



Refrigeration and Air- Conditioning Management Platform (RAMP) User Guide

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

By

Climate Pollution Reduction Program

Washington State Department of Ecology

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Related Information

Website: [Hydrofluorocarbon transition](#)

Visit our FAQs & resources website to view additional [Hydrofluorocarbon guidance documents](#).

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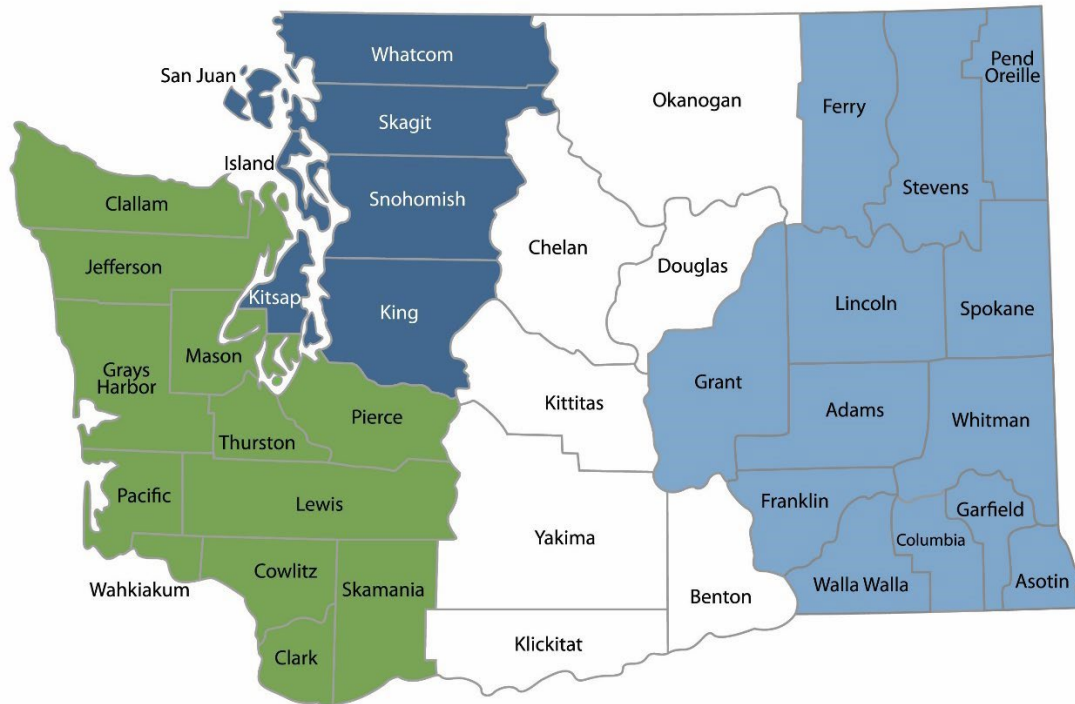
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Department of Ecology's Regional Offices

Map of Counties Served



Southwest Region
360-407-6300

Northwest Region
206-594-0000

Central Region
509-575-2490

Eastern Region
509-329-3400

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
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RAMP User Guide

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Washington State Department of Ecology Olympia, WA

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DEPARTMENT OF
ECOLOGY
State of Washington

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Introduction

Washington's Refrigerant Management Program (RMP) serves to reduce greenhouse gas emissions from refrigeration and air conditioning systems, and from the installation and servicing of those systems, that use refrigerants with a global warming potential (GWP) of 150 and greater. It applies to:

- any owner or operator of a facility that has a refrigeration or air conditioning system with a full charge greater than or equal to 50 pounds of a refrigerant with a GWP of 150 and greater;
- any person who installs, repairs, maintains, services, or disposes of refrigeration or air conditioning equipment; and
- any person who wholesales, distributes, or reclaims any amount of a refrigerant with a GWP of 150 or more in Washington.

The Refrigeration and Air Conditioning Management Platform (RAMP) provides a web-based tool for implementing the registration and reporting provisions of Washington Department of Ecology's Refrigerant Management Program (RMP). Anyone required to comply with Ecology's RMP will use RAMP to participate in the program.

This guide provides instructions for owners and operators of equipment that must comply with the RMP.

Acronyms

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

1. Secure Access Washington and the Climate Portal

Before registering in RAMP, you must create an account in [Secure Access Washington](https://secureaccess.wa.gov/) (SAW). If you already have a SAW account, log in and continue to the next section 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 create a SAW account, log in. You may be prompted to add authentication before continuing to add the Climate Portal to your SAW account.

Note: Each individual user must 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 create and log in to your SAW account, add the Climate Portal.

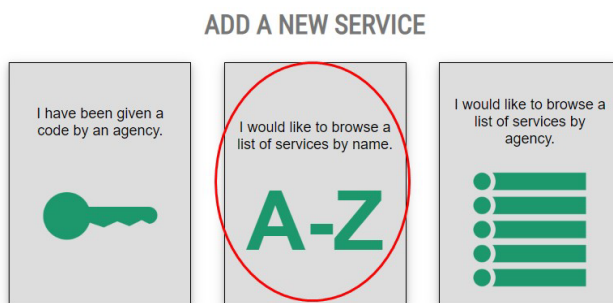
Step 1

Select "Add A New Service".

Add A New Service

Step 2

Click on the list of services A-Z.



Step 3

Scroll to 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, it will appear on your services list. 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

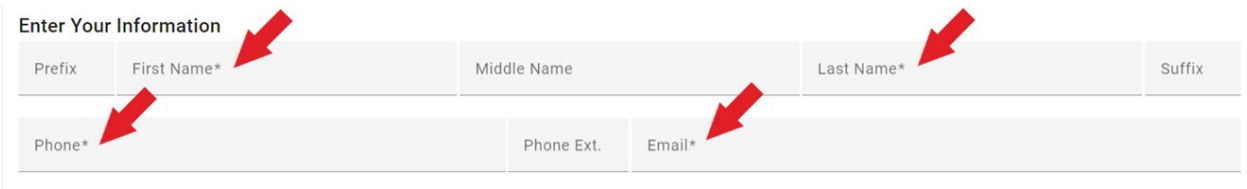
CONTINUE

Registering in the Climate Portal

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

Step 1

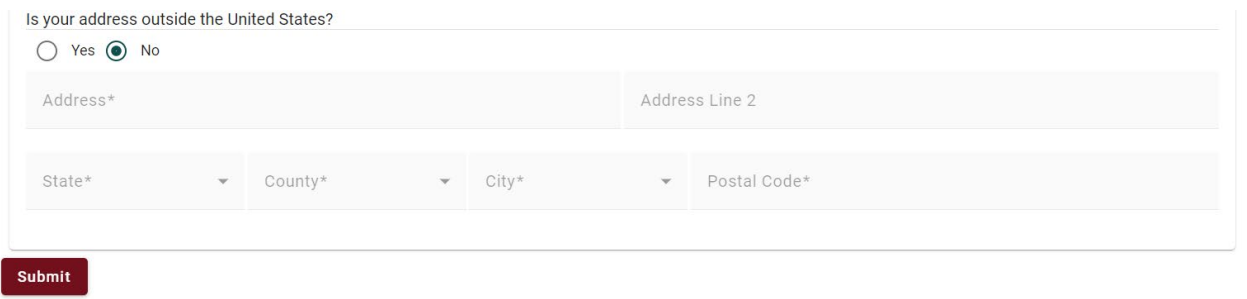
Enter your first and last name, business phone number, and email address.



The form is titled "Enter Your Information". It contains the following fields: Prefix, First Name*, Middle Name, Last Name*, Suffix, Phone*, Phone Ext., and Email*. Red arrows point to the First Name*, Last Name*, Phone*, and Email* fields, indicating they are required.

