

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 Operation of Petroleum Pipelines (P-23)** without a written test administered by the New York City Fire Department. 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 pipeline company where the applicant is or will be employed stating that the applicant has a reasonable understanding of, has received training, and is knowledgeable of the provisions contained therein of the following:

? USDOT Code of Federal Regulations 49, Part 195 (Pipeline Regulations)

? Pipeline operations manual, including route of entire pipeline, and control valves location.

? Pipeline maximum allowable operating pressure.

? Pipeline leak detection equipment and emergency procedures.

? Knowledge of the hazards and physical properties of the product transported.

This statement must include the applicant's full name, character, physical condition, experience, and address of premises where applicant will 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 Fire Department for the operation of a Petroleum Pipeline on the basis of his/her experience, and understanding of the specific requirements governing the operation of the pipeline. This statement must include the applicant's full name, experience, and address of pipeline company where applicant is or will be employed. **Additionally, this statement must affirm that the applicant is thoroughly familiar with the fire protection and fire suppression systems in the Pipeline where he/she will be employed.**

2. COMPLETE FORM A-20

All applicants must complete a Certificate of Fitness Application (Form A-20). This form can be downloaded from FDNY web site at www.NYC.GOV/FDNY.

3. APPLICATION FEES

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

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4. PHOTOS

All applicants must submit one (1) recent 2x2 color photo.

5. ADDITIONAL INFORMATION

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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