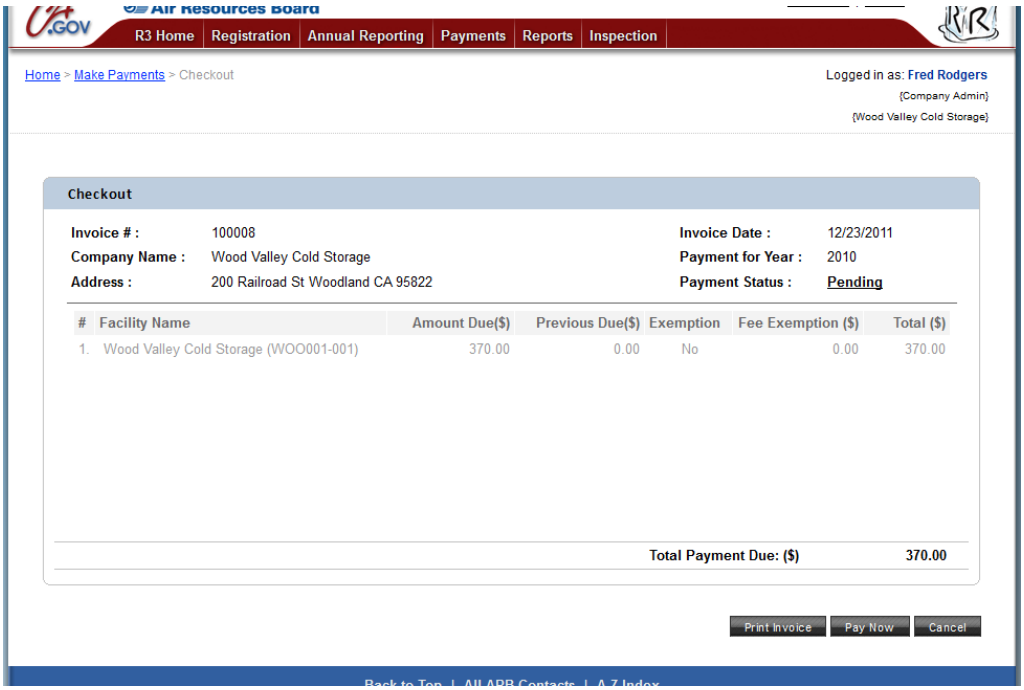
Annually an exemption to the Annual Fee can be claimed by some facilities (see the RMP Regulation for Fee Exemption rules). There is a "Claim" button to activate the screen for claiming a fee exemption. If a fee exemption is granted this screen will show the exemption to the Annual Fee. The exemption will also show on the invoice and will be deducted from the total invoice amount.

If payments have not been received for previous years the screen will show "Previous Due" amounts that will be included in the next invoice along with the current fees.

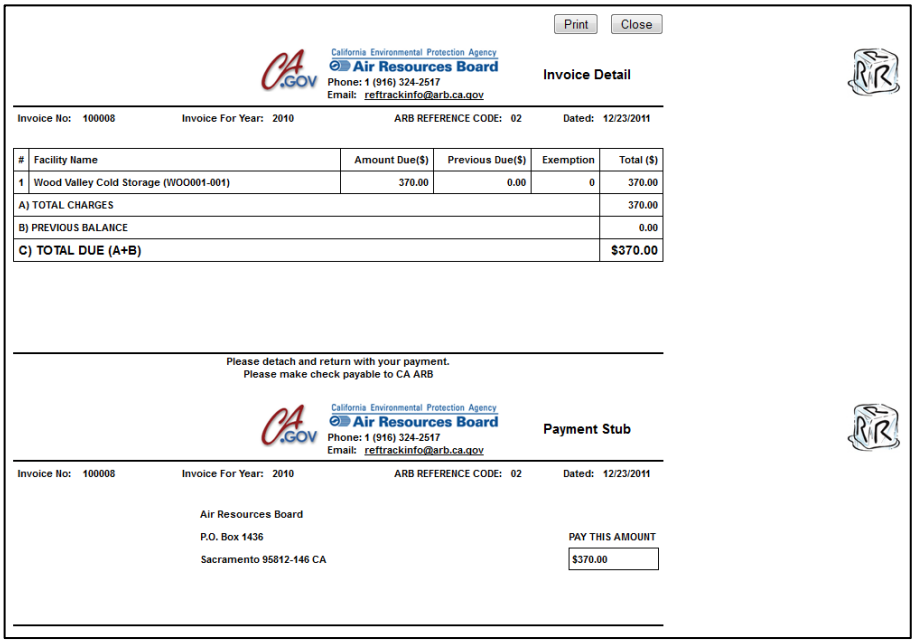
Check this screen carefully before proceeding to Generate Invoice. Once an invoice is created it cannot be cancelled or regenerated.



Clicking the "Generate Invoice" button will create an invoice. A small window opens requiring confirmation for invoice creation. The Checkout screen for the invoice will open.



From this screen a print version of the invoice document can be sent to the printer. If the invoice is to be paid with a check by mail the Payment Coupon is printed with the print version of the document.



