



Refrigeration and Air-Conditioning Management Platform (RAMP)

User Guide

Chapter 173-443 WAC Hydrofluorocarbons (HFCs) and Other Fluorinated Greenhouse Gases Climate Pollution Reduction

By

Climate Pollution Reduction Program

Washington State Department of Ecology

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Related Information

Visit our website to view additional [Hydrofluorocarbons guidance documents](#).

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Department of Ecology's Regional Offices

Map of Counties Served



Southwest Region 360-407-6300	Northwest Region 206-594-0000	Central Region 509-575-2490	Eastern Region 509-329-3400
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Region	Counties Served	Mailing Address	Phone
Southwest	Clallam, Clark, Cowlitz, Grays Harbor, Jefferson, Mason, Lewis, Pacific, Pierce, Skamania, Thurston, Wahkiakum	PO Box 47775 Olympia, WA 98504	360-407-6300
Northwest	Island, King, Kitsap, San Juan, Skagit, Snohomish, Whatcom	PO Box 330316 Shoreline, WA 98133	206-594-0000
Central	Benton, Chelan, Douglas, Kittitas, Klickitat, Okanogan, Yakima	1250 W Alder St Union Gap, WA 98903	509-575-2490
Eastern	Adams, Asotin, Columbia, Ferry, Franklin, Garfield, Grant, Lincoln, Pend Oreille, Spokane, Stevens, Walla Walla, Whitman	4601 N Monroe Spokane, WA 99205	509-329-3400
Headquarters	Across Washington	PO Box 46700 Olympia, WA 98504	360-407-6000

RAMP

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Climate Pollution Reduction Program
Washington State Department of Ecology Olympia, WA

March 2024 | Publication 23-14-03



DEPARTMENT OF
ECOLOGY
State of Washington

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Introduction

Refrigeration and Air Conditioning Management Platform (RAMP) is a web-based tool for implementing the registration, reporting, and fee payment provisions of Washington Department of Ecology's Refrigerant Management Program (RMP). Businesses with systems containing at least 50 pounds of refrigerant and distributors, wholesalers, and reclaimers of refrigerants that sell, supply, or distribute any amount of refrigerant with a GWP of 150 or higher, are required to register with Ecology through RAMP and participate in annual reporting based on equipment size.

The RMP will address emissions from refrigeration and air conditioning equipment operating in Washington containing more than 50 pounds of a refrigerant with a global warming potential (GWP) greater than 150.

Acronyms

RMP	Refrigerant Management Program
Ecology	Washington State Department of Ecology
SA	Signatory Authority
SAW	Secure Access Washington
TOU	Terms of System Use
RAMP	Refrigeration and Air-Conditioning Management Platform

1. Secure Access Washington and the Climate Portal

Before registering in RAMP, you must have an account in [Secure Access Washington](https://secureaccess.wa.gov/) (SAW). If you already have a SAW account, log in and continue to section 2.1 below for instructions on accessing the Climate Portal. If you do not have a SAW account, visit <https://secureaccess.wa.gov/> to create one.

For step-by-step guidance on creating an individual SAW account, watch Ecology's [SAW tutorial video](#). Once you have created a SAW account, log in. You may be prompted to add authentication before continuing to section 2.1 to add the Climate Portal to your SAW account.

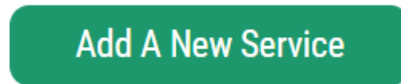
Note: Each individual user needs to create their own SAW account with their personal business information. This should not be an organization level SAW account. Whenever a new user is added as a member of a facility in RAMP, that new user will need their own SAW account first and will need to reference section 2.1 of this document to navigate from SAW to RAMP

Adding the Climate Portal to Your SAW Account.

Once you are logged into your SAW account, you need to add the Climate Portal to your SAW account before you can access RAMP.

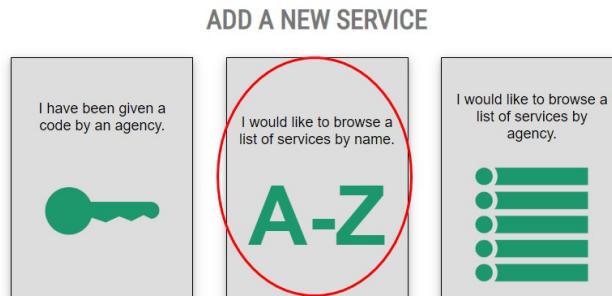
Step 1

Select "Add A New Service"



Step 2

Click on the list of services A-Z



Step 3

Scroll to find the "Climate Portal" and click "Apply".

CLIMATE PORTAL

Apply

Climate Pollution Reduction Program (CPRP) applications: Refrigerant & A/C Mgmt Platform (RAMP); State Agency GHG Emissions (SAGE); GHG Registration/WA Electronic Database for GHG Emissions (GHGReg/WEDGE); WA Fuel Reporting System (WFRS)

Step 4

Select "OK"

REGISTRATION COMPLETE

This service has been added to your list and is ready for you to start accessing.

OK

Step 5

After adding the Climate Portal to your SAW account, you will see a list of your services. Go to the Climate portal and click "Access Now".

