

NEW YORK CITY FIRE DEPARTMENT
Bureau of Fire Prevention
Public Certification and Education

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 the Recovery of Methane Gas from Landfill (G-19)** without a written test administered by the New York City Fire Department. Applicants may take advantage of this policy only when the administration of a written exam is not practicable. Applications for alternative issuance must be submitted **by mail only**.

1. SUBMIT NOTARIZED STATEMENTS

A) A notarized statement from the Managing Engineer, Personnel Director or Manager of the premises where the applicant is to be employed stating that the applicant has a high school diploma; reasonable understanding of, and has received training in 3RCNY §23-02 and the methane recovery procedures and practices at the specific plant where the applicant will be employed. This statement must include the applicant's full name, character, physical condition, experience, and address of premises where 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 will be employed.** This statement shall 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 Fire Department, on the basis of his/her experience, education, and understanding of the specific premises' requirements governing the recovery of methane from landfill. This statement must include the applicant's full name, education, experience, and address of premises where applicant will be employed. This statement must also affirm that he/she is familiar with 3RCNY §23-02, and is knowledgeable of the provisions contained therein. **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 will be employed.**

2. COMPLETE FORM A-20

All applicants shall complete a Certificate of Fitness Application (Form A-20).

3. APPLICATION FEES

A check or money order for \$25.00 shall accompany each application.

4. PHOTOS

All applicants must submit a recent 2x2 color photo.

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5. SPECIAL QUALIFICATIONS

Applicants must have completed in-house training regarding Methane Recovery as it applies to the specific facilities where he/she will be employed.

6. ADDITIONAL INFORMATION

All applicants **must** submit proof of education, including evidence of completion of training, diplomas, certificates, licenses, etc.

All applicants wishing to renew their Certificate of Fitness shall submit a notarized statement attesting to their knowledge and understanding of amendments to 3RCNY §23-02 as stated in 1A above 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. **Qualified applicants must submit all documentation by mail.**

Further questions may be addressed, in writing, to Dr. Jorge Esquilin, Director of Examinations at 9 MetroTech Center, Brooklyn, NY 11201 Room 1S-1A.

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