Step 2

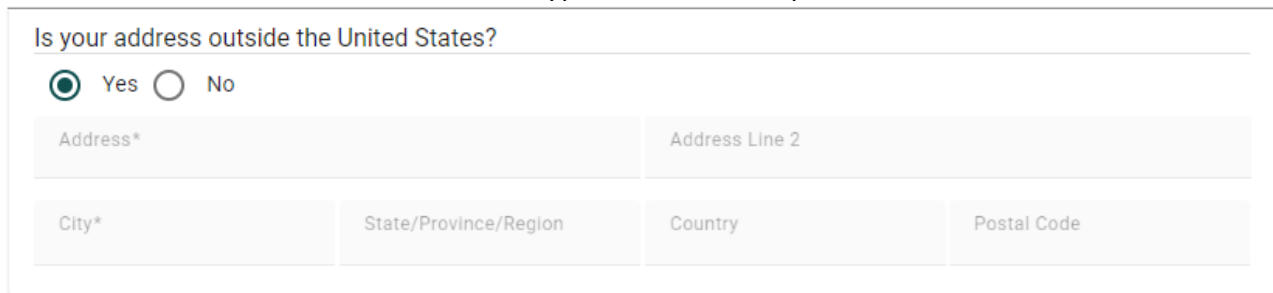
Indicate whether your business address is outside of the United States, fill in your address, then click "Submit".



The form is titled "Is your address outside the United States?". It has two radio buttons: "Yes" and "No". The "No" button is selected. Below the radio buttons are two text input fields: "Address*" and "Address Line 2". Below these are four dropdown menus: "State*", "County*", "City*", and "Postal Code*". At the bottom is a red "Submit" button.

Addresses in the United States must select the state, county, and then city, in that order. Each depends on the prior selection.

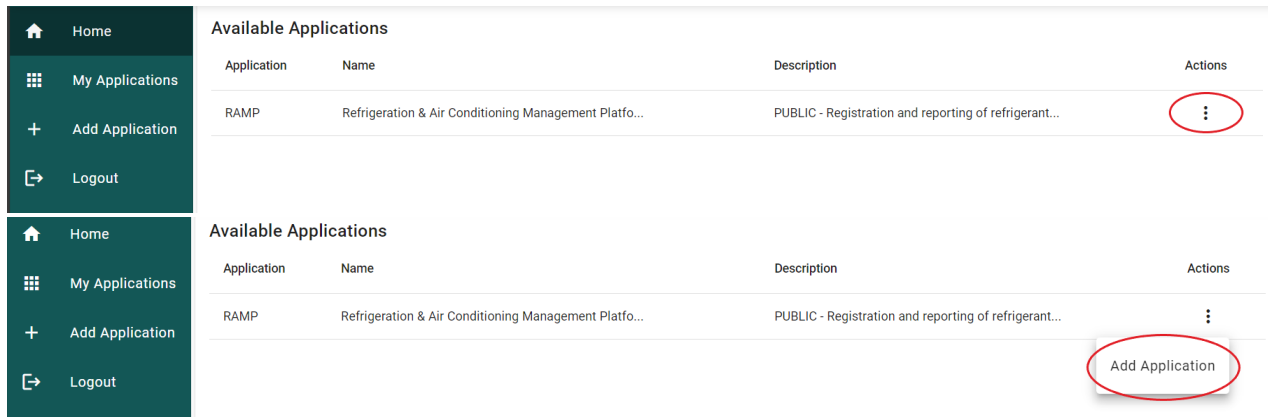
For addresses outside the United States, type each of the required fields.



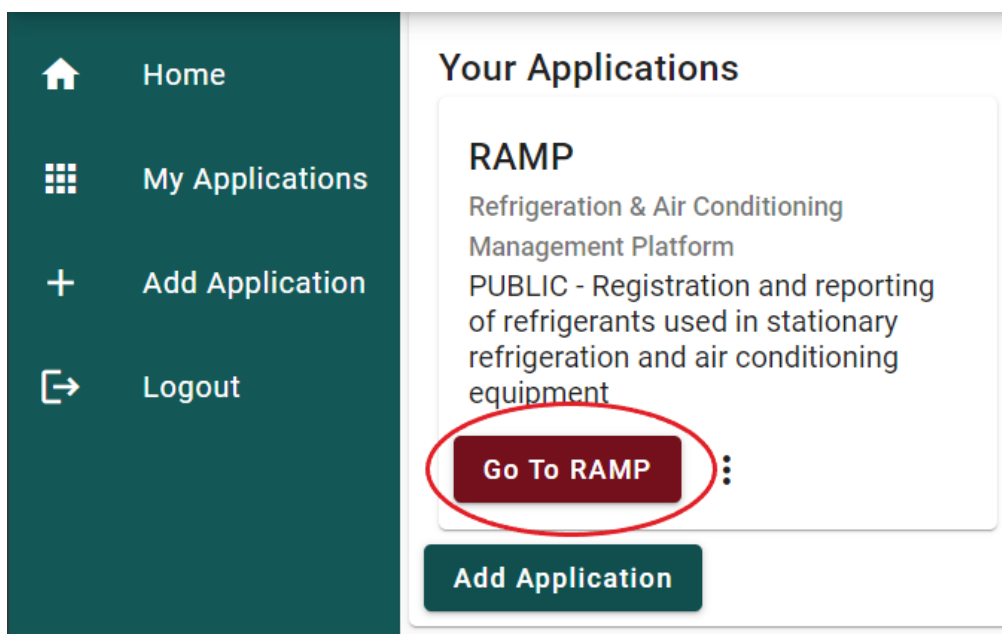
The form is titled "Is your address outside the United States?". It has two radio buttons: "Yes" and "No". The "Yes" button is selected. Below the radio buttons are two text input fields: "Address*" and "Address Line 2". Below these are four text input fields: "City*", "State/Province/Region", "Country", and "Postal Code".

Adding RAMP to Your Climate Portal Account

Select the application you need to access. The Climate Portal lists all applications available. Find the Refrigeration and Air-Conditioning Management Platform (RAMP), click the three dots ⋮ icon under “Actions” on the right, and click “Add Application”.



You can now launch the application from your Climate Portal Home page. Click the button that says, “Go To RAMP”. This will take you to 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.

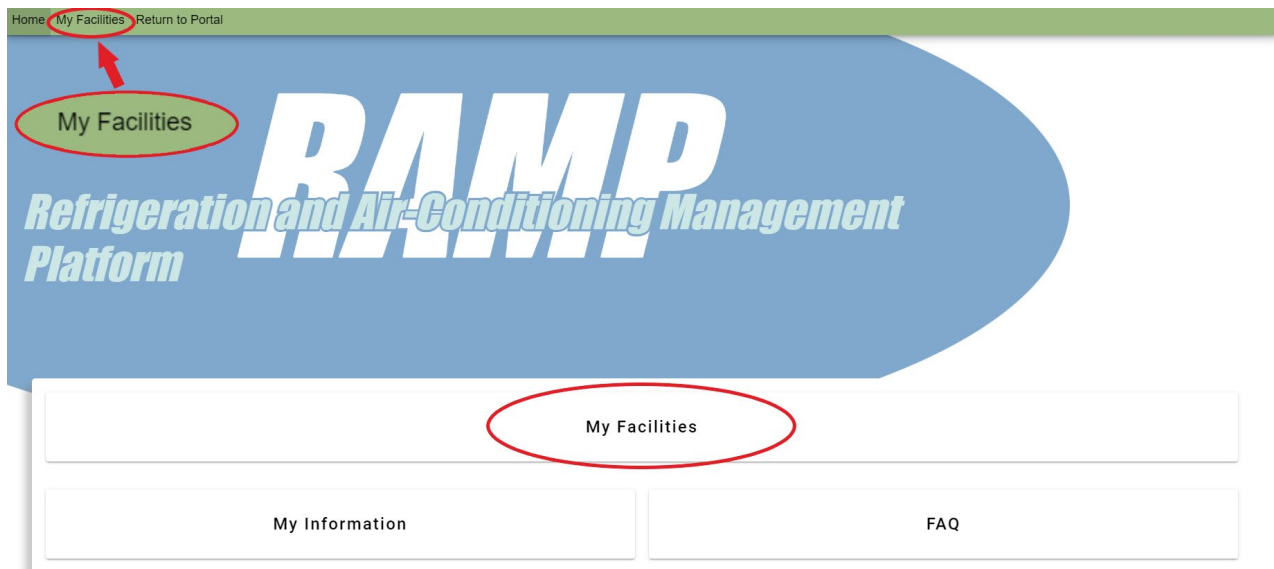
2. Refrigeration and Air-Conditioning Management Platform