Print Close

California Environmental Protection Agency
Air Resources Board
Phone: 1 (916) 324-2517
Email: reftrackinfo@arb.ca.gov

Invoice Detail

Invoice No: 100008 Invoice For Year: 2010 ARB REFERENCE CODE: 02 Dated: 12/23/2011

#	Facility Name	Amount Due($)	Previous Due($)	Exemption	Total ($)
1	Wood Valley Cold Storage (WOO001-001)	370.00	0.00	0	370.00
A) TOTAL CHARGES					370.00
B) PREVIOUS BALANCE					0.00
C) TOTAL DUE (A+B)					$370.00

Please detach and return with your payment.
Please make check payable to CA ARB

California Environmental Protection Agency
Air Resources Board
Phone: 1 (916) 324-2517
Email: reftrackinfo@arb.ca.gov

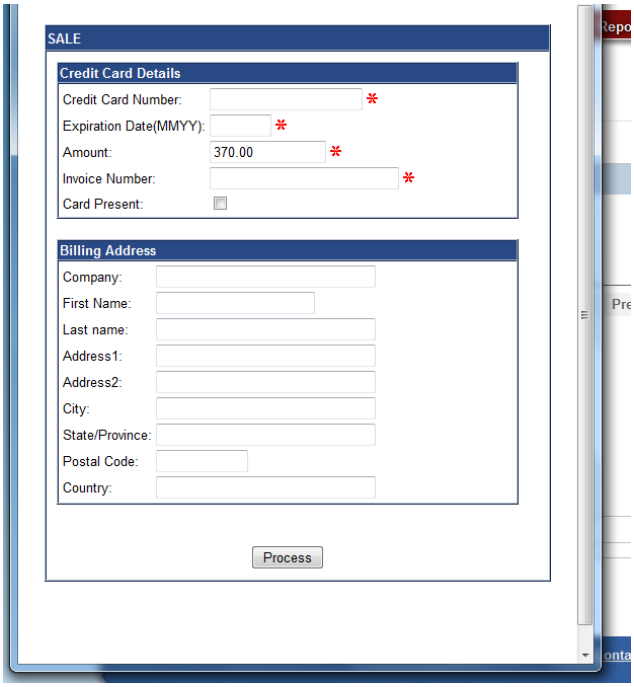
Payment Stub

Invoice No: 100008 Invoice For Year: 2010 ARB REFERENCE CODE: 02 Dated: 12/23/2011

Air Resources Board
P.O. Box 1436
Sacramento 95812-146 CA

PAY THIS AMOUNT
$370.00

The invoice may also be paid online with a credit card. This is done through a payment gateway and is secure. No credit card information is processed or stored by ARB. All online transactions are with a secure 3rd party system.



SALE

Credit Card Details
Credit Card Number: *
Expiration Date(MMYY): *
Amount: 370.00 *
Invoice Number: *
Card Present:

Billing Address
Company:
First Name:
Last name:
Address1:
Address2:
City:
State/Province:
Postal Code:
Country:

Process

Be prepared to enter the required information for the credit card processor. Once the invoice is paid a confirmation receipt will be created and can be printed.

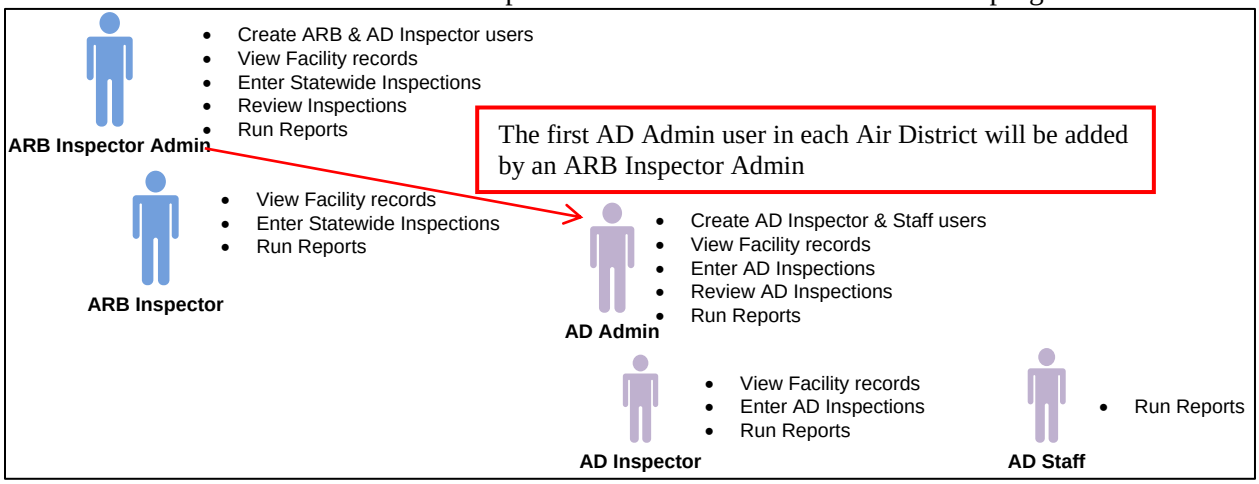
Payments sent through the mail with the Payment Slip will be processed by ARB and a confirmation email will be sent to the company contact.

5.0 Using the RMP R3 Online Application – Air Districts and ARB Enforcement

5. USING THE RMP-R3 APPLICATION – AIR DISTRICTS AND ARB ENFORCEMENT

5.1. Air District and ARB Enforcement Roles

Air Districts and ARB Enforcement have specific roles and functions within the R3 program.



ARB and Air District roles are shown above. Each Air District has one or more AD Admin level users who are the administrators for all other users in the Air District. ARB Enforcement will add the first AD Admin for each Air District. When the first AD Admin is added in the Air District an email notification is sent to the new AD Admin user. The AD Admin can then add additional users within the Air District.