Climate Portal provided by Department of Ecology

Access Now

Climate Pollution Reduction Program (CPRP) applications: Refrigerant & A/C Mgmt Platform (RAMP); State Agency GHG Emissions (SAGE); GHG Registration/WA Electronic Database for GHG Emissions (GHGReg/WEDGE); WA Fuel Reporting System (WFRS)

[Contact the help desk for CPRPortal](#) [Remove from my list](#)

Step 6

On the NOW ACCESSING page click "CONTINUE".

NOW ACCESSING



You are now accessing Climate Portal provided by Department of Ecology. If you require assistance, the Climate Portal help desk can be reached at sdri461@ecy.wa.gov or 3606282958.

Cancel

CONTINUE

Registering in the Climate Portal

After adding the Portal to your SAW account, you will need to register in the Climate Portal.

Step 1

Enter, at minimum, your first and last name, business phone number and email address.

Yes

Enter Your Information				
Prefix	First Name*	Middle Name	Last Name*	Suffix
Phone*	Phone Ext.	Email*		

Step 2

Indicate whether your business address is outside of the United States, fill in your address, then click “Submit”.

Is your address outside the United States?

Yes No

Address*	Address Line 2		
State*	County*	City*	Postal Code*

Submit

Addresses in the US must select the state; county; city in that order. Each is dependent on the prior selection. The state selected populates the county list; county drives city list.

Addresses outside the US do not have pulldown menus. Simply type each of the required fields.


Is your address outside the United States?

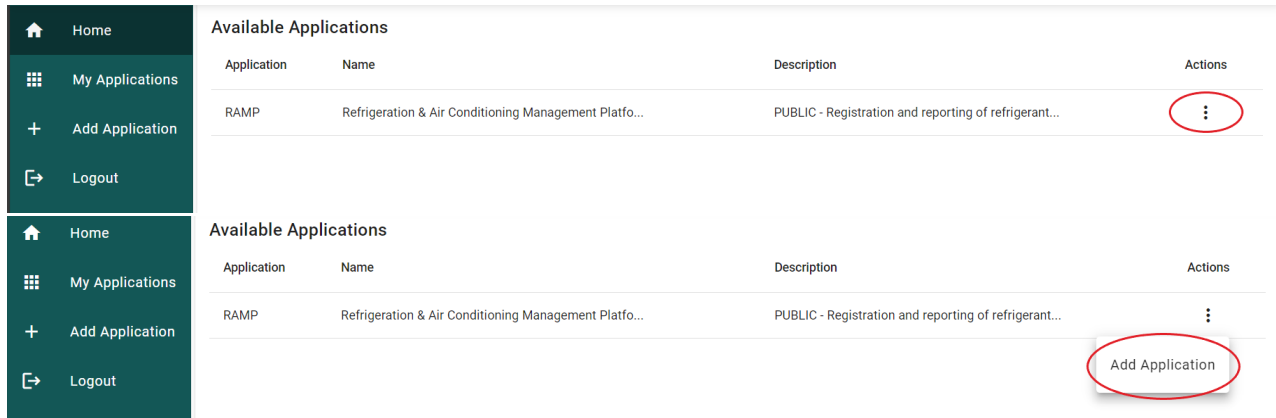
Yes No

Address*	Address Line 2		
City*	State/Province/Region	Country	Postal Code

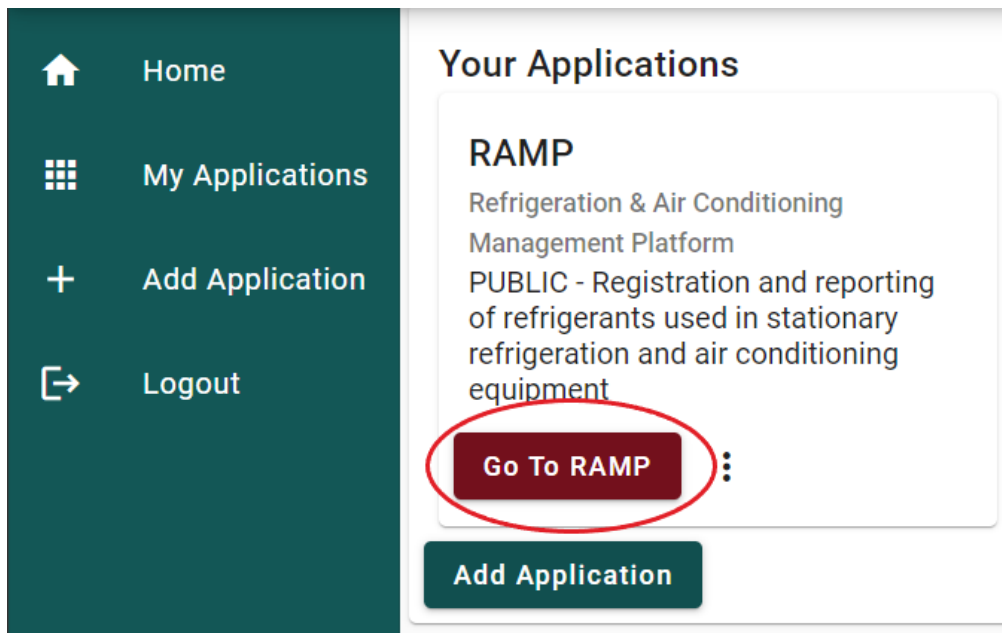
Adding RAMP to Your Climate Portal Account

Once you’ve created an account in the Climate Portal, you must select the application you need to access. The screen will show all applications available in the Portal. Look for the

Refrigeration and Air-Conditioning Management Platform (RAMP), click the  icon on the right side with three dots, and then click “Add Application”.