Adding a Facility

If you entered RAMP to add a new facility, follow the instructions in this section. If you entered RAMP to be added to a facility that already exists in RAMP, let the facility know that you have completed the steps to be added to the facility and they will go in to add you. If you are unsure, check with the facility to avoid creating duplicate records in RAMP.

Step 1

To add a facility to RAMP, 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 add a facility, your “My Facilities” page will be blank.

Prior to adding a new facility, search RAMP to ensure that facility with the same name and physical address has not already been added. Click the “Search All Facilities” button.



This brings you to the “Find a Facility” page. Search for a facility using any of the fields shown: company name, facility name, physical address. Enter the search criteria and 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

Search

Back

If a facility in RAMP matches your search information, it will appear on the list. The fewer details entered; the more results will be returned. Navigate through the pages of results with the First and Last buttons at the bottom of the page. You can increase or decrease the number of records shown on the page.




Step 3

If a facility listed might be your facility, click on the eye icon  to the right of the facility name to see more information about that facility. If the facility already exists, another member of your organization already created the facility. The person, or another Admin User assigned to the facility, can add you as a member of that facility (see section below on Managing Facility Members). After the Admin User adds you to the facility, it appears on your “My Facilities” page.

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

Step 4

If no facility exists in RAMP matching the information for your facility, create your facility by clicking the button “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	
<div> <div>First</div> <div>1</div> <div>Last</div> <div>Page Size</div> <div>10</div> <div>Total of 3 items</div> </div>			
<div>+ Add A New Facility</div>			

Step 5

Enter facility information.

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."

Add Facility

Add A New Facility

Please select what type of facility this will be, and the date of operations for that type

☒ Facility Reports Equipment

from to ☐ Present

MM/DD/YYYY MM/DD/YYYY

☐ Wholesaler

☐ Distributor

☐ Reclaimer

- **Facility Type:** the type of facility you are entering. You may select multiple types, if more than one applies to a single facility. You must enter the begin date, and end date if applicable, of operations for each facility type selected.
- **Facility Name:** the name by which the facility is known (i.e., identifying store number, etc.).
- **Company Name:** the public name of the company associated with this facility (i.e., Safeway, Boeing, etc.).
- **NAICS Code:** a 6-digit code that identifies a business type as classified by the North American Industrial Classification System. Click the "Add Another NAICS Code" button, to enter additional NAICS codes, if more than one applies to your facility. 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 the “Validate Address” button to populate the country, state, county, and city.

- **Facility’s Physical Address:** the physical location of the facility. The physical location must be inside Washington State (unless your facility is a wholesaler, distributor, or reclaimer). Please note the definition of Facility.

This validation function returns one of three combinations: “Address is Valid” and “Address is in Washington State” with green checks next to both; “Address is Invalid” with a red “X” next to it, and “Address is in Washington State” with a green check next to it; or “Address is Invalid” and “Address is NOT in Washington State” with red “X” next to both.

Address is Valid ✓	Address is in Washington State ✓
Address is Invalid ✗	Address is in Washington State ✓
Address is Invalid ✗	Address NOT in Washington State ✗

Click “Accept Address” to save double green checked, validated Washington address.

Click “Accept un-validated Address” to save unknown street address in Washington State.

“Address is Invalid and NOT in Washington” with two red “X” marks cannot be saved. Re-enter a valid Washington state address for the facility location. Physical facility addresses must be in Washington State. Only mailing addresses can be outside of Washington State.

Note: If you enter a wholesaler, distributor, or reclaimer facility, you may enter a physical address outside of Washington State.

Step 7

Click the “Enter Mailing Address” button. Click the “Same as physical address” radio button if the physical and mailing addresses are the same. If the address is outside of the United States, click the radio button next to “Is Address outside of the United States?”.

The address validation steps work the same way for mailing as it did for your physical address except that mailing address can be outside of Washington State.

Step 8

Enter facility contact information and identify user roles for the facility. By creating the facility, the system automatically assigns you the role “Administrator”, but you will not automatically be listed in the “Contact List” for the facility.

Contacts in the “Contact List” are not required to have user roles in the system. Similarly, system users do not have to be listed in the “Contact List” as facility contacts.

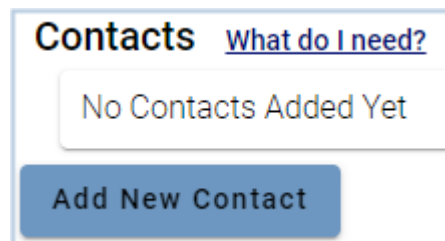
RAMP User Roles

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 sign and submit the facility registration, annual report, leak rate exceedance notification, and exemption request. Anyone can be made an Administrator. The Administrator does not need to be listed on the “Contact List”

Manager: The user can access and edit all information for a facility and its equipment, except for some facility information, such as the facility name, company name, physical address, or primary contacts for a facility. They can also 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.

Enter contact information for the facility:



If you are unsure what contacts to enter, click the “What do I need?” link above the “Add New Contact” button. This link will open an information box about contacts.

RAMP Contact Types

Required for Facilities with Equipment:

Owner: the person or entity having ownership of the facility.

Operator: the person or entity having operational control of the facility.

Billing Contact: the person or entity that the facility invoice will be sent to via email.

Required for Wholesalers, Distributors, Reclaimers:

Owner: the person or entity having ownership of the facility.

Facility Contact: the person or entity that should be contacted by Ecology for the RMP. To enter a contact, click the “Add New Contact” button and begin adding your facility contacts.

- Every field is required.
- When entering the phone numbers, do not include dashes (-).
- Each facility must have one of each contact type before signing and submitting a registration or report. *NOTE: There must be at least one Owner or Operator entered for this new facility to be able to save your work and come back later.*
- If the owner and operator are the same, click the appropriate radio button:
 - If you enter the “Owner” first, and the “Operator” is the same, check the box “Also Operator”; or
 - If you enter the “Operator” first, and the “Owner” is the same, check the box “Also Owner”.

A primary contact for the facility must be identified that is an owner or operator. Identify the primary contact by checking the box next to “Primary Contact for this Facility” for an owner or operator. There can be more than one of each contact type, but only one is the primary contact.

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

Step 9

Enter a “Billing Contact” for this facility. If no billing contact is entered, the new facility can still be saved, and you can enter the information later. There must be one billing contact entered for every facility. It does not have to be a specific person; it can be a department. The email address and phone number for the billing contact must go to a location that receives invoices. You will not be able to submit a facility registration or annual report without a billing contact.

NOTE: *A billing contact is not required if you are a wholesaler, distributor, or reclaimer.*

Step 10

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



Red text will appear to indicate where any error has occurred, or information has not been entered. Go back and correct this information.

