



Portable Fire Extinguisher Tag/ Commercial Kitchen Exhaust System Decal Program

May 7, 2018

NYC

Bill de Blasio
Mayor

FDNY

Daniel A. Nigro
Commissioner

Changes



- Due to suggestions which were raised at the forum, the information on the following slides are under review:
 - 19, 20, 21, 27, 28, 38, 39, 45, 46, 49, 50, 51.



I. Introduction



Introduction

- The NYC Fire Code requires the periodic inspection and servicing of portable fire extinguishers.
- The NYC Fire Code requires the periodic inspection and cleaning of Commercial Cooking Exhaust Systems and other commercial cooking equipment that generate grease-laden vapors.

Why NOW?



- Unlicensed businesses unlawfully conducting Commercial Cooking Equipment cleaning and fraudulently placing decals identifying other, licensed companies as having done the work.
- NYC Department of Investigations (DOI) discovered several Portable Fire Extinguisher (PFE)/Commercial Cleaning companies attaching an inspection tag/decal bearing the name of another company, jeopardizing the other company's business reputation.

NYC Department of Investigation



- NYC DOI ordered new program of Portable Fire Extinguisher (PFE) tags and Commercial Cooking Exhaust (rangehood) cleaning decals.
- Improper practices have led to fires, loss of property and injuries.

FDNY Informational Brochures

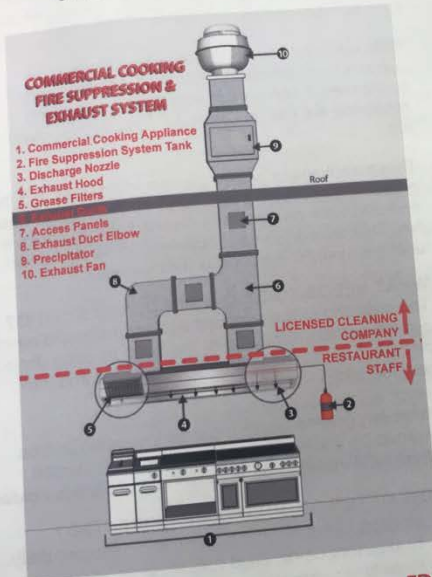


- FDNY is issuing different brochures to public during events as well as to business owners with important safety information.
- Brochures are translated in required Local Law 30 languages (Spanish, Chinese, Russian, Bengali, Haitian Creole, Korean, Arabic, French, Urdu, and Polish).

FDNY Informational Brochures (continued)



FIRE SAFETY IN COMMERCIAL COOKING LOCATIONS



FDNY
Bureau of Fire Prevention
www.nyc.gov/fdny
1

PORTABLE FIRE EXTINGUISHERS IN YOUR BUSINESS



FDNY
Bureau of Fire Prevention
www.nyc.gov/fdny
1



General Information

- When engaged in transactions, the name of the company and the name of the employee who is performing the services should appear on the invoice and bill.



II. New Regulations

New Regulation of Proof of Compliance



- 3 RCNY Section 115-02 requires portable fire extinguisher sales and servicing companies to use Fire Department-Issued, numbered tags as proof of compliance.
- It also requires commercial cooking exhaust system cleaning companies to use Fire Department-Issued, numbered decals as proof of compliance.

New Regulation of Proof of Compliance (cont.)



- Only licensed companies are eligible to purchase the Fire Department issued decals and tags, and only FDNY - issued decals and tags will be acceptable proof of the inspection, cleaning and/or servicing.
- The decals and tags will be designed with various security measures to prevent counterfeiting.

New NYC Fire Rule Regulations



- The Commercial Cooking Exhaust Cleaning company shall have in its employ at least two (2) persons to conduct commercial cooking exhaust system cleaning and servicing.
- The principal(s) holding F-64/P-64 COF may be counted toward above duties ONLY if the principal(s) will be personally conducting such cleaning and servicing.

New NYC Fire Rule Regulations



- The company shall have all the tools and equipment required to safely clean and service Commercial Cooking Exhaust Systems.
- The vehicle(s) must be marked with the company name and company certificate number.



Vendor

- The FDNY is using a city-wide Department of Citywide Administrative Services (DCAS) contract with Vanguard to brand, design, print and distribute new Portable Fire Extinguisher Tags and Commercial Cooking Exhaust Decals.
- Vanguard is a New York City company, approved by DCAS for all city-wide printing contracts.



III. Portable Fire Extinguisher Tags

Portable Fire Extinguisher Tags (PFE)



- FDNY provides information about selecting recognized PFE sales and servicing companies.
- FDNY website provides customers a list of APPROVED PFE sales and servicing companies.

Old PFE Tag



Sample 1

DO NOT REMOVE
FOR CITY, STATE AND FIRE INSURANCE INSPECTION

FULL WT. _____
D.O.T. CERT. # _____

Extinguishers R' Us

CERTIFICATE OF FITNESS# _____
LICENSE No. _____

SERVICED BY _____

• ABC (DRY CHEM.)	• LOADED STREAM
• BC (DRY CHEM.)	• PURPLE K (PK)
• CARBON DIOXIDE	• HALON 1211
• AFFF/FFFP	• HALOTRON
• CLASS D	• INERGEN
• FE-13	• CLASS K
• FE-36	• FM200
• SYSTEM	• ALARM
• FIRE HOSE	• WATER
• SPRINKLER	• BACKFLOW
• HALON 1301	• WET CHEM.
• WATER MIST	• CLEAN AGENT

VOID 1 YR. FROM MO. PUNCHED; SYSTEMS 6 MOS.

SERVICED		NEW		RECHARGED	
DEC	NOV	OCT	SEP	AUG	JUL

2017 2018 2019

PRINTED IN U.S.A.

