



Bulk Application Guidance Document

The purpose of this guide is to help the user navigate and fill out EPA's GreenChill Bulk Application. There are four tabs in the document: three for each type of store classification (New – Newly Constructed, New – Operational, and Recertification) along with a tab to fill in leak tightness information for newly constructed stores. An overview of each tab and details on the data to input into each are provided in the descriptions below.

For more information, please visit [EPA's GreenChill site](#) or contact GreenChill at GreenChill@epa.gov.

New – Newly Constructed

If a store has been operational for less than 12 months, it should be included on the New – Newly Constructed tab. Information on how to fill out the different parts of the bulk application are provided below.

1. Store Information (Columns B-I)

- a. In these columns, please provide the location and administrative information for each store being submitted for certification.
- b. In column D "Unique ID", please input any distinctive name used to identify the store (e.g., if there are multiple stores in the same city and one is known as "Downtown" and the other as "Business District").



2. Refrigeration System Type and Manufacturer (Columns J-M)

- a. In columns J-K, please provide the system type and manufacturer for the medium temperature or self-contained systems.¹ If applicable, enter the system type and manufacturer for the low temperature system in columns L-M.
 - i. **Note:** If the store is using self-contained equipment as its primary refrigeration system (e.g., through a micro-distributed system), select "Self-Contained Equipment Only."
- b. If the store's system type is not included in the drop-down list, please specify in column AC.

3. Refrigerant Type and Charge Size (Columns N-X)

- a. In columns N-S, please provide the primary and secondary refrigerant types and charge size for both medium and low temperature systems, if applicable.
- b. If the store system exclusively uses self-contained equipment (e.g., through a micro-distributed system), select "Self-Contained Equipment Only" and enter NA for each of the "Low Temperature" columns.
- c. In columns T-U, please provide the refrigerant type(s) and charge size(s) for any self-contained equipment.
- d. Input the refrigerant type used in the HVAC equipment of the store in column X.


4. Predicted Refrigerant Emissions (Column Y)

- a. Enter an estimate of each store's projected annual emissions.
- b. **Note:** If the store has been open for 6-12 months, please provide the *actual* amount of refrigerant emitted since the store's opening.

5. Refrigeration Load (Column Z)

- a. In this column, please provide the total remote commercial load for each store being submitted for certification.
 - i. HVAC Systems, sub-cooling, heat of rejection, and/or pump heat should **not** be included in the total load.

¹ If self-contained refrigerated cases are the primary means of refrigeration system at the store (e.g., through a micro-distributed system).

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- ii. **Note:** If your store uses self-contained equipment entirely, or include some self-contained equipment, these units' evaporated head loads may be multiplied by a derating factor of (22/24) to account for these systems typical maximum operating time of 22 hours.
 - 1. Additional information on the derating factor and self-contained equipment can be found in the [GreenChill Store Certification Protocol for Self-Contained Cases](#).

6. Certification (Column AA-AB)

- a. The stores' authorized representative must initial and date each store to certify all information provided is the best available and correct.

7. Other (Column AC)

- a. Enter any notes or comments regarding individual stores in this column (e.g., system types not included in columns J and N).

8. Attachments (Columns AD-AG)

- a. Use these columns to certify that the listed attachments have been included along with the Bulk Application for each store submitted for certification, including the store legend, refrigerant charge size verification, predicted/annual emissions, and leak tightness testing. Stores using refrigerants with a global warming potential (GWP) of less than 150 are not required to submit predicted annual emissions or leak tightness testing documentation.
- b. **Note:** If preferred, stores may fill out the "New – Leak Tightness" tab to input all stores verifications at once (see next section for details). Alternatively, stores may still submit individual forms for each store enclosed in the bulk application.

New – Leak Tightness

Fully completing the New – Leak Tightness tab is an alternative to completing and attaching the [GreenChill Installation Leak Tightness Testing Verification Form](#). One of these two methods must be completed for stores that have been operational for less than 12 months and have a GWP greater than 150.



1. Store Information (Columns B-K)

- a. In columns B-F, please provide the location and administrative information for each store that requires leak tightness verification. (Please enter (or copy-paste) the data as it was inputted on the New – Newly Constructed tab.)
- b. In columns G-K enter the contact information for the installation company used for each individual store.

2. Leak Testing Information (Columns L-T)

- a. In columns L-N, please provide the information and results of the pressure test for each store.
- b. In columns O-T input the information and results of the stairstep evacuation procedure.
- c. For more information on EPA’s requirements and best practices for leak tightness testing, please refer to [GreenChill’s Best Practices Guideline](#).

3. Signature/Certification by Authorized Company Representative (Columns U-V)

- a. The stores’ authorized representative must initial and date each store to certify all information provided is the best available and correct.
- b. **Note:** These are the initials for the store’s representative, not the installation company.

New – Operational

For stores that have been fully operational for over 12 months and have not previously certified under GreenChill, please include their information in this tab of the Bulk Application.