When all information meets validation, click the “Add Facility” button. The message “Facility Successfully Added!” indicates that your facility information has been saved.

Facility Successfully Added!

Add Facility

+ Add Another Facility

My Facilities Page

Back

At this time, you may “Add Another Facility” or go to “My Facilities Page”.

All facilities you add will appear on your “My Facilities” page. Your facilities will also appear in the search results when other users search for facilities in RAMP, at step 2 above. You can add users to your facility in the Managing Facility Members Section.

NOTE: Please do not add the same facility more than once.

Adding Equipment to a Facility

This section only applies to facilities with equipment required to participate in the RMP. It does not apply to wholesalers, distributors, or reclaimers. If your facility has equipment, enter information for the equipment at that facility using the steps in this section.

NOTE: Only facilities with equipment containing 50 pounds or more of refrigerant with a global warming potential (GWP) of 150 or greater are required to register. Facilities that do not have equipment that meet these minimum requirements, and are not required to participate in the RMP, may still enter refrigeration and air conditioning equipment in RAMP, but that equipment will not be overseen by Ecology. If your facility does meet those minimum requirements, you only need to enter equipment that meet those requirements. You may add refrigeration and air conditioning equipment that do not meet the requirements if you wish, but that equipment will not be a part of the refrigerant management program oversight by Ecology.

Step 1

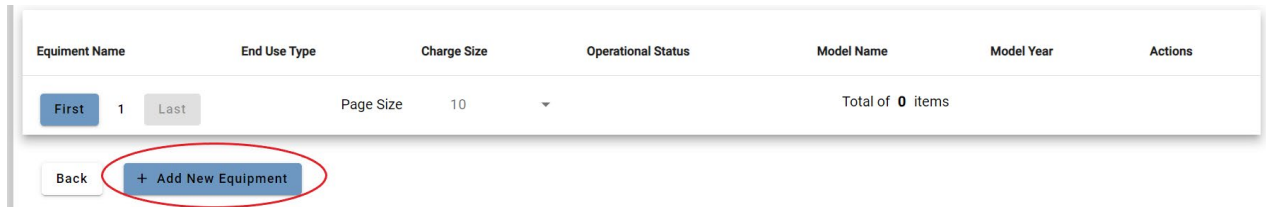
From your “My Facilities” page, click the “Facility Page” button next to the facility that you would like to add equipment.

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 brings you to the home page for that facility. If it is the first time you are adding equipment for this facility, this page will be blank.

Step 2

Click the “Add New Equipment” button located at the bottom of the page.

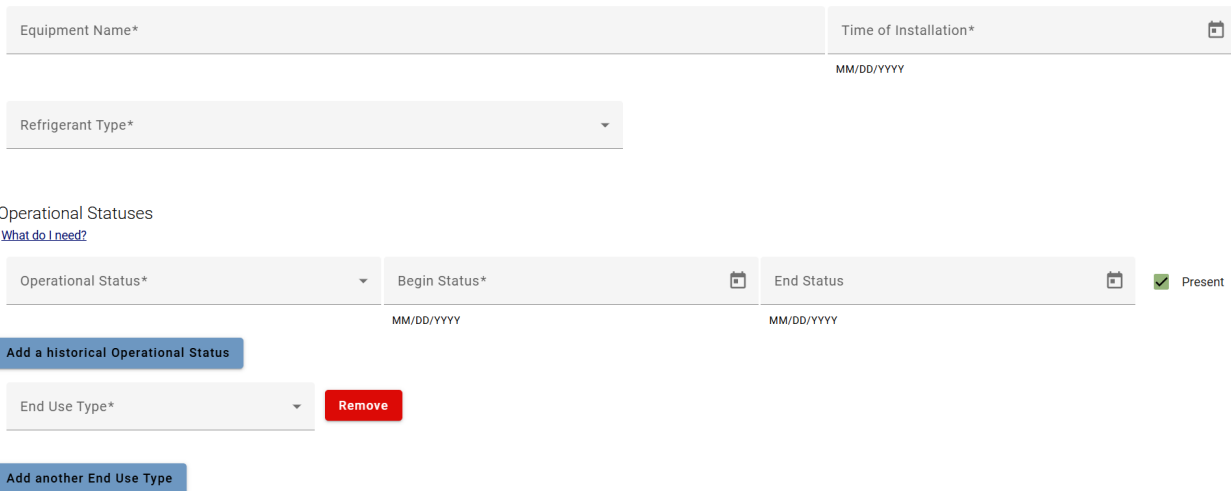


Step 3

Enter equipment information.

Add Equipment

Add Equipment for Building #1



- **Equipment Name:** what you call this system at the facility.
- **Time of Installation:** the month and year this system was installed at the facility.
- **Refrigerant Type:** select from the dropdown menu refrigerant used in this system.
- **Operational Status:** enter the operational status(es) of the system and the beginning and end dates for each status. Select the “Present” button, instead of entering an end date, if the status is current.

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, 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%. Use the “Supplemental Info” box 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 any Component of the Refrigerant Circuit located Outdoors? ☐ No ☐ Yes

Equipment Location Options* ▼	Other Location Information
-------------------------------	----------------------------

- **Serial Number:** the serial number of the equipment.
- **Temperature Classification:** the temperature classification of the equipment, if applicable. If this is not applicable to your equipment, 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:** equipment model.
- **Equipment Model Year:** model year of the equipment.
- **Manufacturer Name:** name of the equipment manufacturer.
- **Full Charge for System to Maintain Normal Operating Characteristics:** 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.

- **Is Any Component of the Refrigerant Circuit Located Outdoors:** check the box for either “No” if no component or part of the refrigerant circuit is located outdoors, or “Yes” if any component or part of the refrigerant circuit is located outdoors. The system will automatically select “Inside” or “Ground” in the “Equipment Location Options” box. Change it to a different option if this information is incorrect for your equipment. Add additional location information in the “Supplemental Info” box.

Does this equipment have Automatic Leak Detection? ☒ Yes ☐ No

Automatic Leak Detection Install Date*	Date of last Calibration*	Sensor Type for Automatic Leak Detection
MM/DD/YYYY	MM/DD/YYYY	
Amount of Refrigerant Indicated Lost when ALD Alerts Operat lbs		

- **Does This Equipment Have Automatic Leak Detection:** Select “yes” if this equipment has an Automatic Leak Detection (ALD) system installed on it. Otherwise, select “no”.
- **Automatic Leak Detection Install Date:** the date the ALD system was installed on the equipment.
- **Date of Last Calibration:** the date the ALD system was calibrated and audited using the manufacturer-recommended procedures to meet WAC-173-443-145 requirements.
- **Sensor Type for Automatic Leak Detection:** may be either:
 - (a) a direct ALD system is one that automatically interprets the presence in air of refrigerant leaked from a refrigeration system;
 - (b) an indirect ALD system is one that automatically interprets measurements (e.g., temperature or pressure) within a refrigeration system that indicates a refrigerant leak in refrigerated cases and other locations in the system.
- **Amount of Refrigerant Indicated Lost When ALD Alerts Operator (for Indirect ALD systems):** enter the alert level, amount of refrigerant in pounds. The system must be set to this level to meet WAC 173-443-145 requirements to alert the owner or operator of a leak in the system. This alert level applies to ‘indirect’ ALD systems.
- **Concentration Level of Refrigerant Detected (for Direct ALD systems):** enter the detection level, the concentration level of the specific refrigerant(s) in parts per million (ppm), for direct ALD systems. The system must be set to this level to meet WAC 173-443-145 requirements. This detection level applies to ‘direct’ ALD systems.
- **Concentration of Refrigerant When ALD Alerts Operator (for Direct ALD systems):** enter the alert level, the concentration in ppm, that direct ALD systems must detect to alert the owner or operator of a leak in the system. This alert level applies to ‘direct’ ALD systems.