Sample 2

DO NOT REMOVE
By Order Of
The State
Fire Marshal

FOR CITY, STATE AND FIRE INSURANCE INSPECTION

NYC MFC # _____ NYC COF # _____ CT # _____
NASSAU NJ _____ SUFFOLK # _____

SERVICED BY: _____

• AFFF/LD. STRM	• ABC DRY CHEM
• CARBON DIOXIDE	• STD DRY CHEM
• PRES. WATER	• HALOTRON
• HALON 1211	• K CLASS
• CO2 SYSTEM	• DRY CHEM SYS
• FM 200 SYSTEM	• WET CHEM SYS
• SPRINKLER	

VOID 1 YR. FROM MO. PUNCHED; SYSTEMS 6 MOS.

SERVICED		NEW		RECHARGED	
DEC	NOV	OCT	SEP	AUG	JUL

2015 / 2016 / 2017

PRINTED IN U.S.A.

- They vary in:
 - Size, Shape, Color and Material
- Information on each tag is different and often takes quite some time for person to understand.
- The tags are easy to steal, duplicate and counterfeit.

The image shows a fire extinguisher inspection tag with the following details:

- Extinguisher Type:** A list of options including ABC (Dry Chem), HALOTRON, WATER, BC (Dry Chem), LOADED STREAM, WET CHEM, CARBON DIOXIDE, CLEAN AG, CLASS D (Dry Powder), WATER MIST, and FE-13.
- Month Serviced:** A calendar grid showing months from JAN to SEP. The year 2018 is indicated at the bottom left, and 2019 is indicated at the bottom right.
- RECEIVED Stamp:** A large, diagonal red stamp with the word "RECEIVED" is overlaid across the center of the tag.
- Red Arrows:** Three red arrows point from the right side of the image to specific fields:
 - The top arrow points to the "Type of s" (Extinguisher type) section.
 - The middle arrow points to the "Month s" (Month serviced) section.
 - The bottom arrow points to the year "2018" at the bottom left of the tag.

Extinguisher type

Phlogram

Type of service completed

Month service completed

Year service completed

Company Name/ Logo

The image shows a red FDNY 'UNLICENSED' inspection record form. A large, bright green, semi-transparent watermark reading 'UNLICENSED' diagonally from the top-left to the bottom-right covers most of the page. Red arrows point to various fields on the form:

- A red circle around the 'Name' field.
- A red arrow pointing to the 'Company' field.
- A red circle around the 'DBA' and 'NYC LIC#' fields.
- A red circle around the 'Address' field.
- A red circle around the 'Phone Number' field.
- A red circle around the 'MONTHLY INSPECTION RECORD' table.
- A red arrow pointing to the 'Serial #' field.
- A red arrow pointing to the 'Premises Address' field.

The form includes the following sections:

- DO NOT REMOVE BY ORDER OF THE FDNY** (at the top)
- Name**: _____
- DOB**: _____
- Company**: _____
- DBA**: _____
- NYC LIC#**: _____
- Address**: _____
- Phone Number**: _____
- MONTHLY INSPECTION RECORD**: A table with columns for DATE, BY, DATE, and BY.
- Serial #**: _____
- Premises Address**: _____
- QR Code**: Located at the bottom left.
- Barcode**: Located at the bottom right, with the number NU2C580-1 below it.

At the very bottom, a small line of text reads: UNAUTHORIZED POSTING IS A CRIME PUNISHABLE BY FINE AND/OR IMPRISONMENT.

Counterfeit vs. Real PFE Tag



DO NOT REMOVE
BY ORDER OF THE FDNY

• ABC (Dry Chem)	• HALOTRON
• AFFF/FFFP	• WATER
• BC (Dry Chem)	• LOADED STREAM
• PURPLE K (PK)	• WET CHEM
• CARBON DIOXIDE	• CLEAN AGENT
• CLASS D (Dry Powder)	• INTERGEN
• CLASS K	• WATER MIST
• FE-36	• FE-13
• FM 200	
• HALON 1211	
• HALON 1301	

THIS PORTABLE FIRE EXTINGUISHER HAS BEEN SERVICED
AS REQUIRED BY NYC FIRE CODE 906.2.1.2

VOID 1 YR. FROM MONTH PUNCHED

SERVICED	NEW	RECHARGED
JAN		DEC
FEB		NOV
MAR		OCT
APR		SEPT
MAY		AUG
JUNE		JULY
JULY		JUNE
AUG		MAY
SEPT		APR
OCT		MAR
NOV		FEB
DEC		JAN

PROOF OF COMPLIANCE FOR USE BY CERTIFIED
PORTABLE FIRE EXTINGUISHER SERVICING COMPANY

☐ 2018 | 2019 ☐

☐ 2020

(COMPANY LOGO HERE)

A copy will
result in a
yellow strip
instead of
hologram

VOID will
also appear
across
several areas.

DO NOT REMOVE
BY ORDER OF THE FDNY

• ABC (Dry Chem)	• HALOTRON
• AFFF/FFFP	• WATER
• BC (Dry Chem)	• LOADED STREAM
• PURPLE K (PK)	• WET CHEM
• CARBON DIOXIDE	• CLEAN AGENT
• CLASS D (Dry Powder)	• INTERGEN
• CLASS K	• WATER MIST
• FE-36	• FE-13
• FM 200	
• HALON 1211	
• HALON 1301	

THIS PORTABLE FIRE EXTINGUISHER HAS BEEN SERVICED
AS REQUIRED BY NYC FIRE CODE 906.2.1.2

VOID 1 YR. FROM MONTH PUNCHED, SYSTEMS 6 MOS.