You will automatically be approved for the system and can now launch the application from your Portal Home page. After clicking “Go To RAMP”, you will see the home screen for RAMP.



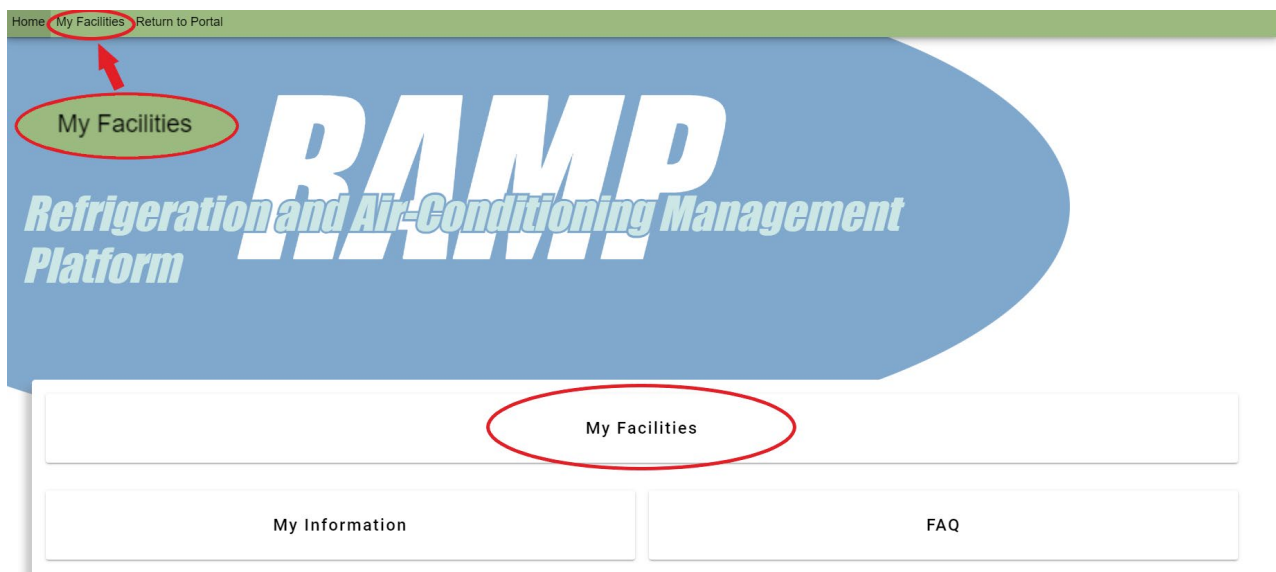
Note: For assistance with the Climate Portal, please contact Ecology staff (Email: CPRRAMP@ecy.wa.gov; Phone: (360) 529-6925.

2. Refrigeration and Air-Conditioning Management Platform

Adding a Facility

Step 1

To add a facility, click the “My Facilities” button on the Home Page or on the navigation bar at the top of the page.



Step 2

The first time you are adding a facility, the “My Facilities” page will be blank.

Prior to adding a new facility, click the “Search All Facilities” button to check if facility with the same name and physical address has already been created.



Clicking “Search All Facilities” will bring you to the “Find a Facility” page. On this page, you can search on any of the fields shown. The fewer specifics searched, the broader the results. You can navigate through the pages returned with the First and Last buttons, increase or decrease

the number of records shown on the page. After entering the criteria on which to search you must click the “Search” button.

Find A Facility


Find a Facility, or add a new one

Please enter your facility information to see if any current matches exist

Company Name		Facility Name	
Country	State	County	City
Physical Street Address			ZIP Code

If there is any facility already entered into RAMP that matches your information, it will be listed.




Step 3

If there is a facility listed that may be your facility click on the  (eye icon) next to the facility to see more information, to confirm if this is your facility. If another member of your organization has already created the facility, that person, or another Admin assigned to this facility can add you as a member of that facility. When that has been done the facility will automatically be listed on your My Facilities Page. ([See Section 6. Managing Facility Members](#))

If you believe a facility was created by a user outside of your organization, please contact Ecology.

Step 4

If no facility in RAMP matches the information for your facility, you may continue to create your facility by clicking the button at the bottom of the list “Add a New Facility”.

Company Name	Facility Name	RAMP ID	Actions
Ecology	Building #1	Thurston-58	
Ecology	Building #2	Thurston-59	
Ecology	Building #3	Thurston-60	

1 Page Size 10

Step 5

Create a new facility by entering facility information.