Step 4

Once all information is entered, click the “Submit Equipment” button.



Warning: Clicking the “Back” button returns you to the My Facility page without saving the equipment information entered.

Red text will appear to indicate where any error has occurred or where there is incorrect or missing information. Go back and correct this information.

Click the “Submit Equipment” button. RAMP will display “Successfully Submitted!”.



To enter additional equipment, click the “Add Another Equipment to This Facility” button, and repeat Steps 1 through 4 until all equipment is entered into RAMP. At any time, you can return to the facility page by clicking the “Go To...” button to see the list of equipment already saved.

Managing Facility Members

When you create a facility, the system automatically assigns you the role of Administrator for that facility. Administrators manage users at the same permission level, or below. The Administrator manages everyone’s role. Other roles include Manager and Service Personnel. A Manager can manage other Managers and Service Personnel, and a Service Personnel can only manage other Service Personnel.

RAMP User Roles

Administrator: This user role can access and edit all the information for a facility and its equipment. They can manage all other members of the facility. This is the only Role that has permission to sign and submit the facility registration, annual report, leak rate exceedance notification, and exemption request. This person does not have to be someone on the “Contact List”, but anyone on the “Contact List” can be made an “Administrator”.

Manager: The user can access and edit all information for a facility and its equipment, except for some facility information, such as the facility name, company name, physical address, or

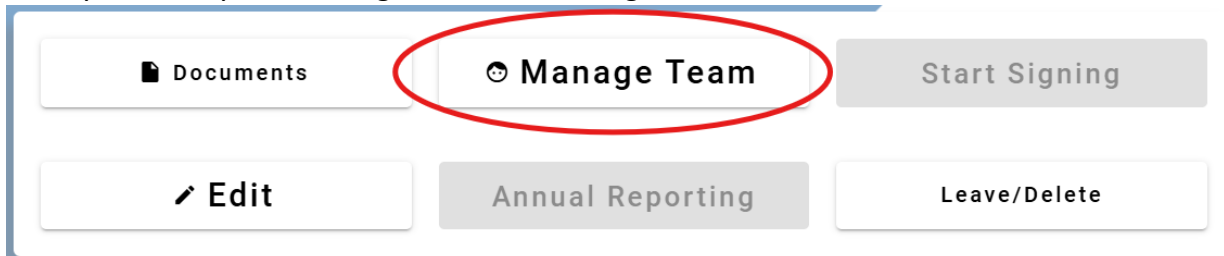
primary contacts for a facility. They can also manage other members of the facility that have the Manager or Service Personnel Role.

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.

To add, edit, or remove other users in your facility, follow these steps.

Step 1

From your facility's Home Page, click the "Manage Team" button.



Step 2

The list of members added to the facility and their User Roles will display. Newly created facilities will have you as the only user, Administrator, until you add more users and identify their roles.

Contacts entered for the facility are not always application users. For example, your billing person does not require access to RAMP to pay the invoices sent to their email address, or a facility owner may not need access because they will not be entering or signing any submittals to RAMP. In these cases, neither the billing contact or owner need to have a RAMP account to be entered as the Billing or Owner Contact of their facility in RAMP.

Note: Before you can add members to your facility in RAMP, those people will have to go through the steps to create a Secure Access Washington (SAW) account and add Climate Portal and RAMP to their account, as previously described. They must launch RAMP one time from their Climate Portal account before they can be added. Once they have done so, you can search for and add them to your facility as any one of the three application User Roles: Admin, Manager, or Service.

To add new members: click the button “Add Users to Facility”. To search for members, click the “Search” button and enter any portion of their name or email address. Navigate through the returned records until you find the member you want to add. Once you identify the RAMP User you would like to add to the facility, select the Role you want to assign to that User (Admin, Manager, Service), listed to the right of their email address.

Name	Email	Actions
Name	email.address.com	<div>Add As Admin</div> <div>Add As Manager</div> <div>Add As Service Level</div>
Name	email@address.com	This User is already a member

An information box will pop up to ask if you are sure you want to add this User to your facility. The information box displays person’s name and the role you selected. If this is correct, confirm that selection.

A message will pop up at the bottom of the page to indicate the User was “Successfully Added”.

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. Select the updated role. There must always be at least one Admin for a facility. If you wish to remove the role of Admin from a user, you must designate another user as Admin first.

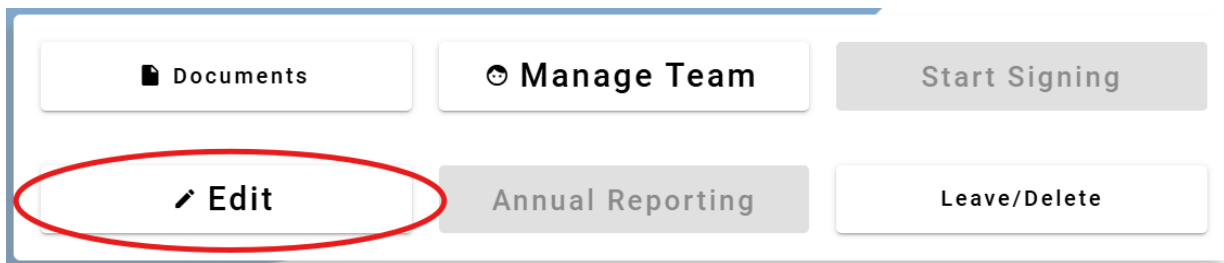
Member Name	Role	Email	Membership Date	Actions
Name	Admin	email@address.com	12/14/2023	<div>Edit Role</div> <div>Remove</div>

Editing Facility Information

It is important to note that an Administrator for a facility edits all facility information. A Manager for a facility only edits some facility information, including the mailing address and the list of contacts. If you need to edit more of the facility information than just the mailing address or contacts, an Administrator must make those changes. To change facility information, follow these steps.

Step 1

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



Step 2

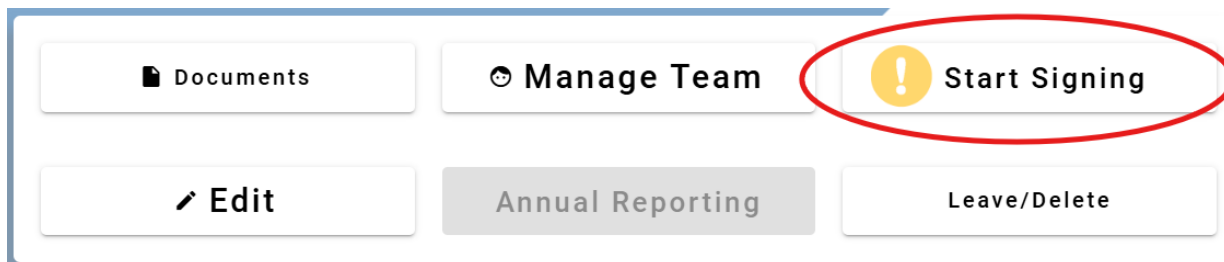
Update information you want to change and click the “Update Facility” button. If you entered everything correctly, green text appears stating “Facility Successfully Updated!”

Submitting a Facility Registration

Only facility Administrators may sign and submit facility registration and reports. Follow the steps below to submit your facility’s registration after all facility information is complete.

Step 1

Go to “My Facilities” and click the “Facility Page” button, then click the “Start Signing” button. This button is activated to allow signing only by Admin users connected to the facility. Registration may be completed only after equipment has been entered; the button will have a yellow exclamation point when it is available to be pressed.



Step 2

If any required information is missing, a prompt will appear at this time. Provide the required information in the Edit Facility section before continuing to sign for the facility 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.