SERVICED	NEW	RECHARGED
JAN		DEC
FEB		NOV
MAR		OCT
APR		SEPT
MAY		AUG
JUNE		JULY
JULY		JUNE
AUG		MAY
SEPT		APR
OCT		MAR
NOV		FEB
DEC		JAN

PROOF OF COMPLIANCE FOR USE BY CERTIFIED
PORTABLE FIRE EXTINGUISHER SERVICING COMPANY

☐ 2018 | 2019 ☐

☐ 2020

(COMPANY LOGO HERE)

Extinguishers R' Us

Security Measures on PFE Tag



- QR code
 - Allows public and FDNY inspectors to access the FDNY approved company list.
- Hologram
 - Virtually impossible to copy.
- 3 of 9 Barcode
 - A widely used barcode standard that includes capital letters, numbers, and several symbols.
 - Barcode will have geo position programmed for record keeping.

New PFE Tags Benefits



- FDNY is able to control tag issuance:
 - FDNY approval list - only FDNY approved companies allowed to purchase new tags;
 - Companies must have the required company insurance;
 - Each COF holder will have an identifying stamp.
- Consistent tag design:
 - Easier for FDNY and public to verify legitimacy of the tags.
 - Virtually impossible to reproduce and counterfeit.



IV. Rangehood Decals

Rangehood Decals



- FDNY provides end users information about hiring certified commercial cooking cleaning companies.
- FDNY website provides customers a list of APPROVED commercial kitchen rangehood service companies.



Old Rangehood Decals

Samples

- Decals have varied in:
 - Shape
 - Size
 - Construction
 - Quality
 - Information
- Rangehood decals have been easily counterfeited.

NOTICE: DO NOT REMOVE

LICENSE#

DATE SERVICED

J	01	02	03
F	04	05	06
M	07	08	09
A	10	11	12
M	13	14	15
J	16	17	18
J	19	20	21
A	22	23	24
S	25	26	27
O	28	29	30
N	31	*	*

2018-2019 - 2020

COF

FOR SERVICE CALL: 24/7
TEL.
TEL.

EXP 01-13-21

DATE SERVICED

J	01	02	03
F	04	05	06
M	07	08	09
A	10	11	12
M	13	14	15
J	16	17	18
J	19	20	21
A	22	23	24
S	25	26	27
O	28	29	30
N	31	*	*

2018-2019 - 2020

THIS EXHAUST SYSTEM HAS BEEN CLEANED TO THE STANDARDS SET FORTH BY NATIONAL FIRE PROTECTION ASSOC. CODE #96. NOT VALID UNLESS ABOVE CONCORDS WITH INVOICE SERVICE DATE.

"OFFICE"

Do Not Remove Per Order of the NYC Fire Department

Certified Kitchen Exhaust Cleaner

CLEANING

FDNY Certificate #

DATE OF LAST SERVICE

JAN	<input type="checkbox"/>
FEB	<input type="checkbox"/>
MAR	<input type="checkbox"/>
APR	<input type="checkbox"/>
MAY	<input type="checkbox"/>
JUN	<input type="checkbox"/>
JUL	<input type="checkbox"/>
AUG	<input type="checkbox"/>
SEP	<input type="checkbox"/>
OCT	<input type="checkbox"/>
NOV	<input type="checkbox"/>
DEC	<input type="checkbox"/>

Next Service Due In

30 DAYS	<input type="checkbox"/>
60 DAYS	<input type="checkbox"/>
90 DAYS	<input type="checkbox"/>
120 DAYS	<input type="checkbox"/>
180 DAYS	<input type="checkbox"/>
365 DAYS	<input type="checkbox"/>
___ DAYS	<input type="checkbox"/>

Power Washing • Fan Maintenance & Repair • Fan Belt Replacement • Grease Filter Replacement

SERVICED BY: Gyorgy Vereski C of F #: 84185412

2017 ☐

2018 ☐

2019 ☐

2020 ☐

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	

JAN FEB MAR APR MAY JUN JUL AUG SEP OCT NOV DEC

30 60 90 120 180 360 Days

2016 2017 2018 2019

PROFESSIONAL RESTAURANT HOOD CLEANING

Serving All 5 Boroughs COFs

CERTIFICATION OF PERFORMANCE

NFPA MEMBER

I certify that this exhaust system has been cleaned in accordance to the standards set forth by the National Fire Protection Association Code #96.

Inaccessible Areas Exist C.O.F. Expires 9-20-2018

See Service Report for details of inaccessible areas and other items of note.

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	

New Commercial Cooking Decals



Clear gloss
embossed
logo
to cover
entire decal

FDNY
Logo

Service
Date

COF Holder
& Company
Information

Company
Name/
Logo

Service
year

Service
Month

Indicates
Precipitator
or Pollution
Control

QR Code

Barcode

*Other security measures are included



Counterfeit vs. Real Decal



Missing clear gloss embossed FDNY logo that covers the entire decal.

New RANGEHOOD Decals

BENEFITS



- FDNY is able to control decal issuance;
- Consistent decal design;
 - Verification will be easy for FDNY and public
- Each COF holder will have an identifying stamp;
- Decals will be tracked by barcode and serial number;
- Decals will be virtually impossible to reproduce and counterfeit.
- Colors will change in 2021.

Security Measures on the Rangehood Decal



- QR code
 - Allows public and FDNY inspectors to access the FDNY approved company list.
- Clear gloss UV layer
 - Pattern of FDNY logo, virtually impossible to duplicate.
- Company Name and Logo
- 3 of 9 Barcode
 - A widely used barcode standard that includes capital letters, numbers, and several symbols.
 - Barcode will not have any specific information implemented, however if company decides to encode anything on the barcode, its possible.
 - Colors will change in 2021.