1. Store Information (Columns B-I)

- a. In these columns, please provide the location and administrative information for each store being submitted for certification.
- b. In column D “Unique ID”, please input any distinctive name used to identify the store (e.g., if there are multiple stores in the same city and one is known as “Downtown” and the other as “Business District”).



2. Refrigeration System Type and Manufacturer (Columns J-M)

- a. In columns J-K, please provide the system type and manufacturer for the medium temperature or self-contained systems.² If applicable, enter the system type and manufacturer for the low temperature system in columns L-M.
 - i. **Note:** If the store is using self-contained equipment as its primary refrigeration system (e.g., through a micro-distributed system), select "Self-Contained Equipment Only."
- b. If the store's system type is not included in the drop-down lists, please specify in column AC.

3. Refrigerant Type and Charge Size (Columns N-X)

- a. In columns N-S, please provide the primary and secondary refrigerant types and charge size for both medium and low temperature systems, if applicable.
- b. If the store system exclusively uses self-contained equipment (e.g., through a micro-distributed system), select "Self-Contained Equipment Only" and enter NA for each of the "Low Temperature" columns.
- c. In columns T-U, please provide the refrigerant type(s) and charge size(s) for any self-contained equipment.
- d. Input the refrigerant type used in the HVAC equipment of the store in column X.


4. Refrigerant Emissions (Column Y)

- a. In this column, please provide the emissions from the previous 12 months of the store's operation.
 - i. **Note:** This is required for all stores, regardless of refrigerant type.

5. Refrigeration Load (Column Z)

- a. In this column, please provide the total remote commercial load for each store being submitted for certification.
 - i. HVAC Systems, sub-cooling, heat of rejection, and/or pump heat should **not** be included in the total load.

² If self-contained refrigerated cases are the primary means of refrigeration system at the store (e.g., through a micro-distributed system).

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- ii. **Note:** If your store uses self-contained equipment entirely, or include some self-contained equipment, these units' evaporated head loads may be multiplied by a derating factor of (22/24) to account for these systems typical maximum operating time of 22 hours.
 - 1. Additional information on the derating factor and self-contained equipment can be found in the [GreenChill Store Certification Protocol for Self-Contained Cases.](#)

6. Certification (Column AA-AB)

- a. The stores' authorized representative must initial and date each store to certify all information provided is the best available and correct.

7. Other (Column AC)

- a. Enter any notes or comments regarding individual stores in this column (e.g., system types not included in columns J and N).

8. Attachments (Columns AD-AF)

- a. Use these columns to certify that the listed attachments have been included along with the Bulk Application for each store submitted for certification, including the store legend, refrigerant charge size verification, and annual emissions documentation.

Recertification

For stores that have previously certified under GreenChill, please include their information in this tab of the Bulk Application.

1. Store Information (Columns B-I)

- a. In these columns, please provide the location and administrative information for each store being submitted for certification.
- b. In column D "Unique ID", please input any distinctive name used to identify the store (e.g., if there are multiple stores in the same city and one is known as "Downtown" and the other as "Business District").



2. Refrigeration System Type and Manufacturer (Columns J-M)

- a. In columns J-K, please provide the system type and manufacturer for the medium temperature or self-contained systems.³ If applicable, enter the system type and manufacturer for the low temperature system in columns L-M.
 - i. **Note:** If the store is using self-contained equipment as its primary refrigeration system (e.g., through a micro-distributed system), select "Self-Contained Equipment Only."
- b. If the store's system type is not included in the drop-down lists, please specify in column AC.

3. Refrigerant Type and Charge Size (Columns N-X)

- a. In columns N-S, please provide the primary and secondary refrigerant types and charge size for both medium and low temperature systems, if applicable.
- b. If the store system exclusively uses self-contained equipment (e.g., through a micro-distributed system), select "Self-Contained Equipment Only" and enter NA for each of the "Low Temperature" columns.
- c. In columns T-U, please provide the refrigerant type(s) and charge size(s) for any self-contained equipment.
- d. Input the refrigerant type used in the HVAC equipment of the store in column X.


4. Refrigerant Emissions (Column Y)

- a. In this column, please provide the emissions from the previous 12 months of the store's operation.
 - i. **Note:** This is required for all stores, regardless of refrigerant type.

5. Refrigeration Load (Column Z)

- b. In this column, please provide the total remote commercial load for each store being submitted for certification.
 - i. HVAC Systems, sub-cooling, heat of rejection, and/or pump heat should **not** be included in the total load.

³ If self-contained refrigerated cases are the primary means of refrigeration system at the store (e.g., through a micro-distributed system).

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- a. Enter any notes or comments regarding individual stores in this column (e.g., system types not included in columns J and N).

8. Attachments (Columns AD-AF)

- a. Use these columns to certify that the listed attachments have been included along with the Bulk Application for each store submitted for certification, including the store legend, refrigerant charge size verification, and annual emissions documentation.