5.2. Facility Inspections

ARB has access to records for all facilities statewide and Air Districts have access to records for all facilities within the boundaries of the Air District. Inspections of all types of facilities can be entered into the R3 program. Facilities are divided into these categories for inspection:

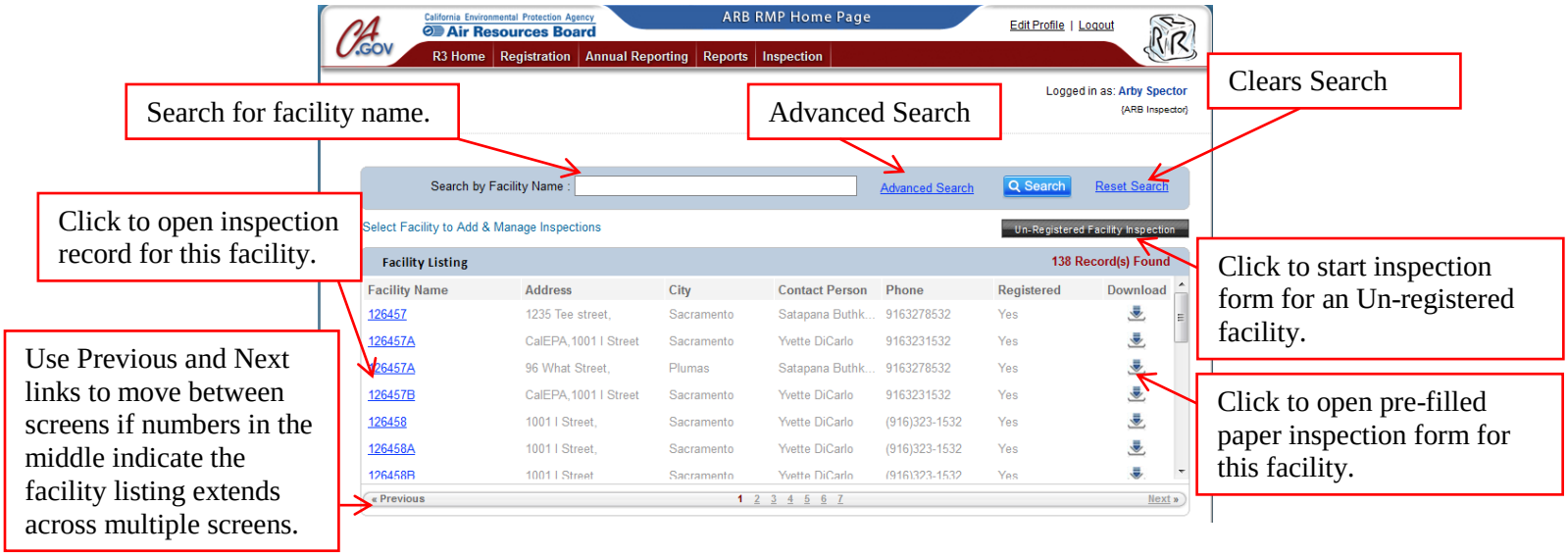
- Facilities with Refrigeration System;
- Wholesaler/ Distributor; and
- Certified Reclaimers.

Inspectors can select the Inspection type from the Main Menu in the Inspection tab or from the Quick Links on the User Home Page (User Dashboard).

5.2.1. Un-Registered Facilities

While all facilities that have been registered in the R3 program will appear on the Facility screen to be inspected not all companies will have registered. Inspections can also be entered for facilities that have not been registered in the R3 program. See the screen below to show the button that starts an inspection process for a facility that has no record in the R3 program. The company should be advised to register in the R3 program.

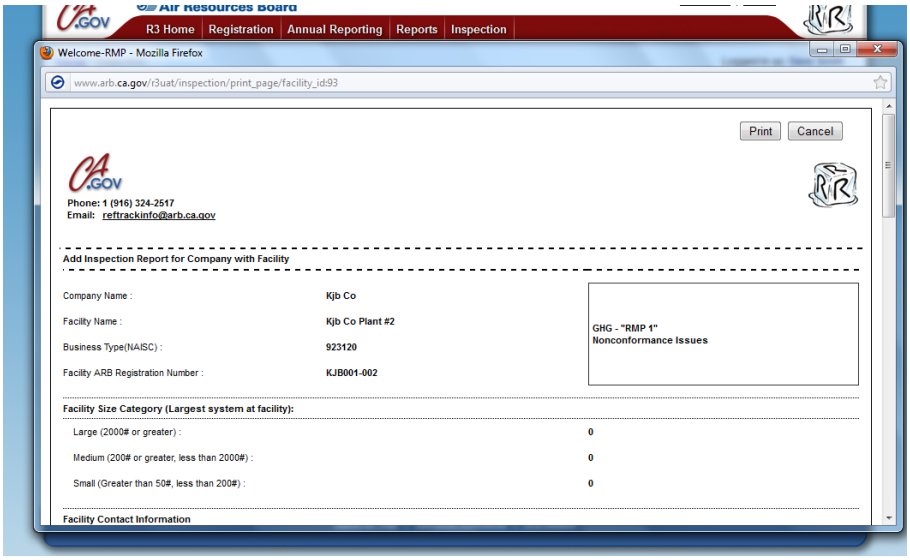
5.2.2. Facility Screen



The example screen above shows Facilities with Refrigeration Systems that could have Inspection Records added. Selection of any Facility Name will begin the Inspection process.

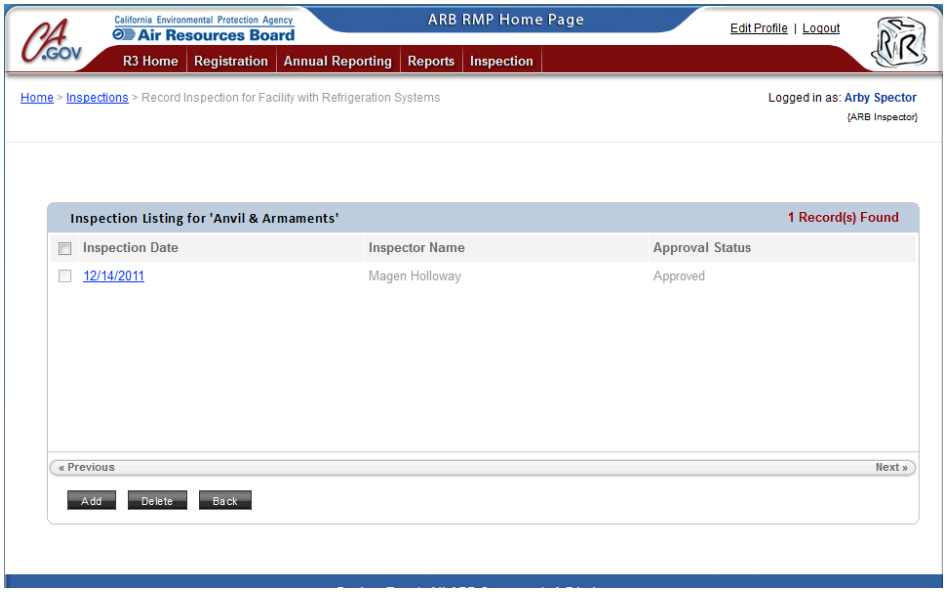
5.2.3. Printing Pre-filled Facility Inspection Forms