Add Facility
Add A New Facility

Please select what type of facility this will be

Facility with Equipment
 Wholesaler
 Distributer
 Reclaimer

Facility Name* Company Name*

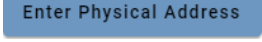
NAICS Code*

Add Another NAICS Code

RAMP ID

- **Facility Type:** Select the type of facility you are entering. If more than one type applies to your facility, select all that apply.
- **Facility Name:** This is the name by which the facility is known (i.e., identifying store number, etc.).
- **Company Name:** This is the public name of the company associated with this facility (i.e., Safeway, Boeing, etc.).
- **NAICS Code:** This is a 6-digit code that identifies a business type as classified by the North American Industrial Classification System. If you don't know the NAICS code for your facility, you may visit the [US Census Bureau](https://www.census.gov/naics/) web site for more information.
- **RAMP ID:** A unique identifier specific to RAMP that is automatically generated by the system. You cannot type in this field.

Step 6

Click the button "Enter Physical Address" . Enter the street address and zip code.

Click Validate Address button  to populate the country; state; county; city

Validation function returns one of three combinations

Address is Valid  Address is in Washington State 

Address is Invalid ❌ Address is in Washington State ✅

Address is Invalid ❌ Address NOT in Washington State ❌

Accept address saves double green validated Washington address.


Accept un-validated Address saves unknown street address in Washington.

You cannot save a physical address that is not in Washington, unless you selected wholesaler, distributor, or reclaimer as one of your facility types.

- **Facility's Physical Address:** This is the physical location of the facility. If you are a facility with equipment, this physical location must be inside Washington State. If you are a wholesaler, distributor, or reclaimer, it can be outside of Washington State. Please note the definition of Facility.

NOTE: 'Facility' means any property, plant, building structure, stationary source, stationary equipment or grouping of stationary equipment or stationary sources located on one or more contiguous or adjacent properties in actual physical contact or separated solely by a public roadway or other public right of way, and under common operational control, that includes one or more refrigeration systems subject to this chapter. Operators of military installations may classify such installations as more than a single facility based on distinct and independent functional groupings within contiguous military properties."

Step 7

Click the Enter Mailing Address button  unless the mailing address is the same as the location address or is outside the US. In either of those cases select the appropriate checkbox instead of entering the mailing address in the address validation modal.

Same as physical address Is Address outside the United States?

The address validation modal works the same way for mailing as it did for your location address except mailing addresses in other US states are accepted even if they cannot be validated.

Step 8

Enter facility contact information and identify roles. By creating the facility, you are automatically placed in the role of "administrator", but you are not listed in the Contact List for the facility. Your role as administrator is your User Role which also includes responsibilities similar to Owner and Operator. Namely sign/submit registration and reporting.

Contacts do not have to be system users. System users do not have to be facility contacts.

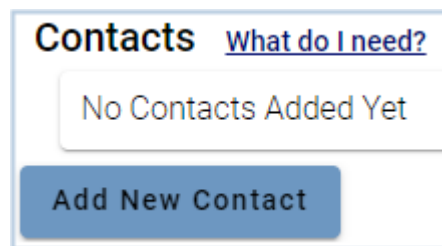
NOTE: There are 3 Roles that a user can have in RAMP:

Administrator: The user can access and edit all the information for a facility and its equipment. They can manage all other members of the facility. They are the only Role that has permission to submit an annual registration or report.

Manager: The user can access and edit all the information for a facility and its equipment, except for some of the facility information, such as the facility name, company name, physical address, or primary contacts for a facility. They can manage other members of the facility that have the Manager or Service Personnel Role.

Service Personnel: The user can only see limited information about a facility, including the facility name, company name, and physical address. They cannot add new equipment or edit the information of existing equipment. They can add service events to existing equipment, such as entering leak inspections or repairs. They can also manage only members of the facility that have the Service Personnel Role.

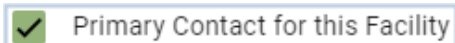
Begin entering contacts:



The What do I need? link opens a modal with information about contacts.

Click the Add New Contact button and add your facility contacts. Every field is required. Each facility must have one of each Contact Type before signing and submitting a registration or report. There must be at least one Owner or Operator/Facility Contact entered for this new facility save. If the owner and operator/facility contact are the same, using the second checkbox saves you a bit of typing. If you enter the Owner the option is Also Operator or Also Facility Contact . Visa versa of entering operator first.

You must also identify a primary contact for the facility by checking the box that says “Primary Contact for this Facility” for an owner or operator/facility contact. There can be more than one of each type, but one needs to be the primary contact.



The primary contact will be the main contact person for which Ecology contacts for the Refrigerant Management Program (RMP).

Step 9

ONLY REQUIRED IF YOU ARE A FACILITY WITH EQUIPMENT. OTHERWISE, SKIP TO STEP 10.