V. Certificate of Fitness Stamp

Applies to both
PFE tags and Rangehood decals

Stamp



■ Companies will order a stamp for tags and decals.



Doe, John
9999999
Commercial Cooking Equipment Guru Inc.
Lic 999999



Commercial Cooking
Equipment Guru Inc.

■ Stamp will be an additional security measure.

■ They will feature:

■ Certificate of Fitness holder's name (Last, First)

■ Certificate of Fitness number

■ Company name

■ Company license number

■ Company logo

Sample Logo in Color



Commercial Cooking
Equipment Guru Inc.

Sample Logo in Black&White



Commercial Cooking
Equipment Guru Inc.



Distribution of Samples & Questionnaire



Feedback of Portable Fire Extinguisher (PFE) Tag Program



1. Does the layout (the arrangement of displayed elements) effectively serve the purpose?

☐ Yes

☐ No, I suggest: _____

2. Does the tag contain all the required information (i.e. display safety and inspection details and other related information to employees and inspectors)?

☐ Yes

☐ No, I suggest: _____

3. Is the tag material durable and serves the purpose (i.e. write-on & punch-hole)?

☐ Yes

☐ No, I suggest: _____

4. After this meeting, which of the following topic(s) would you like to learn more detail?

- ☐ Pricing/payment rate
- ☐ Ordering process
- ☐ Enforcement
- ☐ Company logo and stamp
- ☐ Ordering schedule

If you want discuss your suggestion separately,
please leave your contact information below:

Name: _____

Email: _____



Feedback of Commercial Cooking Exhaust System Decal Program



1. Does the layout (the arrangement of displayed elements) effectively serve the purpose?

☐ Yes

☐ No, I suggest: _____

2. Does the decal contain all the required information (e.g. display safety and inspection details and other related information to users and inspectors)?

☐ Yes

☐ No, I suggest: _____

3. Is the decal material durable and serves the purpose?

☐ Yes

☐ No, I suggest: _____

4. After this meeting, which of the following topic(s) would you like to learn more detail?

☐ Pricing/payment rate

☐ Ordering process

☐ Enforcement

☐ Company logo and stamp

☐ Ordering schedule

If you want discuss your suggestion separately,
please leave your contact information below:

Name: _____

Email: _____



Q & A

~~~~~

10 Minutes Break



# VI. Pricing

# PFE Tag Pricing



UNDER  
REVIEW

# Rangehood Decal Pricing



UNDER  
REVIEW

# COF Stamp Pricing



| Stamp Pricing  |                                               |                                         |
|----------------|-----------------------------------------------|-----------------------------------------|
|                | Ordering COF Stamp only (without tags/decals) | Ordering COF Stamp with decals and tags |
| Stamp per unit | \$15                                          | \$15                                    |
| Shipping cost  | \$20                                          | \$0                                     |
| Total cost     | \$35                                          | \$15                                    |



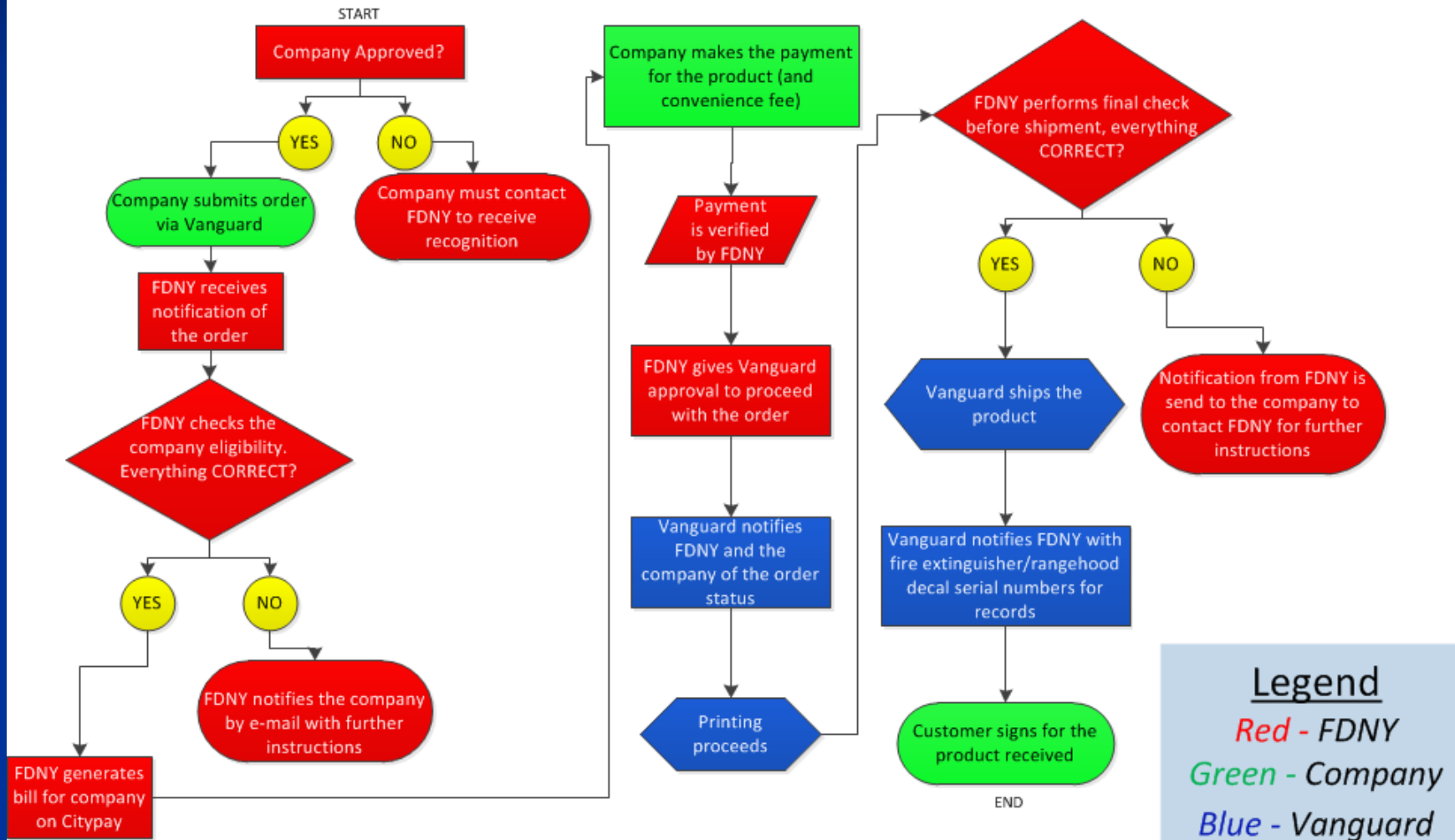


# VII. Process Flowchart



# Ordering Process

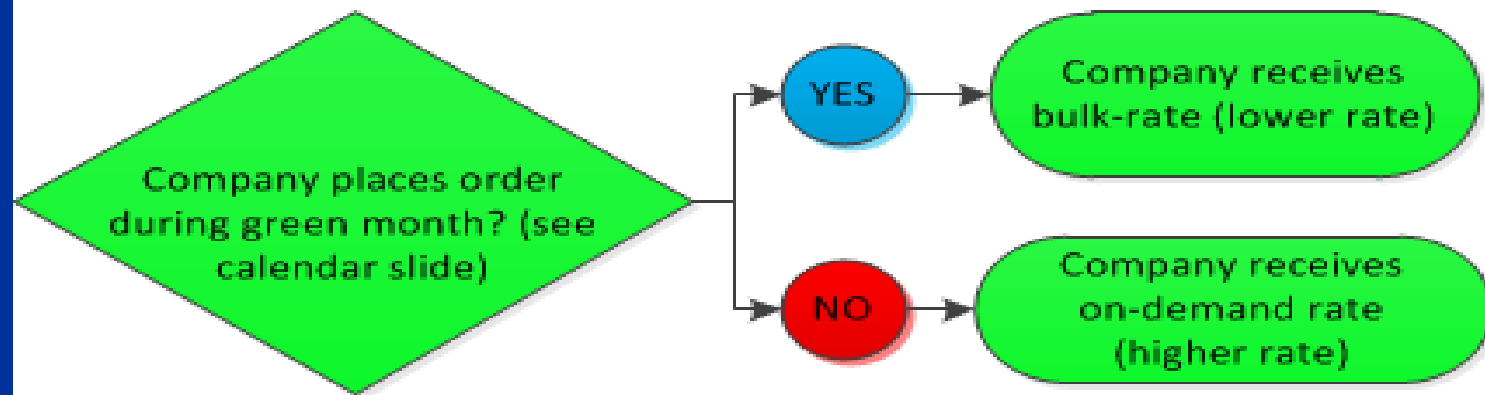
## DECAL AND TAG ORDERING PROCESS





# Rate Explanation

## Payment Rate





# VIII. Timeline



# Timeline Overview

- June 2018
  - The new FDNY Rule 3 (FCNY §115-02) will take effect on June 1, 2018.
- May 14 – June 15, 2018 (green months – bulk pricing)
  - 1<sup>st</sup> orders of new FDNY FFE Tags/Rangehood Decals.
- September 2018
  - First orders commence shipping to companies.



# Enforcement

- October 1st, 2018
  - New tags / decals must be placed for new equipment / installations / service.
- October 1st, 2019
  - Full compliance of new tags/decals mandated.

UNDER REVIEW

# Company Logo



- Companies who want to have their logo on the tag or decal must submit an email to [TagsDecal@fdny.nyc.gov](mailto:TagsDecal@fdny.nyc.gov) with image of the company logo by May 18<sup>th</sup> (close of business).



- In the Subject line of the email write LOGO.
- In the e-mail include the your company name, number, and phone number.
- Logos on tags and decals will be black & white.





# IX. Ordering Schedule



# 2018 Schedule

REVENUE

| January |    |    |    |    |    |    | February |    |    |    |    |    |    | March |    |    |    |    |    |    | April |    |    |    |    |    |    |
|---------|----|----|----|----|----|----|----------|----|----|----|----|----|----|-------|----|----|----|----|----|----|-------|----|----|----|----|----|----|
| Su      | Mo | Tu | We | Th | Fr | Sa | Su       | Mo | Tu | We | Th | Fr | Sa | Su    | Mo | Tu | We | Th | Fr | Sa | Su    | Mo | Tu | We | Th | Fr | Sa |
| 31      | 1  | 2  | 3  | 4  | 5  | 6  | 28       | 29 | 30 | 31 | 1  | 2  | 3  | 25    | 26 | 27 | 28 | 1  | 2  | 3  | 1     | 2  | 3  | 4  | 5  | 6  | 7  |
| 7       | 8  | 9  | 10 | 11 | 12 | 13 | 4        | 5  | 6  | 7  | 8  | 9  | 10 | 4     | 5  | 6  | 7  | 8  | 9  | 10 | 8     | 9  | 10 | 11 | 12 | 13 | 14 |
| 14      | 15 | 16 | 17 | 18 | 19 | 20 | 11       | 12 | 13 | 14 | 15 | 16 | 17 | 11    | 12 | 13 | 14 | 15 | 16 | 17 | 15    | 16 | 17 | 18 | 19 | 20 | 21 |
| 21      | 22 | 23 | 24 | 25 | 26 | 27 | 18       | 19 | 20 | 21 | 22 | 23 | 24 | 18    | 19 | 20 | 21 | 22 | 23 | 24 | 22    | 23 | 24 | 25 | 26 | 27 | 28 |
| 28      | 29 | 30 | 31 | 1  | 2  | 3  | 25       | 26 | 27 | 28 | 1  | 2  | 3  | 25    | 26 | 27 | 28 | 29 | 30 | 31 | 29    | 30 | 1  | 2  | 3  | 4  | 5  |

| May |    |    |    |    |    |    | June |    |    |    |    |    |    | July |    |    |    |    |    |    | August |    |    |    |    |    |    |
|-----|----|----|----|----|----|----|------|----|----|----|----|----|----|------|----|----|----|----|----|----|--------|----|----|----|----|----|----|
| Su  | Mo | Tu | We | Th | Fr | Sa | Su   | Mo | Tu | We | Th | Fr | Sa | Su   | Mo | Tu | We | Th | Fr | Sa | Su     | Mo | Tu | We | Th | Fr | Sa |