Pre-filled inspection forms (see below) can also be generated for printout if the inspection is first to be conducted on paper.

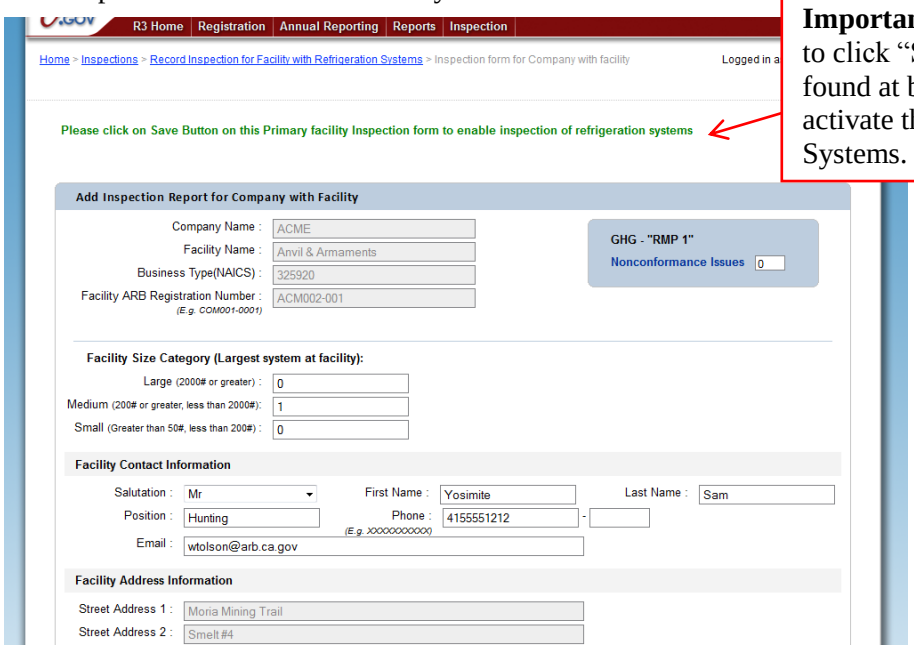


5.2.4. Inspection Screens

Selecting the Facility name from the screen with the list of facilities opens the Inspection screens for the Facility. From here any existing inspections can be viewed or new inspections can be added.

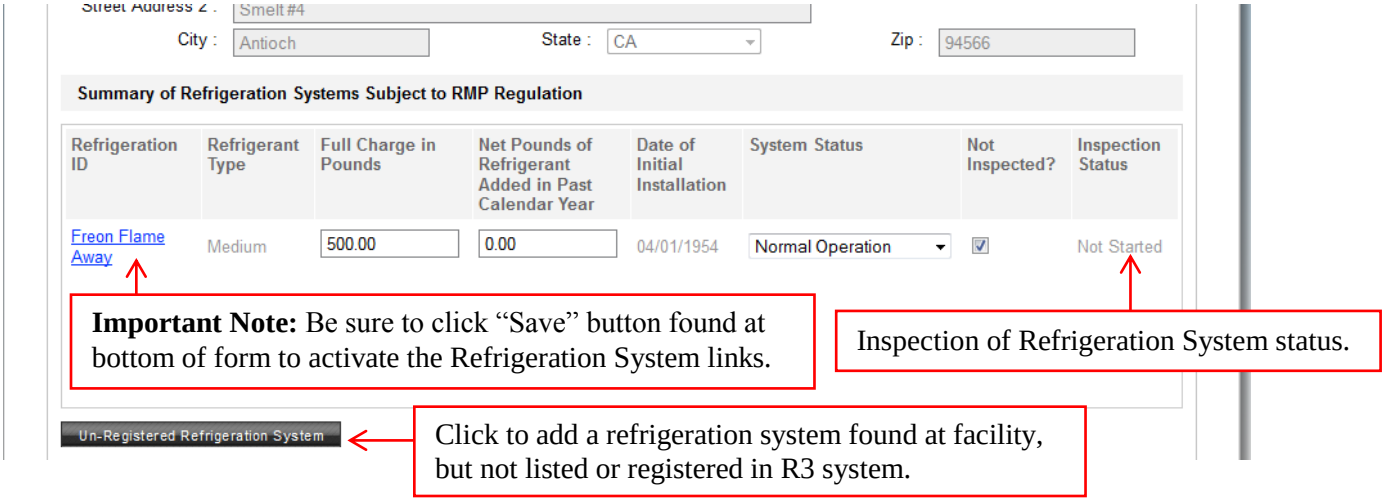


In the example above there is one inspection on record for this facility. Clicking on the "Add" button will open a new inspection record for this facility.



Important Note: Be sure to click "Save" button found at bottom of form to activate the Refrigeration Systems.

It is important to note that one of the first actions required is to "Save" this form to activate the records for the Refrigeration Systems at this facility.