Enter a billing contact for this facility if known at this time. If no billing contact is entered the new facility can be saved. The contact type must have one billing contact, even if it is not a specific person but a department. The email and phone must go to a location that will receive the invoice later. If no billing type is entered by the time you get to the signing stage, there will be a message regarding this requirement. You cannot sign/submit the facility registration or annual report without the billing contact record being complete and having the primary contact checked for the main billing contact record.

Step 10

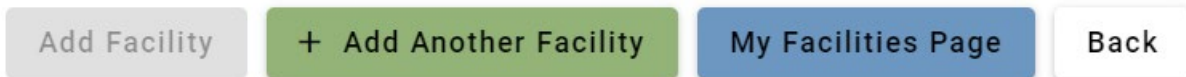
Once you have entered all required facility and contact information, click the “Add Facility” button.



If any information has been omitted, red text will appear to indicate where any error has occurred. Go back and correct this information.

Once you have added the facility, and all of the information meets validation the Add Facility button will tell you “Facility Successfully Added!” so you know it saved.

Facility Successfully Added!



At this time, you may “Add Another Facility” or go to My Facilities Page . Facilities you add will now appear on your facilities page. Your facilities will also appear in the search results if other members of your organization enter RAMP and start at step 2 above. Please do not add the same facility more than once. You can add other staff to your facility ([see Section 6. Managing Facility Members](#)).

If you are a facility with equipment, once you have successfully added your facility, you will need to enter information for the equipment at that facility. Only facilities with equipment containing more than 50 pounds of refrigerant with a global warming potential (GWP) greater than 150 are required to register. Facilities with less than that can enter their facility and equipment in RAMP but will not be overseen or billed by Ecology.

If you are only a wholesaler, distributor, or reclaimer, once you have successfully added your facility, you can sign and submit your registration. Skip the “How to Add Equipment to a Facility” section below.

How to Add Equipment to a Facility

Step 1

On the “My Facilities” page, click the “Facility Page” button for the facility for which you would like to add equipment.

Facility Name	Company Name	Facility Location	RAMP ID	Annual Report Complete	Actions
Building #1	Ecology	300 Desmond Dr SE Lacey	Thurston-58	true	Facility Page

This will bring you to the Home Page for that facility. The first time you are adding equipment for this facility, this page will be blank since no equipment has been added yet.

Step 2

Click the “Add New Equipment” button.

Equipment Name	End Use Type	Charge Size	Operational Status	Model Name	Model Year	Actions
First 1 Last	Page Size	10		Total of 0 items		
Back	+ Add New Equipment					

Step 3

Create a new piece of equipment by entering equipment information.

Add Equipment

Add Equipment for Building #1

Equipment Name*	Time of Installation* 12/2023 MM/YYYY
Refrigerant Type*	Operational Status*
End Use Type* Remove	

[Add another End Use Type](#)

- **Equipment Name:** This is what you call this system at the facility.
- **Time of Installation:** This is the month and year this system was installed at the facility.
- **Refrigerant Type:** Select from the dropdown menu what refrigerant is used in this system.

- **Operational Status:** Select the operational status of the system. If the system is not currently operating, i.e., mothballed or retired, enter the month and year the system entered this status.

NOTE: “Mothballing’ means the intentional shutting down of a refrigeration or air conditioning system for longer than 60 days by the owner or operator of the facility, where the refrigerant has been evacuated from the system of affected component, at least to atmospheric pressure.”

- **End Use Type:** Select the end-use type for this equipment. If your equipment has multiple end-use types, click “Add Another End Use Type”. When selecting multiple end-use types, you must enter the percentage of time that equipment is used for each end-use in the “Percentage of Use” box. The total of all percentages entered must add up to 100%. The “Supplemental Info” box can be used for you to add additional information about the end-use type.

Serial Number*	Temperature Classification* ▼	Equipment Model Name*
Equipment Model Year*	Manufacturer Name*	
Full charge for system to maintain normal operating characteristics		
	Full Charge in pounds	lbs
Is this piece of equipment primarily outdoors or indoors? <input type="radio"/> Indoors <input type="radio"/> Outdoors		
Equipment Location Options* ▼	Other Location Information	

- **Serial Number:** Enter the serial number of the equipment.
- **Temperature Classification:** Select the temperature of the application. If the equipment end-use is air conditioning, select ‘Other’.

Note:
 ‘Very Low Temperature’: below -58 degrees Fahrenheit (-50 degrees Celsius).
 ‘Low Temperature’: at or below 32 degrees Fahrenheit (0 degrees Celsius).
 ‘Medium Temperature’: above 32 degrees Fahrenheit (0 degrees Celsius).
 ‘Other’: Any temperature that does not conform to Medium, Low, or Very Low temperature ranges.

- **Equipment Model Name:** Enter the model name of the equipment.
- **Equipment Model Year:** Enter the model year of the equipment.
- **Manufacturer Name:** Enter the name of the manufacturer of the equipment.

- **Full Charge for System to Maintain Normal Operating Characteristics:** Enter the amount of refrigerant used in the system to maintain normal operation.

Note: The full charge weight of a system can be determined by checking the equipment plate, reviewing the service records, or by contacting your service provider or manufacturer. In addition, the California Air Resources Board (CARB) provides a [charge calculator](#) to calculate the charge from the size components in the system that can also be used.