Sign for *Building #1* for 2024

Sign for this facility and generate size and invoice

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

Annual Implementation Fee = \$170.00

Initial Implementation Fee = \$0.00

Total = \$170.00

- This is not a bill -

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

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

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

Step 4

Review the certification and Terms of Use and click the “Sign” button. You successfully submitted your annual registration! You will 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

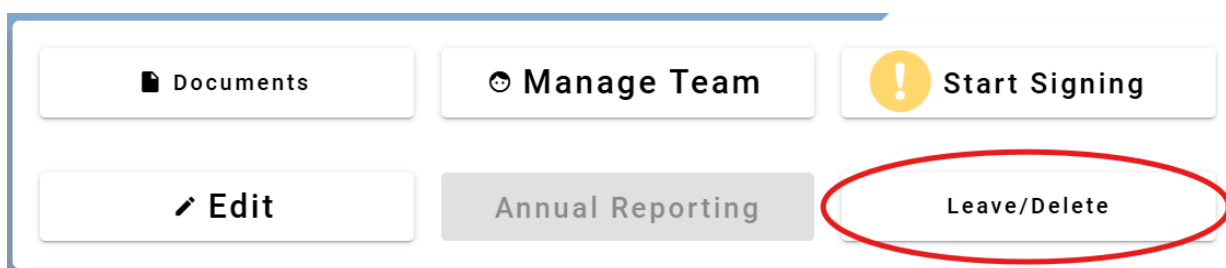
Leaving or Deleting a Facility

To remove yourself from a facility in RAMP, follow step 1. If you are an Admin, you will have the option to delete the facility. To delete a facility, follow step 2.

Please note, there must always be at least one Admin User for each facility. Multiple Admin Users are allowed.

Step 1

Click “My Facilities” and find the facility you want to leave. Click the “Facility Page” button to go to that facility “Home Page”. Click the “Leave/Delete” button.

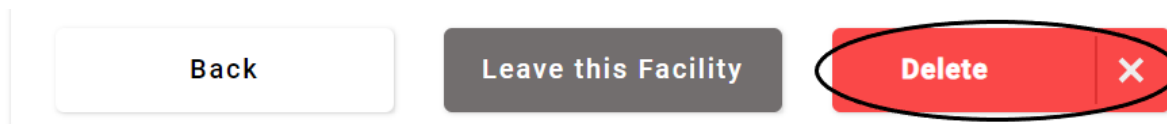


You will be asked to confirm this action. If you are sure, click “Leave this Facility” button. You will no longer have access to this facility. If you wish to be added back to the facility, an Admin or Manager User can add you back to the facility.



Step 2

To remove a facility from RAMP, go to the facility’s Home Page. 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. RAMP keeps all records of the facility and equipment information even for deleted facilities.



Invoicing

After you submit the facility registration or annual report to Ecology, we will send an invoice to your billing contact's email address. Instructions to pay will be included. You can pay by mail or electronically. Payment must be submitted within 30 days of receipt of the invoice.

Entering Service Events

Service events can be added to equipment throughout the year. All service events must be entered into the system for a calendar year before submitting a facility Annual Report for that year. Follow the steps outlined below to enter service events to equipment at your facility.

Step 1

Go to your facility home page. On the "Equipment Table", identify the equipment for which you would like to add a service event. Click the "Edit" button next to that equipment. This will take you to the information page for that piece of equipment.

The screenshot shows the facility home page for Building #1. At the top, there are navigation links: Home, My Facilities, and Return to Portal. Below this, a blue banner displays "Information for Building #1" and "Your role is Admin". To the right of the banner are several buttons: Documents, Manage Team, Start Signing, Edit, Annual Reporting, and Leave/Delete. Below the banner is a table titled "Equipment" with columns: Equipment Name, End Use Type, Charge Size, Operational Status, Model Name, Model Year, and Actions. The table contains one row for "Equipment #1" with details: Cold/Frozen Storage, 3000, Operational, Model Name, 2000. The "Edit" button in the Actions column is circled in red. Below the table are pagination controls: "First", "1", "Last", "Page Size 10", and "Total of 1 items".

Step 2


On the page for that piece of equipment, scroll to the "Service Event" table at the bottom of the page. Click the "Add New Service Event" button.

The screenshot shows the "Service Event" table at the bottom of the equipment page. The table has columns: Service Date (MM/DD/YYYY), Service Event Type, Leak Detected, Leak Exceedance, Detection Method, Refridg. Removed, Refridg. Added, and Actions. Below the table are pagination controls: "First", "1", "Last", "Page Size 10", and "Total of 0 items". At the bottom left, the "Add New Service Event" button is circled in red.

This will take you to an "Add Service Event" window.

Add Service Event
For equipment #1

Service Event Form

Date of Service* 

MM/DD/YYYY

Service Event Type* ▼

Amount of Refrigerant Removed lbs

Amount of Refrigerant Added lbs

Leak Detected? ☐ Yes ☐ No

Detection Method* ▼

Step 3

Complete the fields in the “Service Event” window. The information required will change as you proceed, depending on your answers to the previous questions. For example, if you enter that a leak was detected during an inspection, the system will prompt you to provide more information related to the leak and repair. RAMP guides you to enter information based on answers provided.

Attachment A provides a Service Event Flowchart. The flowchart guides you through a map of the information required for service events. RAMP directs you to enter details based on the information provided. The flowchart will help navigate the process. See also the full list of definitions below for required information in a service event.

- **Date of Service:** the date the service event was performed.
- **Service Event Type:** the type of service event that was performed including; Leak Inspection, Routine Service Event, or Other Service Event.

Note:

- **Leak Inspection:** A full system leak inspection performed with an approved detection method. Leak inspections are required to be performed monthly for large systems, quarterly for medium systems, and annually for small systems. They are also required to be performed whenever: an automatic leak detection system alerts of a leak; following completion of a leak repair; each time refrigerant is added to the system; and whenever oil residue is observed on any refrigerant circuit or component.
- **Routine Service Event:** Any service event not requiring a full system leak inspection, such as routine scheduled maintenance of a system that was not the result of a leak or required leak inspection.
- **Other Service Event:** Any other type of service on a system.

- **Amount of Refrigerant Removed:** the amount of refrigerant removed from the system, if any, during this service event.
- **Amount of Refrigerant Added:** the amount of refrigerant added to the system, if any, during this service event.
- **Leak Detected:** select NO if there was no leak detected or select YES if there was a leak detected. If you select YES, more questions will appear for you to provide leak repair information within the same service event.
- **Detection Method:** the detection method used to perform the leak inspection. The detection methods include Bubble Test or Leak Detection Device. If an EPA Section 608 certified technician is performing the leak inspection, they may use another method they determine is appropriate. This method should be entered manually.
- **Date of Leak Detection:** the date the leak was detected.
- **Is This a Leak Exceedance Notification:** if the calculated 12-month rolling average leak rate exceeds the applicable leak rate threshold, from this service event, select YES. A facility Administrator is required to sign and complete this action. If the calculated leak rate does not exceed the applicable leak rate threshold, select NO.
 - **12-Month Rolling Average Leak Rate:** If you select YES, enter the calculated 12-month rolling average leak rate.