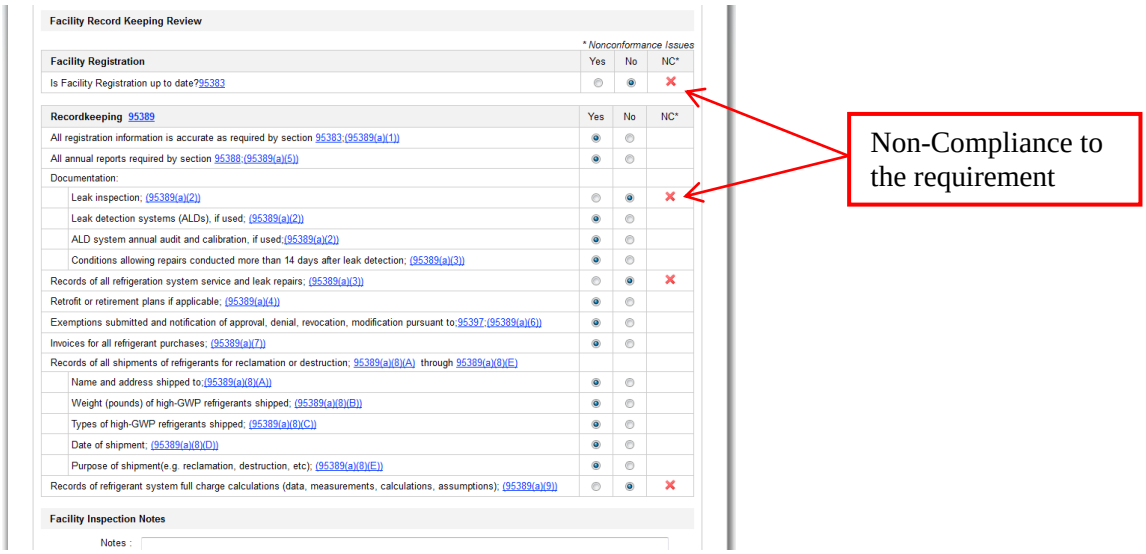


In the example section of the inspection record (shown above) there is one Refrigeration System to be inspected at this plant. If there were more systems to be inspected then each would open to their own individual inspection sheet.

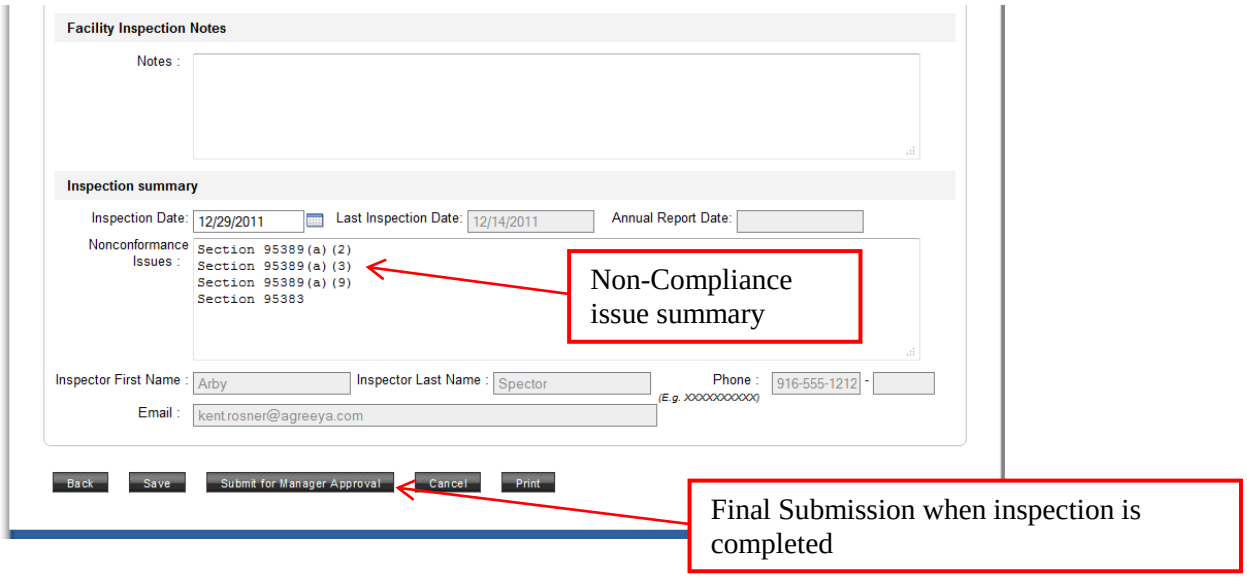
Also note that there is a button to add a refrigeration system that has not been registered in the R3 program. This allows an inspection of a refrigeration system found during the inspection but not included by the facility in their registration.. The refrigeration system will be captured in the inspection only. To add the refrigeration system to the Facility record in R3 the company should be advised to update R3 by adding the refrigeration system.

The screen shows that the inspection of this system has not been started. There are situations where the inspector may choose not to inspect a Refrigeration System or may start inspecting a system and choose to stop. Clicking "Not Inspected" will record that the Refrigeration System was not inspected. Inspection status will show the process of the inspection for a Refrigeration System until the inspector clicks on "Refrigeration System Inspection Completed" at the bottom of the Refrigeration System inspection screen.

In the example screen section below, the Recordkeeping section of the inspection, the inspector has marked several items with a "No" response, which generates Non-Compliance "X" marks and will list these regulation sections at the bottom of the form.



At the bottom of the inspection form (below) is space for notes about the inspection and the summary of Non-Compliance issues noted during the inspection.



The overall Facility Inspection record can be saved and then completed at a later time, or just saved to preserve what has been entered so far. There is also a button to complete the inspection and submit for the inspector's manager's review.

