

MEMORANDUM OF UNDERSTANDING

BETWEEN THE NEW YORK CITY FIRE DEPARTMENT AND _____

This memorandum provides the procedures to follow in order to obtain a **Certificate of Fitness for Supervising Storage, Handling and Use of Flammable or Combustible Liquids (C-92)**, without a written test administered by the New York City Fire Department. Applications for alternative issuance must be submitted online - <https://www1.nyc.gov/nycbusiness/index>, thru the safety officer of your organization, college or department or school. The safety officer must be approved by FDNY to submit applications.

Additionally, applicants may be called upon to be tested on a random basis at any time during the valid period of the certificate.

1. SUBMIT NOTARIZED STATEMENTS

A. A notarized statement from the applicant's supervisor stating that the applicant has a reasonable understanding of and has received training in Fire Code Chapter 27 and Chapter 34, Fire Code Section 105.4., Fire Code (FC) 2703.10.2 and 2703.10.3, Fire Code Table 2703.1.1(3) or 2703.1.1(4), Table 3404.3.6.3 (4) to Table 3404.3.6.3(8) in the Fire Code (see Appendix D), **the NFPA 30**, the US Department of Transportation (DOT) design specifications, New York State General Municipal Law Section 209-u and/or the annual facility inventory forms filed with the City of New York as required by the NYC Right to Know Law. The statement must include the applicant's full name, character, physical condition, experience, and address of premises where the applicant will be employed. **Additionally, this statement must affirm that the applicant is thoroughly familiar with the fire protection and fire suppression systems in the premises where he/she is to be employed.** This statement must be submitted on company's official letterhead.

B. A notarized statement from the applicant stating that he/she is being issued a Certificate of Fitness by the New York City Fire Department on the basis of his/her experience, education, and understanding of the specific facilities' requirements governing the supervision of establishments used for the manufacture of flammable/combustible mixtures; or the supervision of wholesale drugstores, and drug and chemical supply houses; or the operation of dry cleaning and dry dyeing establishments; or the supervision of technical establishments; or the storage and use of flammable and/or combustible liquids. The statement must include the applicant's full name, experience, and address of the premises where the applicant will be employed. **Additionally, this statement must affirm that the applicant is thoroughly familiar with the fire protection and fire suppression systems in the premises where he/she is to be employed.**

2. COMPLETE FORM A-20

http://www.nyc.gov/html/fdny/pdf/fdny_cof_employee_affirmation_form.pdf

3. APPLICATION FEES

Payment via ePayment must be made using one of the following E-check or credit cards
Either personal or business:

- Credit Card (American Express, Discover, MasterCard, or Visa)
- Debit card (MasterCard or Visa)
- E-Check
- Certificates with Fee waivers for NYC Agencies provide an agency letter for a fee Waiver

4. PHOTOS

All applicants must submit a recent 2x2 color photo in JPG.

5. SPECIAL QUALIFICATIONS

Applicants holding a license as:

- A license as a Clinical Laboratory Director from the NYS Dept. of Health; or
- A license as a Certified Industrial Hygienist (AIHA); or
- A license as a Certified Safety Professional (ASSE); or
- A license as a PE or RA issued by the NYS Dept. of Education; or
- Bachelor's degree in Chemical, Biology, Biochemistry, Environmental or Health Sciences, Medical Technology, or Biomedical Engineering, or related field and plus 2 years of experience in the supervisory capacity Storage, Handling & Use of Flammable or Combustible Liquids.

6. ADDITIONAL INFORMATION

Applicants must submit proof of education, including evidence of completion of training (s), diplomas, certificates, licenses, etc.

Applicants wishing to renew their Certificate of Fitness shall submit a notarized statement attesting to their knowledge and understanding of any amendments Fire Code Chapter 27 and Chapter 34, Fire Code Section 105.4., Fire Code (FC) 2703.10.2 and 2703.10.3, Fire Code Table 2703.1.1(3) or 2703.1.1(4), Table 3404.3.6.3 (4) to Table 3404.3.6.3(8) in the Fire Code (see Appendix D), the NFPA 30, the US Department of Transportation (DOT) design specifications, New York State General Municipal Law Section 209-u and/or the annual facility inventory forms filed with the City of New York as required by the NYC Right to Know Law. prior to submission of Certificate of Fitness renewal.

Applicants who have failed the written exam will not be allowed to take advantage of this policy.

Further questions may be addressed, in writing, to Elsa Araya, Deputy Director of Public Certification unit, at 9 MetroTech Center, Brooklyn, NY 11201 Room 1S-1A Or email to arayae@fdny.nyc.gov.

7. Recipient of this exam may be subject to audit by the FDNY.