| 29  | 30 | 1  | 2  | 3  | 4  | 5  | 27   | 28 | 29 | 30 | 31 | 1  | 2  | 1    | 2  | 3  | 4  | 5  | 6  | 7  | 29     | 30 | 31 | 1  | 2  | 3  | 4  |
| 6   | 7  | 8  | 9  | 10 | 11 | 12 | 3    | 4  | 5  | 6  | 7  | 8  | 9  | 8    | 9  | 10 | 11 | 12 | 13 | 14 | 5      | 6  | 7  | 8  | 9  | 10 | 11 |
| 13  | 14 | 15 | 16 | 17 | 18 | 19 | 10   | 11 | 12 | 13 | 14 | 15 | 16 | 15   | 16 | 17 | 18 | 19 | 20 | 21 | 12     | 13 | 14 | 15 | 16 | 17 | 18 |
| 20  | 21 | 22 | 23 | 24 | 25 | 26 | 17   | 18 | 19 | 20 | 21 | 22 | 23 | 22   | 23 | 24 | 25 | 26 | 27 | 28 | 19     | 20 | 21 | 22 | 23 | 24 | 25 |
| 27  | 28 | 29 | 30 | 31 | 1  | 2  | 24   | 25 | 26 | 27 | 28 | 29 | 30 | 29   | 30 | 31 | 1  | 2  | 3  | 4  | 27     | 28 | 29 | 30 | 31 | 1  | 2  |

| September |    |    |    |    |    |    | October |    |    |    |    |    |    | November |    |    |    |    |    |    | December |    |    |    |    |    |    |
|-----------|----|----|----|----|----|----|---------|----|----|----|----|----|----|----------|----|----|----|----|----|----|----------|----|----|----|----|----|----|
| Su        | Mo | Tu | We | Th | Fr | Sa | Su      | Mo | Tu | We | Th | Fr | Sa | Su       | Mo | Tu | We | Th | Fr | Sa | Su       | Mo | Tu | We | Th | Fr | Sa |
| 26        | 27 | 28 | 29 | 30 | 31 | 1  | 30      | 1  | 2  | 3  | 4  | 5  | 6  | 29       | 30 | 31 | 1  | 2  | 3  | 25 | 26       | 27 | 28 | 29 | 30 | 1  |    |
| 2         | 3  | 4  | 5  | 6  | 7  | 8  | 7       | 8  | 9  | 10 | 11 | 12 | 13 | 4        | 5  | 6  | 7  | 8  | 9  | 10 | 2        | 3  | 4  | 5  | 6  | 7  | 8  |
| 9         | 10 | 11 | 12 | 13 | 14 | 15 | 14      | 15 | 16 | 17 | 18 | 19 | 20 | 11       | 12 | 13 | 14 | 15 | 16 | 17 | 9        | 10 | 11 | 12 | 13 | 14 | 15 |
| 16        | 17 | 18 | 19 | 20 | 21 | 22 | 21      | 22 | 23 | 24 | 25 | 26 | 27 | 18       | 19 | 20 | 21 | 22 | 23 | 24 | 16       | 17 | 18 | 19 | 20 | 21 | 22 |
| 23        | 24 | 25 | 26 | 27 | 28 | 29 | 28      | 29 | 30 | 31 | 1  | 2  | 3  | 25       | 26 | 27 | 28 | 29 | 30 | 1  | 23       | 24 | 25 | 26 | 27 | 28 | 29 |
| 30        | 1  | 2  | 3  | 4  | 5  | 6  |         |    |    |    |    |    |    |          |    |    |    |    |    |    | 30       | 31 | 1  | 2  | 3  | 4  | 5  |

## PRICING:

**GREEN:** Bulk pricing / **RED:** On demand pricing

\*Month: 1st-30<sup>th</sup>/31st

# 2019 Schedule



REVENUE

| January |    |    |    |    |    |    | February |    |    |    |    |    |    | March |    |    |    |    |    |    | April |    |    |    |    |    |    |
|---------|----|----|----|----|----|----|----------|----|----|----|----|----|----|-------|----|----|----|----|----|----|-------|----|----|----|----|----|----|
| Su      | Mo | Tu | We | Th | Fr | Sa | Su       | Mo | Tu | We | Th | Fr | Sa | Su    | Mo | Tu | We | Th | Fr | Sa | Su    | Mo | Tu | We | Th | Fr | Sa |
| 30      | 31 | 1  | 2  | 3  | 4  | 5  | 27       | 28 | 29 | 30 | 31 | 1  | 2  | 24    | 25 | 26 | 27 | 28 | 1  | 2  | 31    | 1  | 2  | 3  | 4  | 5  | 6  |
| 6       | 7  | 8  | 9  | 10 | 11 | 12 | 3        | 4  | 5  | 6  | 7  | 8  | 9  | 3     | 4  | 5  | 6  | 7  | 8  | 9  | 7     | 8  | 9  | 10 | 11 | 12 | 13 |
| 13      | 14 | 15 | 16 | 17 | 18 | 19 | 10       | 11 | 12 | 13 | 14 | 15 | 16 | 10    | 11 | 12 | 13 | 14 | 15 | 16 | 14    | 15 | 16 | 17 | 18 | 19 | 20 |
| 20      | 21 | 22 | 23 | 24 | 25 | 26 | 17       | 18 | 19 | 20 | 21 | 22 | 23 | 17    | 18 | 19 | 20 | 21 | 22 | 23 | 21    | 22 | 23 | 24 | 25 | 26 | 27 |
| 27      | 28 | 29 | 30 | 31 | 1  | 2  | 24       | 25 | 26 | 27 | 28 | 29 | 30 | 24    | 25 | 26 | 27 | 28 | 29 | 30 | 28    | 29 | 30 | 1  | 2  | 3  | 4  |