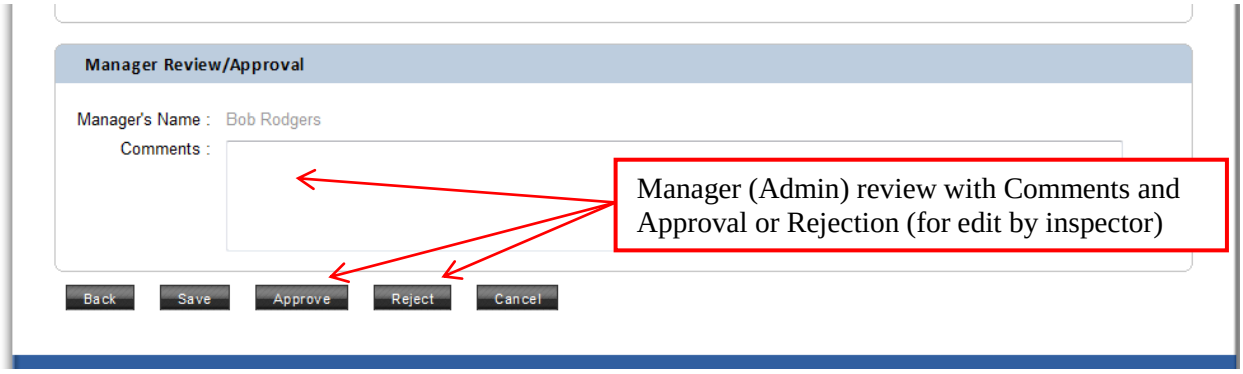
5.2.5. Inspection of Distributor/Wholesaler or Certified Reclaimer

The R3 methods of inspections at Distributor/Wholesaler or Certified Reclaimer facilities are very similar to the Facility Inspection. From the Main Menu > Inspection screen the inspector selects the type facility to inspect, either Wholesaler/Distributor or Reclaimer. The Facility screen then presents only facilities matching this type of company.

Inspections of these facilities have fewer components than inspections of facilities with refrigeration systems. The inspection tasks are more focused on administrative and record keeping requirements. The R3 process recording and submission for these type of facility inspections is the same as described above.

5.2.6. Manager Inspection Review

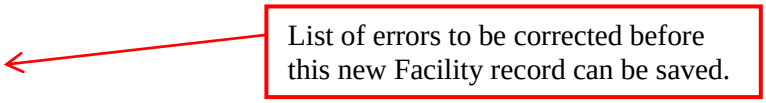
ARB Inspector Admin users are the managers to review inspections by ARB Inspectors and AD Admin users are the managers to review inspections by AD Inspectors. These Admin level users perform reviews once an inspection record has been submitted for manager review. Inspectors and the Admin level users receive emails notifying them of inspections that have been submitted for review. The managers review the inspection, can make comment and either Approve or Reject the inspection record. An email notification of acceptance or rejection is sent to the inspector. If an inspection is rejected the inspector will make the required changes to the inspection record an re-submit for approval.

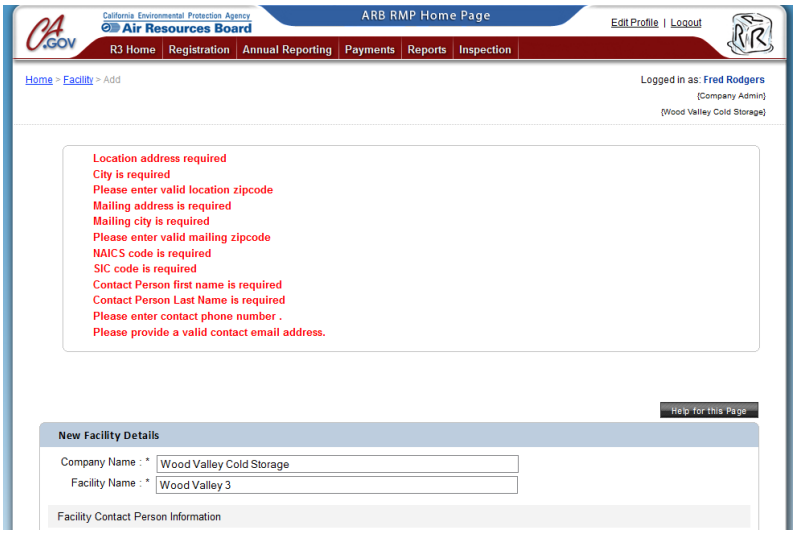


5.3. Special Instructions for Error Correction

5.3.1. Screen Entries

Each entry screen in the R3 program evaluates the data fields for several conditions. Conditions can be that data must be of a certain length of characters, data must be in a certain format (numbers, dates), or that data is required and the field cannot be left blank. The program will display error messages at the top of the screen to alert the user to the specific error condition.





5.3.2. Other Errors

In other types of error conditions, common to all web based programs, the local device may lose connection to the ARB server. In this case the user may experience data loss on the current page. In many cases reconnection to the Internet and the program will re-establish connection to the process the user was in and work can continue without any significant interruption.

5.4. Caveats and Exceptions

All public users must have Internet connectivity for access to the program. ARB users must have connectivity to the ARB network for access to the program.

6.0 USING THE XML UPLOAD

6. USING THE XML UPLOAD (OPTIONAL)

The R3 system provides an optional method for companies with refrigeration systems to upload data about the facilities, refrigeration systems, ALD systems and service records in an XML batch format. This functionality is useful for companies with multiple facilities and multiple refrigeration systems to load data without having to do data entry screen by screen.

Upload of XML data is useful during the registration process, to load facility, refrigeration system, and ALD system information. Upload of XML data is useful annually during the Annual Reporting process, to add refrigeration system service records.

Note: Not all data required by the R3 system is loaded using the XML batch process. The company and facility users must review the data screens to add required data following an XML batch upload.