Note: Calculate the leak rate every time you perform a regularly scheduled leak inspection and every time you add refrigerant to a system as follows:

$$\text{Leak Rate} = \frac{\text{lb refrigerant added over previous 365 day period}}{\text{lb refrigerant normally contained in the system at full charge}} \times 100\%$$

Leak Rate Thresholds by End-Use:

Cold Storage Warehouse or Retail Food Refrigeration –	16%
Industrial Process Refrigeration (IPR) –	24%
Air Conditioning –	8%

- **Has the Component Been Isolated:** If a leaking component is isolated and refrigerant removed, check this box. This pauses the leak repair timeline for this leak repair, i.e., you have 14 days to repair a leak and isolate the leaking component on day 4, the remaining 10 days will not resume until you reconnect the isolated component.
 - **Date of Isolation:** the day the component is isolated, and refrigerant is removed from the leaking component.
 - **End of Isolation:** the day the isolated component is reconnected and filled with refrigerant.
- **A Leak is Required to be Repaired Within 14 Days of its Detection. Do You Qualify for an Allowance:** if the leak repair qualifies for an extended repair timeline, choose the repair timeline that applies:
 - **45 Day**
 - **120 Day**

Note: To qualify for an extended repair timeline allowance, you must meet the requirements below:

45-Day Allowance (ONE must apply):

- A certified technician is not available to complete the repair or replace the component(s); OR
- The parts necessary to repair the leak are unavailable; OR
- The leak repair requires an industrial process shutdown that results in an industrial process temporarily ceasing to manufacture the desired product.

120-Day Allowance (ALL must apply):

- The facility owner or operator is an entity subject to the mandatory reporting of greenhouse gas emissions under WAC 173-441; AND
 - The leaking system is an industrial process refrigeration system; AND
 - The leak repair requires an industrial process shutdown that results in ceasing to manufacture the desired products; AND
 - The owner or operator maintains written records documenting that all conditions are met.
- **Would You Like to Apply for an Exemption:** click this box if you wish to apply for an exemption from the leak repair or retrofit and retirement requirements. Click the link in RAMP to download the Exemption Request Form. Once completed, upload your form into RAMP at this location.
 - **Date of Leak Repair:** the date of the leak repair.
 - **Date of Initial Verification:** the date of the initial verification leak test.
 - **Was The Verification Test Successful:** if the verification test indicates the leak was successfully repaired, select YES. If the verification test indicates the leak was not repaired, select NO. If you select NO, you may choose to continue to repair the leak through subsequent repair attempts within a second time frame that equals the same number of days as the first repair timeframe. In this case, you will record in RAMP the first repair attempt and the last repair attempt. Be sure to keep records of all repair attempts.
 - **Was The Refrigerant Evacuated:** If the system refrigerant was evacuated to conduct the leak repair, select YES. Otherwise select NO.
 - **Date of Follow-Up Verification:** the date of the follow-up verification leak test. Follow up verification tests must be conducted on systems that were evacuated of refrigerant. They must be conducted within 14 days of the system reaching normal operating conditions after the leak repair.
 - **Was the Follow-Up Verification Test Successful:** If the follow up verification test indicates the leak was successfully repaired, select YES. If the follow up verification test indicates the leak was not repaired, select NO.

- **Prepare a Retrofit or Retirement Plan:** select this option when the equipment cannot be repaired, or otherwise has reached its end of life, and will be replaced. You are required to prepare a retrofit plan and keep it in your facilities records when this is the case. Download and complete the Retrofit/Retirement Plan form. If the equipment has a leak rate threshold exceedance (See Leak Exceedance Notification information above), the plan must be submitted to Ecology within 90 days of the end of the leak repair timeline by uploading the completed form to RAMP.
 - **Enter the following information if you are retrofitting/retiring the equipment:**
 - **Date of Retrofit/Retirement:** the date equipment retrofit, or retirement of the equipment was completed.
 - **New Refrigerant Type (if retrofitted):** for systems that are retrofitted, enter the new refrigerant type.
 - **New Full Charge (if retrofitted):** for systems that are retrofitted, enter the new full charge of refrigerant in the system, if changed.
 - **New Operational Status (if retired):** for systems that are retired, set the operational status of the equipment to “retired”.

Submitting an Annual Report

Only facility users with the role “Admin” may sign and submit facility annual reports. Facility users with the roles “Manager” or “Admin” may enter all the information for the facility annual report. If a “Manager” is entering the information for the report, the “Admin” will have to go into the system to sign once it is complete.

Follow the steps below to submit your facility’s annual report. Annual Reporting may be completed only after a facility’s registration has been completed and all required information is entered into the system. You will be able to enter missing information through the process, but the facility annual report should not be submitted until all information has been entered.

Note:

Equipment information changed within the annual report review will only be saved within the annual report. To permanently change equipment information, go to the equipment page and change the information **before** reviewing the information submitted for the annual report.

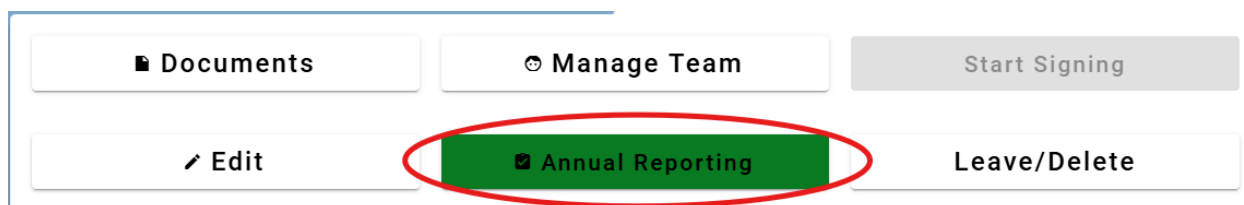
The annual report includes the following:

- Facility and contact information review;
- Equipment information review, including the equipment annual leak rate for the previous calendar year;
- Service events for each piece of equipment conducted over the previous calendar year; and
- Refrigerant usage information for the facility over the previous calendar year.

This must all be confirmed before the annual report can be signed and submitted. Unreviewed sections are marked by a yellow exclamation point. Once the section is reviewed and confirmed, the exclamation point will turn into a green check mark.

Step 1

Go to “My Facilities”, choose the facility for which you are planning to submit an annual report, and click the “Facility Page” button. Once you are on the facility page where you wish to complete the annual report, click the “Annual Reporting” button. This button is activated to allow only for facility users with the roles “Manager” or “Admin” to complete. Only “Admin” users will be able to sign and submit the report once it is complete.



Step 2

Click the “Review Facility Information” button. Review your facility information to ensure it is correct and accurate.

Facility Information

A screenshot of the 'Review Facility Information' section. At the top is a teal button labeled 'Review Facility Information' and a yellow exclamation point icon. Below is the section header 'Equipment/Service Event Information'. Underneath is a table with columns: Equipment Name, End Use Type, Charge Size, Operational Status, Model Name, Model Year, and Actions. The table contains three rows of equipment data. Each row has a 'Review' button with a yellow exclamation point icon. At the bottom left are 'First', '1', and 'Last' buttons. At the bottom center is 'Page Size 10' with a dropdown arrow. At the bottom right is 'Total of 3 Items'.

Refrigerants Information

A screenshot showing a teal button labeled 'Review Refrigerants Information' and a yellow exclamation point icon.

If you need to change information, click the link at the top of the page to go to the “Edit Facility Page”, edit the information, and click “update facility”.

Annual Reporting - Review Facility Information

This section is read-only. If you need to make changes, please go to the facility edit page

[Click here to go to the Edit Facility page](#)

Please select what type of facility this will be, and the date of operations for that type

☒ Facility Reports Equipment

from Begin Operations
1/1/2020 MM/DD/YYYY to End Operations
MM/DD/YYYY ☒ Present

- ☐ Wholesaler
☐ Distributor
☐ Reclaimer

After reviewing the facility information, scroll to the bottom of the page and click “Confirm Facility Information”.

Confirm Facility Information

Back

Step 3

Click the “Review” button for each piece of equipment entered for the facility. Review the equipment information to ensure it is correct and accurate. You may edit equipment information directly on the page.