|         |    |    |    |    |    |    | 31       |    |    |    |    |    |    | 31    |    |    |    |    |    |    |       |    |    |    |    |    |    |

| May |    |    |    |    |    |    | June |    |    |    |    |    |    | July |    |    |    |    |    |    | August |    |    |    |    |    |    |
|-----|----|----|----|----|----|----|------|----|----|----|----|----|----|------|----|----|----|----|----|----|--------|----|----|----|----|----|----|
| Su  | Mo | Tu | We | Th | Fr | Sa | Su   | Mo | Tu | We | Th | Fr | Sa | Su   | Mo | Tu | We | Th | Fr | Sa | Su     | Mo | Tu | We | Th | Fr | Sa |
| 28  | 29 | 30 | 1  | 2  | 3  | 4  | 26   | 27 | 28 | 29 | 30 | 1  | 2  | 30   | 1  | 2  | 3  | 4  | 5  | 6  | 28     | 29 | 30 | 31 | 1  | 2  | 3  |
| 5   | 6  | 7  | 8  | 9  | 10 | 11 | 2    | 3  | 4  | 5  | 6  | 7  | 8  | 7    | 8  | 9  | 10 | 11 | 12 | 13 | 5      | 6  | 7  | 8  | 9  | 10 | 11 |
| 12  | 13 | 14 | 15 | 16 | 17 | 18 | 9    | 10 | 11 | 12 | 13 | 14 | 15 | 14   | 15 | 16 | 17 | 18 | 19 | 20 | 12     | 13 | 14 | 15 | 16 | 17 | 18 |
| 19  | 20 | 21 | 22 | 23 | 24 | 25 | 16   | 17 | 18 | 19 | 20 | 21 | 22 | 22   | 23 | 24 | 25 | 26 | 27 | 28 | 19     | 20 | 21 | 22 | 23 | 24 | 25 |
| 26  | 27 | 28 | 29 | 30 | 31 | 1  | 23   | 24 | 25 | 26 | 27 | 28 | 29 | 28   | 29 | 30 | 31 | 1  | 2  | 3  | 26     | 27 | 28 | 29 | 30 | 31 |    |
|     |    |    |    |    |    |    | 30   | 1  | 2  | 3  | 4  | 5  | 6  |      |    |    |    |    |    |    |        |    |    |    |    |    |    |

| September |    |    |    |    |    |    | October |    |    |    |    |    |    | November |    |    |    |    |    |    | December |    |    |    |    |    |    |
|-----------|----|----|----|----|----|----|---------|----|----|----|----|----|----|----------|----|----|----|----|----|----|----------|----|----|----|----|----|----|
| Su        | Mo | Tu | We | Th | Fr | Sa | Su      | Mo | Tu | We | Th | Fr | Sa | Su       | Mo | Tu | We | Th | Fr | Sa | Su       | Mo | Tu | We | Th | Fr | Sa |
| 1         | 2  | 3  | 4  | 5  | 6  | 7  | 29      | 30 | 1  | 2  | 3  | 4  | 5  | 27       | 28 | 29 | 30 | 31 | 1  | 2  | 1        | 2  | 3  | 4  | 5  | 6  | 7  |
| 8         | 9  | 10 | 11 | 12 | 13 | 14 | 6       | 7  | 8  | 9  | 10 | 11 | 12 | 3        | 4  | 5  | 6  | 7  | 8  | 9  | 8        | 9  | 10 | 11 | 12 | 13 | 14 |
| 15        | 16 | 17 | 18 | 19 | 20 | 21 | 13      | 14 | 15 | 16 | 17 | 18 | 19 | 10       | 11 | 12 | 13 | 14 | 15 | 16 | 15       | 16 | 17 | 18 | 19 | 20 | 21 |
| 22        | 23 | 24 | 25 | 26 | 27 | 28 | 20      | 21 | 22 | 23 | 24 | 25 | 26 | 17       | 18 | 19 | 20 | 21 | 22 | 23 | 22       | 23 | 24 | 25 | 26 | 27 | 28 |
| 29        | 30 | 1  | 2  | 3  | 4  | 5  | 27      | 28 | 29 | 30 | 31 | 1  | 2  | 24       | 25 | 26 | 27 | 28 | 29 | 30 | 29       | 30 | 31 | 1  | 2  | 3  | 4  |
|           |    |    |    |    |    |    |         |    |    |    |    |    |    |          |    |    |    |    |    |    |          |    |    |    |    |    |    |

## PRICING:

**GREEN:** Bulk pricing / **RED:** On demand pricing

\*Month: 1st-30<sup>th</sup>/31<sup>st</sup>



# 2018 Orders and Delivery

- Ordering of the new tags and decals will begin on May 14, 2018.
- **First bulk pricing** (green months) orders will be placed May 14<sup>th</sup> to June 15<sup>th</sup>.
- From June 16-September 30<sup>th</sup> customers will pay on-demand pricing (red months).
- From October 1<sup>st</sup>-31<sup>st</sup> customers will get bulk pricing (green month).
- First shipments will be delivered starting early September. (See calendar for 2019 schedule.)



# X. Communication

# Order Confirmation and Correspondence



- It is important that FDNY and Vanguard have the correct company contact information.
  - E-mail that is often monitored;