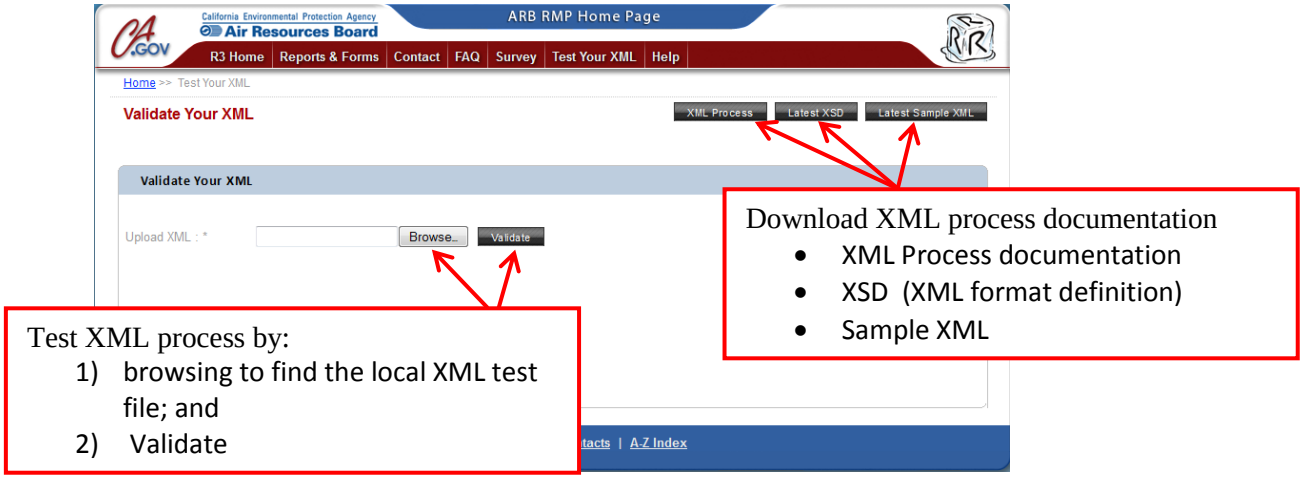
6.1. Where do the XML files come from?

The R3 program accepts data through this optional XML batch process. Using the XML process is not required, however it can reduce the workload of data entry. Each company wanting to use this optional process is responsible for providing the data in the required XML format that is used to load it in to the R3 program. The company IT staff will understand this process and the XML requirements.

Some companies use 3rd party Refrigerant Management Systems (RMS) which may provide a method to create the ARB formatted XML data for the R3 system. Check with your RMS vendor to see if this is available.

6.2. XML Upload Test

A "Test Your XML" test function is available from the Main Menu on the public Welcome screen. From this XML Test screen the user can download the latest posted documentation on the requirements and process for the XML process.



When the test XML file is uploaded the R3 system will evaluate the XML structure and will review the data to test for required fields and specific allowed values. Any errors will be displayed for review. A sample error message is shown below.

Data entered into the test system is not saved by the R3 system. Tests can be repeated as often as required.

Element	Error Description	Line #
Element 'Salutation'	[facet 'enumeration'] The value 'Mr.' is not an element of the set {'Mr', 'Mrs', 'Ms', 'Dr', 'Prof'}.	line 22
Element 'Salutation'	'Mr.' is not a valid value of the atomic type 'SalutationType'.	line 22
Element 'Phone'	'916-555-5555' is not a valid value of the atomic type 'PhoneType'.	line 27
Element 'RefrigerantType'	[facet 'enumeration'] The value 'HCFC-123' is not an element of the set {'R-11', 'R-12', 'R-13', 'R-113', 'R-114', 'R-115', 'R-116', 'R-22', 'R-123', 'R-124', 'R-141b', 'R-142b', 'R-225ca', 'R-225cb', 'R-23', 'R-32', 'R-125', 'R-134a', 'R-143a', 'R-152a', 'R-161', 'R-227ea', 'R-236fa', 'R-245fa', 'R-365mfc', 'R-43-10mee', 'PFC-116', 'PFC-218', 'CARE 30', 'Dynalene HC', 'EP-88', 'Ethylene glycol', 'Isceon MO89', 'Potassium formate - Pekasol', 'Propylene glycols', 'R-13b1', 'R-401A', 'R-401B', 'R-402A', 'R-402B', 'R-403B', 'R-404A', 'R-406A', 'R-407A', 'R-407B', 'R-407C', 'R-407F', 'R-408A', 'R-409A', 'R-410A', 'R-413A', 'R-414A', 'R-414B', 'R-416A', 'R-417A', 'R-421A', 'R-422A', 'R-422B', 'R-422D', 'R-423A', 'R-427A', 'R-437A', 'R-438A', 'R-500', 'R-502', 'R-503', 'R-507', 'R-508B', 'R-1270', 'R-717', 'R-744', 'R-600a', 'R-601', 'R-290'}.	line 45
Element 'RefrigerantType'	'HCFC-123' is not a valid value of the atomic type 'RefrigerantBlendType'.	line 45
Element	[facet 'enumeration'] The value 'Manual' is not an element of the set {'Calculated from	line

Figure 8 Sample XML Test Error Messages

6.3. XML Upload

XML upload into the R3 program can be processed during the Registration process and during the Annual Reporting process.

During registration XML is uploaded after the company profile is completed and before the first facility information is entered. There is a Menu item for "Batch Upload (XML)" located on the Main Menu in the Registration tab. The upload will create all the facility records, with associated refrigeration systems and ALD systems.

During the Annual Report process upload of XML is done as the first action prior to the start of the Annual Report process. There is a Menu item for "Batch Upload (XML)" located on the Main Menu in the Annual Report tab. This makes the service record data available for each facility at the facility Annual Report is created.

5.2 Special Instructions for Error Correction

Errors found during the XML upload are displayed for user correction. There are no restrictions on the number of times an XML can be corrected and retried. However, the XML upload is an all or nothing process. XML data files are either accepted or not. If the XML is not accepted the XML data is not used by the R3 program.