Facility Information

Review Facility Information



Equipment/Service Event Information

Equipment Name	End Use Type	Charge Size	Operational Status	Model Name	Model Year	Actions
Equipment #1	Retail Refrigeration	3000	Operational	Model Name	2000	Approved
Equipment #2	Cold/Frozen Storage	2500	Operational	Model Name	2005	Review
Equipment #3	Industrial Process Refrigeration	2000	Operational	Model Name	2005	Review

First 1 Last Page Size 10 Total of 3 Items

Refrigerants Information

Review Refrigerants Information



When reviewing equipment information, you must review the service event information for that piece of equipment and ensure that all service events conducted on that piece of equipment during the previous calendar year have been entered. Click the “Review” button for each service event.

Note:

During this annual report review, the Service Event Table will only display service events that are performed within the calendar year being reported. If you need to add additional service events, exit the annual reporting page and go to the “Edit Equipment” page (see Adding Service Events section).

Service events entered for equipment that is not required to report, in a given reporting year, will not have to be reviewed, i.e. a service event entered on a small system will not require a review. The words “service events do not need to be approved due to the low charge size of the equipment” will be displayed above the service event table in these cases.

Review the service event information to ensure it is correct and accurate. You may click “Edit Service Event” to edit the information.

Service Events

Service Date (MM/DD/YYYY)	Service Event Type	Leak Detected	Leak Exceedance	Detection Method	Refridg. Removed	Refridg. Added	Actions
12/01/2024	Leak Inspection	true	false	Bubble Test	5 lbs	5 lbs	Review
First 1 Last		Page Size 10		Total of 1 items			

After reviewing the information, click the “Approve Service Event” button.

Review Service Event

Date of Service:

12/01/2024

Service Type:

Leak Inspection

Refrigerant Removed:

5 lbs

Refrigerant Added:

5 lbs

Leak Detected:

true

Detection Method:

Bubble Test

Date of Leak Detection:

12/01/2024

Is this a Leak Exceedance Notification:

false

12 Month Rolling Average:

None

Has the Component been Isolated?:

false

Date of Isolation:

No Information

Leak Repair Allowance:

14 Days

Date of Leak Repair:

12/04/2024

Date of Initial Verification:

12/04/2024

Verification Test Successful:

true

Refrigerant Evacuated:

false

Approve Service Event

Edit Service Event

Cancel

After completing the review for a piece of equipment and service event information related to that piece of equipment, click the “Approve this Equipment and Service Events” button. A pop-up window will appear that displays the total pounds of refrigerant charged into and removed from the equipment over the previous calendar year based on the service event information in the system.

Additional Information

[Click here for more information about these values](#)

Total Pounds Charged to this System

5

lbs

Total Pounds Recovered from this System

5

lbs

Annual Leak Rate (%)

Submit

Cancel

Note:

The total pounds of refrigerant charged into and removed from the system is automatically calculated based on the service event information entered in RAMP. If the calculated amount is incorrect, please go back and edit the equipment's service event information to ensure it is correct.

You must also enter the equipment's annual leak rate (%) for the calendar year (if the equipment is not required to report this information, i.e. a small system, you will not have to enter this information). Click the "submit" button to complete the review of the equipment and its service event information.

Repeat this step for every piece of equipment at the facility.

Step 4

After you have completed the facility information review and equipment information review, you will enter refrigerant usage information for the facility.

Click the "Review Refrigerants Information" button. Enter the required refrigerant usage information by selecting the refrigerant type and entering the amount, in pounds, for all required information (see informational box below). Click the "Add Another Refrigerant Type" button for each type of refrigerant. After entering all refrigerant usage information, click the "Save Changes" button.

Total Weight in Pounds Purchased

Please enter the total weight in pounds of each type of High Global Warming Potential Refrigerant ***purchased***

Refrigerant Type*	Total lbs for Facility*	Remove
<div>+ Add Another Refrigerant Type</div>		

Note:

The refrigerant usage information required within the annual report depends on the type of facility.

Required for Facilities with Equipment:

Total weight in pounds of each type of refrigerant with a GWP of 150 or more:

1. purchased;
2. stored in inventory at the facility, or stored at a different location for use in the facility, on the last day of the calendar year; and
3. that was shipped by the owner or operator for reclamation and for destruction.

Required for Refrigerant Wholesalers and Distributors:

Total statewide annual aggregated weight in pounds of each type of refrigerant with a GWP of 150 or more:

1. purchased or received for subsequent resale or delivery; and
2. sold or distributed to a facility in Washington.

Required for Refrigerant Reclaimers:

Total statewide annual aggregated weight in pounds of refrigerant with a GWP of 150 or more that was:

1. received by the certified reclaimer for reclamation or destruction;
2. shipped out of Washington for reclamation; and
3. shipped out of Washington for destruction.

Step 6

Once you have reviewed all the information for the annual report, every section will have a green checkmark beside it. If there are any incomplete sections indicated by a yellow exclamation point, go back and address those sections.

Once all sections are complete, an “Admin” user can go to the annual report and click the “Begin Signing this Annual Report” button to continue submitting the annual report.

Facility Information

[Review Facility Information](#)

Equipment/Service Event Information

Equipment Name	End Use Type	Charge Size	Operational Status	Model Name	Model Year	Actions
Equipment #1	Retail Refrigeration	3000	Operational	Model Name	2000	Approved
Equipment #2	Cold/Frozen Storage	2500	Operational	Model Name	2005	Approved
Equipment #3	Industrial Process Refrigeration	2000	Operational	Model Name	2005	Approved

[First](#) [Last](#)

Page Size 10

Total of 3 Items

Refrigerants Information

[Review Refrigerants Information](#)[Begin Signing this Annual Report →](#)[Go Back To Facility Page](#)

Step 7

Review your fee breakdown.

Sign for Building #1 for 2024

Sign for this Annual Report

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

Annual Implementation Fee = \$370.00

Total = \$370.00

- This is not a bill -

You will receive an invoice in the near future.

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

Step 8

Review the certification and Terms of Use and click the “Sign” button.

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

Congratulations, you successfully submitted your annual report! You will receive a confirmation email that your annual report was submitted.

Understanding Compliance Status

Check the compliance status of a facility’s registration or annual report at any time. This compliance status reflects your facility’s registration or annual report status. You must maintain compliance with all other applicable rule requirements to follow the remaining parts of the rule. The compliance status page displays whether registration and annual report requirements are complete, as shown below the title “Completed Items”.

IN COMPLIANCE – ANNUAL REPORT NEEDS ATTENTION

IN COMPLIANCE, FACILITY MUST COMPLETE ANNUAL REPORT

Completed Items:

- Facility Registration is Complete

Below are the descriptions of the registration and reporting compliance statuses.

Compliance Status	Meaning
Unknown – Compliance Status Cannot be Determined, Please Input Equipment Information	The system cannot yet determine the compliance of your registration or annual reporting requirements. Enter equipment in the facility for the system to determine your facility size and what requirements apply to you.
In Compliance – Facility is in compliance	The facility has met its registration and/or annual reporting deadline requirements for the calendar year.
Out of Compliance Equipment – Facility contains equipment that needs to be reported on	The facility is past its deadline to submit its annual report, based on the equipment entered the system.
Out of Compliance Facility Type – Facility is past reporting deadline for its type	The facility is past its deadline to submit its annual report, based on the type of facility that is selected (Refrigerant wholesaler, distributor, or reclaimer).
Out of Compliance Registration – Facility registration signature is overdue	The facility is past its deadline to submit its initial registration, based on the type of facility and/or the equipment entered in the system.
In Compliance - Registration Needs Attention – In compliance, Facility must register information	The facility must submit its initial registration, but the deadline to sign and submit the registration has not yet passed.
In Compliance - Annual Report Needs Attention – In compliance, Facility must complete annual report	The facility must submit its annual report, but the deadline to sign and submit the registration has not yet passed.