- **Is This Piece of Equipment Primarily Indoors or Outdoors:** Check the box for either “indoors” or “outdoors”. This will automatically select “Inside” or “Ground” in the “Equipment Location Options” box. You may change it to a different option if that is incorrect for your equipment. You can add additional location information in the “Supplemental Info” box.

Step 4

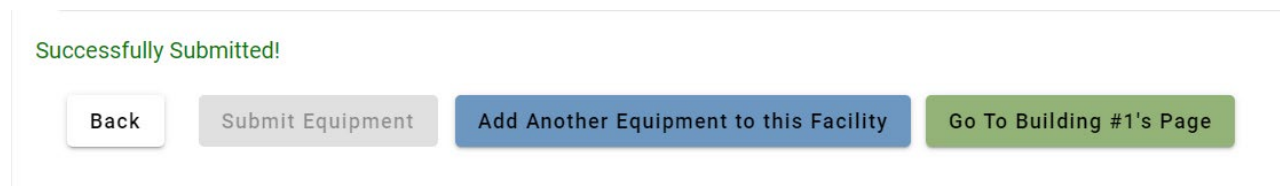
Once you have entered all required information, click the “Submit Equipment” button.



Warning: Back returns to My Facility page without saving the equipment information entered.

If any information has been entered incorrectly or omitted, red text will appear to indicate where any error has occurred. Go back and correct this information.

Once you have added the equipment with all required fields, the Submit button will let you know that you have “Successfully Submitted!” this piece of equipment.



If there is more equipment at this facility continue adding with the “Add Another Equipment to This Facility” button. Or return to the facility page with the “Go To...” button to see the list of equipment already saved.

How to Add Service Events

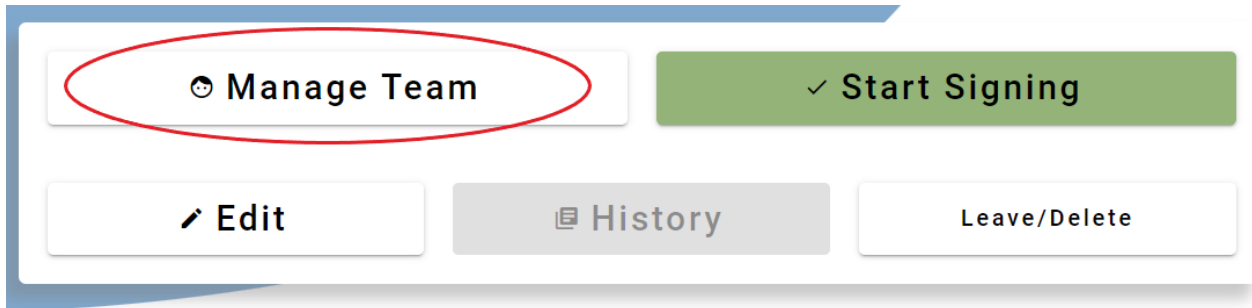
The functionality to add service events to equipment in RAMP is coming soon. We will update the guidebook and send out a notification via our [email distribution list](#) once it is added.

Managing Facility Members

When you create a facility, you are automatically given the Administrator Role for that facility. You can only manage users at the same permission level as you, or below. If you would like to add, edit, or remove other users to your facility, follow these steps.

Step 1

Go to your facility's Home Page and click on the "Manage Team" button.



Step 2

You will see the list of members added to the facility. Newly created facilities will have no members until they are added by the admin who created the facility. Contacts entered for the facility are not necessarily application users. Example, your billing person never has to visit RAMP to fulfill their role of paying your bills. And your facility's owner needs never even touch a keyboard to be the owner of their facility in RAMP.

Note: To add members to your facility in RAMP those people will have to have accessed RAMP. They do not have to create a facility or do anything at all, other than show up and leave. Once they have done so they can be searched for, be found, and added to your facility for any one of the three application user roles 1) Admin 2) Manager 3) Service. Please have all staff who you will connect to your facility in RAMP for any of these roles run through the steps starting at section 2 Secure Access Washington and the Climate Portal at the start of this document. They can exit RAMP after they have simply launched RAMP one time from their Climate Portal account.

Add Users to Facility

After clicking the **Add Users to Facility** button search for your members by any portion of their name or email address. Click the search button. You can navigate through the returned records, if there are more than the default of 10 shown on one page, with the first and last button to scroll through subsequent pages. You can also increase or decrease the number of records displayed on a single page with the Page Size pulldown. Find the user you would like to add and select the Role listed to the right of their email address.

Name	Email	Actions
Name	email.address.com	<div style="display: flex; flex-direction: column; gap: 5px;"> <div style="background-color: #8bc34a; color: white; padding: 5px; border-radius: 4px;">Add As Admin</div> <div style="background-color: #395468; color: white; padding: 5px; border-radius: 4px;">Add As Manager</div> <div style="border: 1px solid #ccc; padding: 5px; border-radius: 4px;">Add As Service Level</div> </div>
Name	email@address.com	This User is already a member

Confirm with a second click in the modal that opens and asks if you are sure. This modal shows you the person’s name and the role you clicked. If this is correct, confirm that selection.