5.3 Caveats and Exceptions

The XML data must be formatted in a specific manner that conforms with ARB requirements.

7.0 REPORTS

7. REPORTS

Reports are available from the Reports tab on the Main Menu. Different user roles have access to different groups of reports produced from the R3 program.

Reports are easy to display onscreen, print or export as data.

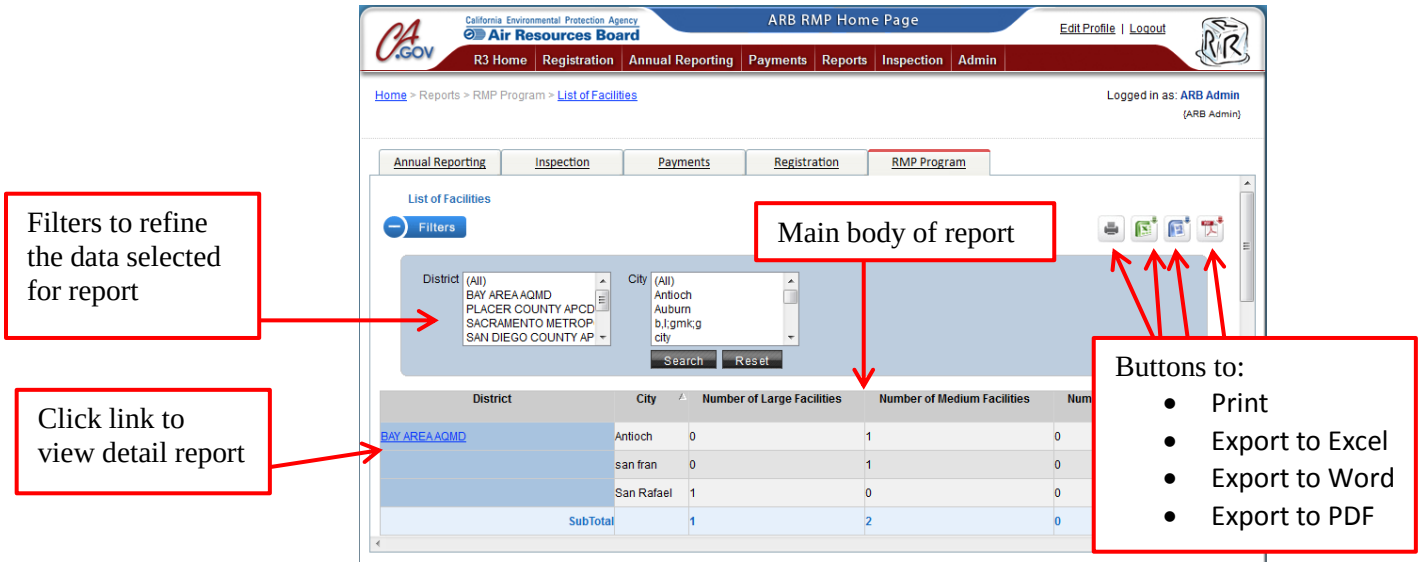


Figure 9 Sample of a Report

Detail reports are displayed by click through on links provided in the summary level reports.

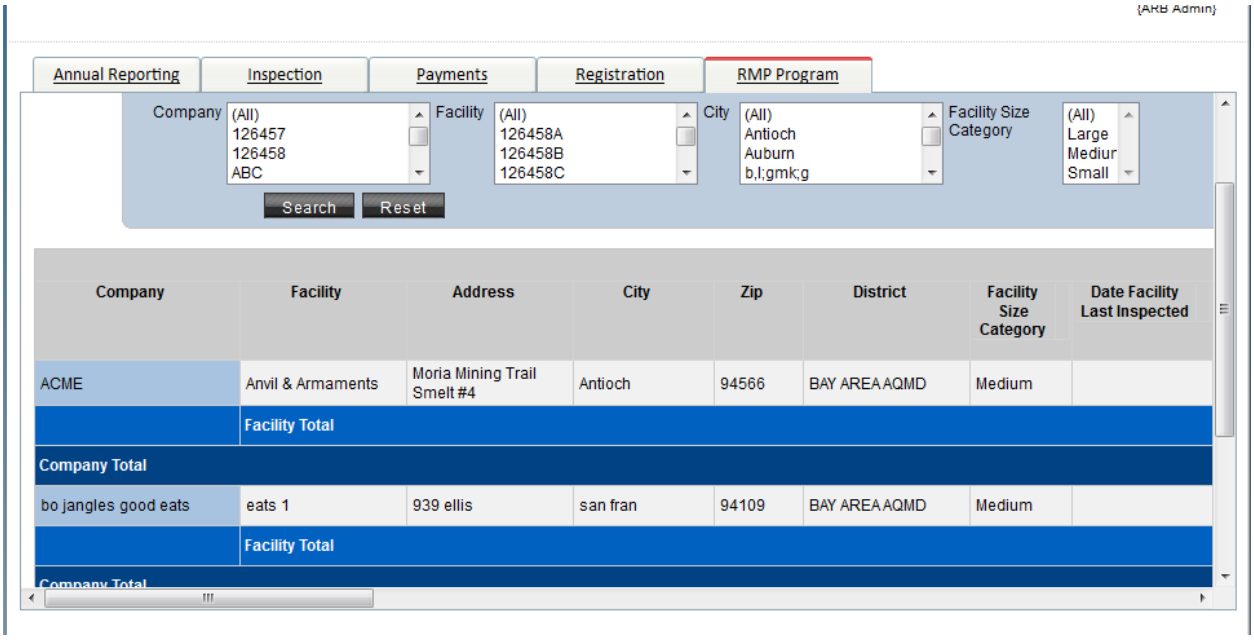


Figure 10 Sample Detail Report

- End of manual