



---

## BUILDINGS BULLETIN 2011-001

### Technical

---

**Supersedes:** None

**Issuer:** Fatma M. Amer, P.E.  
First Deputy Commissioner

**Issuance Date:** January 28, 2011

**Purpose:** This document provides guidelines for approved manual means of transfer of fuel oil for emergency generators in buildings constructed prior to the enactment of the 1968 Building Code.

**Related Code/Zoning Section(s):**

MC	1305.3.3	FC	2703.10.3
MC	1305.13.3	FC	3405.2.5
FC	2703.10.2		

**Subject(s):** Emergency generator, fuel oil, transfer of; Fuel oil, manual transfer of; Diesel fuel, transfer of; Fuel oil, storage; Emergency power, fuel; Certificate of Approval for Oil Burning Installation; Certificate of Fitness

---

2008 NYC Mechanical Code section MC 1305.3.3 states that "Fuel oil shall be supplied by a transfer pump or automatic pump or by other approved means". The DOB may approve the manual means of transfer of diesel fuel oil to fill emergency generator diesel fuel storage tanks in buildings lawfully constructed prior to December 6, 1968, provided that all of the following conditions are satisfied:

1. The emergency generator and diesel fuel storage tanks must be authorized for use by a valid Fire Department fuel oil permit.
2. The combined total quantity of diesel fuel stored in the emergency generator storage tank(s) and any diesel fuel stored in reserve portable drums or containers shall not exceed 330 gallons on any given story.
3. The maximum diesel fuel reserve storage in portable drums or containers shall not exceed 60 gallons on any given story and shall be stored in spaces conforming to section MC 1305.13.3, Items 1 through 5, and 7. Any empty drums or containers shall be removed immediately and disposed of in a legal manner.
4. Diesel fuel shall be transferred in sealed portable drums or containers satisfying Fire Code sections FC 2703.10.2 and 2703.10.3.
5. The transfer of diesel fuel and the manual filling of the generator storage tanks shall be conducted by, or supervised by, a person holding a FDNY Certificate of Fitness C-98 for storage and use of combustible liquids.

6. The transfer of diesel fuel from lower to upper stories or roof shall only be via the building freight elevator utilizing hand trucks. Transfer via any passenger elevator shall be prohibited.
7. The transfer of diesel fuel from the sealed portable container to the emergency generator fuel storage tank shall be performed using a hand crank pump satisfying the provisions of section FC 3405.2.5.
8. The DOB Boiler Division shall, upon satisfactory inspection, issue to the owner DOB form 16A "Certificate of Approval for Oil Burning Installation" indicating that the application involves the manual transfer and filling of the emergency generator diesel fuel storage tank(s) from portable drums or containers and that an FDNY Certificate of Fitness is required when such manual transfer is performed. A copy of the completed form shall be transmitted by the DOB Boiler Division to the Fire Department District office of the bureau of Fire Prevention.