Successfully Added! ★

A message will pop up at the bottom of the page.

Once a user is added, the role may be changed or removed.

Step 3

To edit the role of a member after they have been added, click the “Edit Role” button to the right of their name on the facility member list, and select the role you wish to change them to. There must always be at least one Administrator for a facility.

Member Name	Role	Email	Membership Date	Actions
Name	Admin	email@address.com	12/14/2023	<div style="display: flex; gap: 10px;"> <div style="border: 1px solid #ccc; border-radius: 4px; padding: 2px 5px; display: flex; align-items: center;"> ✎ Edit Role </div> <div style="background-color: #c00; color: white; padding: 2px 5px; border-radius: 4px; display: flex; align-items: center;"> ✕ Remove </div> </div>

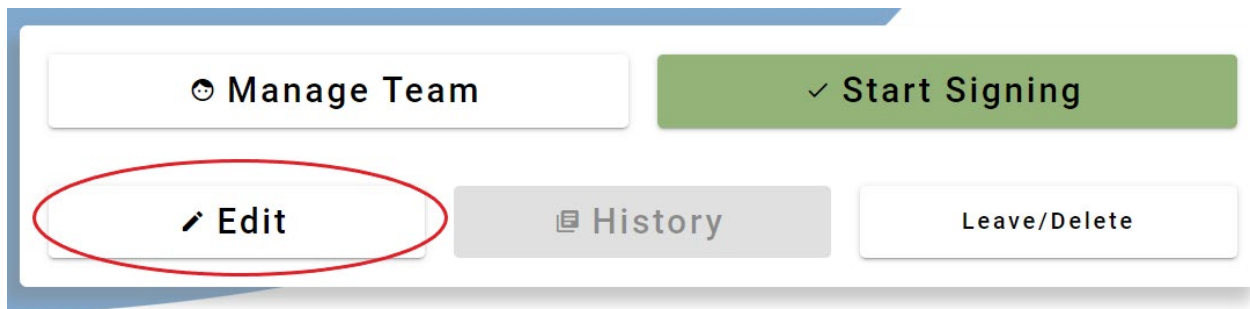
Note: You can only edit the Role of a User at the same Role level as you, or below. I.e., If you have the Service Role, you would not be able to edit the Role of a User with the Manager or Administrator Role.

Editing Facility Information

The Administrator for the facility is able to edit all the facility information. A Manager for the facility has some ability to edit the facility’s mailing address and the list of contacts. To change your facility’s information, follow these steps.

Step 1

Go to the facility’s Home Page and click the “Edit” button.



Step 2

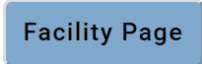
Update the facility information and click the “Update Facility” button. You will know your update has been successful when green text appears that says “Facility Successfully Updated!”

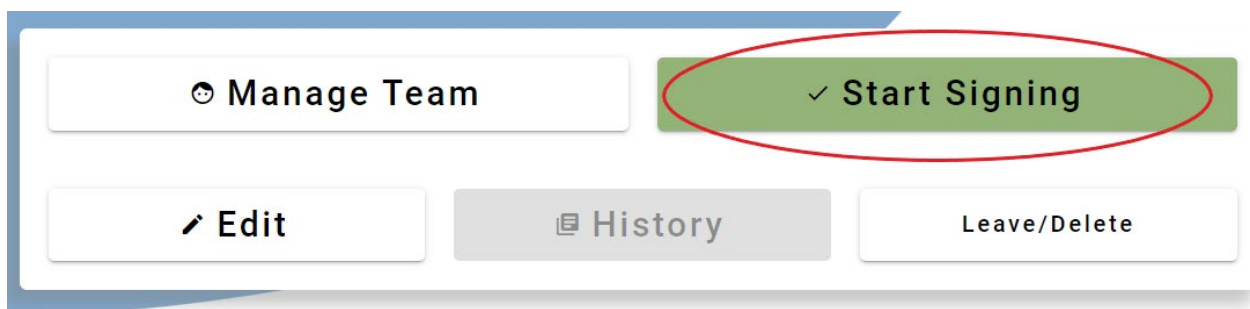


Submitting a Facility Registration

Only an Administrator for the facility has the permission to submit the annual registration. Once you have completely entered the information for a facility and all its equipment, follow the steps below to submit your facility’s annual registration.

Step 1

Go to My Facilities then click the Facility Page button  and click the green “Start Signing” button. If you are a facility with equipment, this button is only activated to allow signing after at least one piece of equipment has been entered. If you are only a wholesaler, distributor, or reclaimer, it will be activated after you have created the facility. The button will only be activated for the facility’s Administrator(s).



Step 2

You will be prompted to fill out any missing information from your facility, such as a billing contact. You must provide this information in the Edit Facility section, add contacts, before continuing to sign for the facility’s annual registration.

This Facility requires a Billing Contact and a Primary Contact in order to sign. You may be missing one or both of these, [please click here to go to the Edit Facility page](#) to complete this information.

Step 3

Review your fee breakdown. If you are only a wholesaler, distributor, or reclaimer, you will not see a fee breakdown, as you do not have an implementation fee.

Sign for *Building #1* for 2024

Sign for this facility and generate size and invoice

Facility Size **Large** is based on the largest equipment: fee breakdown

Annual Implementation Fee = \$370.00

Initial Implementation Fee = \$150.00

Total = \$520.00

- This is not a bill -

You will receive an invoice no later than mid-March 2024.

The invoice will be sent to the email address entered for your billing contact.

You must sign below by March 15th to register and submit 2024 data.

Step 4

Review the certification and Terms of Use and click the “Sign” button. You have successfully submitted your annual registration! You will also receive a confirmation email that your facility was registered.

Report submittal electronic signature

I, **Your Name Here**, as person with Signatory Authority, am submitting this report on behalf of **Building #1**, with the understanding that the information contained in this report is considered an official submission to the Washington State Department of Ecology for purposes of compliance with the Hydrofluorocarbons (HFCs) – Emissions Reduction regulation.

Furthermore, by submitting this report, I understand that I am bound by, and authenticate this record, and attest to the statements contained within. I also understand that submitting or attesting to false statements may constitute a serious crime, punishable under RCW 9A.76.175, RCW 40.16.030, or other criminal offenses punishable under state, municipal, or federal law. I certify that information supplied herein is correct and that I have the authority by the company identified herein to submit this report.

I certify that information supplied herein is correct and that I have the authority by the company above to electronically sign this document.

By clicking "Sign", I am agreeing to the [Terms Of Use \(click to view\)](#).

Sign

Back

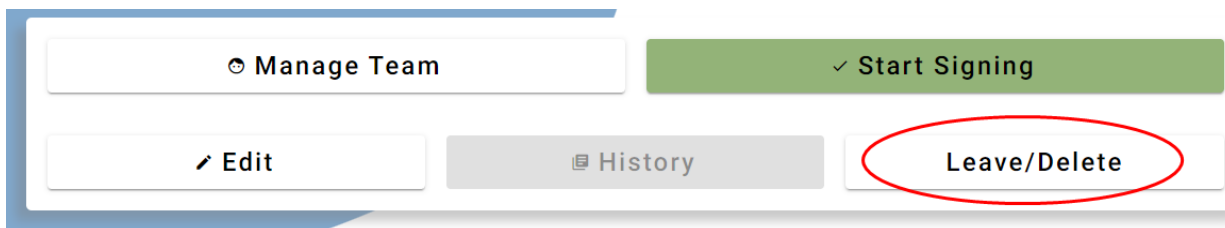
Leaving or Deleting a Facility

To remove yourself from a facility in RAMP, follow step 1. If you are an Administrator, you will also have the option of deleting the facility. To delete a facility, follow step 2.

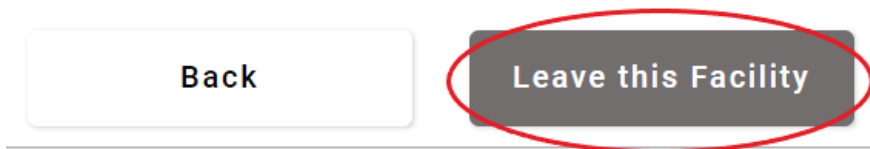
Please note, there must always be at least one administrator user for each facility. There can be multiple administrators, and to remove an administrator, including if it is yourself, there must be at least one remaining administrator.

Step 1

Click My Facilities in the header. Find the facility and click the Facility Page button to the right to go to the facility's Home Page. Click the "Leave/Delete" button.

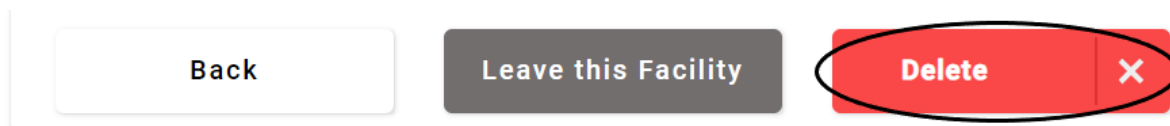


You will be asked to confirm this action. If you are sure, click "Leave this Facility" button. You will no longer have access to this facility and if you wish to be added back, you will need to contact a member of the facility to do so. Only an administrator or manager can add users to the facility.



Step 2

To remove a facility from RAMP go to the facility's Home Page, as described in step 1 above, and click the "Leave/Delete" button. Click the "Delete" button. You will be asked to confirm this action. If you do not accept this confirmation, you can return to the facility home page without deleting. If you delete the facility, you and all other members, will no longer have access to it. However, RAMP will keep all records of the facility and equipment information already entered.



Invoicing

After you submit the facility registration, an email will be sent to your billing contact email address. This will include an invoice for your fee total and instructions on how to pay the invoice. You will be able to pay by mail or electronically. The invoice will be sent no later than March 15 and is due within 30 days of receipt.

If you are only a wholesaler, distributor, or reclaimer, you do not have any fees and will not receive an invoice.