    - Correspondence regarding order process will only be communicated via e-mail.
  - Working phone number – cell phone acceptable.



# XI. TIPS



# TIPS for Ordering



- Save money by ordering during **GREEN MONTH** (to receive bulk pricing).
- Once the order is generated FDNY will send two (2) notifications to the customer:
  1. via **E-mail**
  2. via **US Mail**
- Notifications will contain a bill with account number, to pay the bill online the customer will need the account number.

# Sample Invoice



**CITY OF NEW YORK**  
**FIRE DEPARTMENT - BUREAU OF FIRE PREVENTION**

| ACCOUNT NO. | D.O. | PERMIT EXPIRATION | PAYMENT DUE | PAY THIS AMOUNT | PAY ONLINE AT                                                               |
|-------------|------|-------------------|-------------|-----------------|-----------------------------------------------------------------------------|
| 38136792    | 31   | N/A               | ON RECEIPT  |                 | PAY ON-LINE AT <a href="http://WWW.NYC.GOV/CITYPAY">WWW.NYC.GOV/CITYPAY</a> |

[ ] CHECK HERE FOR ANY CHANGES IN THIS ACCOUNT AND INDICATE CHANGES ON REVERSE SIDE.

**DO NOT FOLD THIS STUB IN ENVELOPE**

**RETURN ONLY THIS PORTION WITH YOUR PAYMENT**

PREMISES ADDRESS: 109 PARK ROW  
NEW YORK, NY 10001

**TO ENSURE PROPER CREDIT TO YOUR ACCOUNT MAIL THIS ORIGINAL PORTION OF BILL WITH YOUR CHECK OR MONEY ORDER PAYABLE TO:**

P21 T14 \*\*\*\*\*AUTO\*\*ALL FOR AALC 112 3464

TEST FIRE COMPANY  
9 METROTECH CTR  
BROOKLYN NY 11201-5431

NYC FIRE DEPARTMENT  
P.O. BOX 412014  
BOSTON, MA 02241-2014

00 38136792 0000 042518 31 0001500

---

▲ DETACH HERE ▲ **DETACH HERE** **KEEP THIS PORTION FOR YOUR RECORDS** **DETACH HERE** ▲ DETACH HERE ▲

**FIRE DEPARTMENT, CITY OF NEW YORK - BUREAU OF FIRE PREVENTION**

| ACCOUNT NO. | D.O. | TYPE | A.P. | BILLING DATE | BILLING PERIOD | BOROUGH | BLOCK | LOT |
|-------------|------|------|------|--------------|----------------|---------|-------|-----|
| 38136792    | 31   | 30   | A    | 04/25/18     | 04/18 TO N/A   |         | 119   | 1   |

FOR INFORMATION CALL:  
**(718) 999-1102**

**THIS BILL IS PAYABLE UPON RECEIPT**

| ITEM CODE | SUB CODE | QTY. | ITEM DESCRIPTION              | SEE |
|-----------|----------|------|-------------------------------|-----|
| 980       | 00       | 1    | INVOICE FOR VANGUARD ORDER    |     |
| 986       | 99       | 1    | STAMP FOR COF HOLDER PER UNIT |     |
| 981       | 99       | 1    | P.F.E. TAGS BULK PER BOX      |     |
| 982       | 99       | 1    | RH DECALS BULK PER PER BOX    |     |
| 985       | 99       | 2    | SHIPPING COST PER BOX         |     |

ANNUAL FEE 1715.00

PREMISES ADDRESS: 109 PARK ROW  
NEW YORK, NY 10001

\*\* LATE PAYMENTS WILL INCUR FINES \*

\*\*\* THIS IS AN ORIGINAL BILL \*\*\*

**AMOUNT DUE** ▶ \$

Invoice  
account #  
for payment

Website  
to pay  
online

Company  
name and  
address

Quantity of  
items on  
order

Fee  
amount  
charged

Description  
of items

Total  
amount  
due

# TIPS for Ordering (continued)



- To receive expedited approval, within the same week, place your order via Vanguard by Monday - close of business.
- Bill gets generated on FDNY, and will be available @ [www.nyc.gov/citypay](http://www.nyc.gov/citypay) on Friday morning.
- To save money, pay via e-check to avoid convenience fee (2.49%) of Citypay.
- Notify the FDNY and Vanguard in case of any changes.



# XII. Tag / Decal Order Training



# Vanguard Ordering Process

## Demonstration of Ordering

John T. Mehl - Vanguard  
[jmehl@vanguarddirect.com](mailto:jmehl@vanguarddirect.com)

# Easy Order Training



- Vanguard will conduct virtual online training seminar on “Easy Order” system.
- The order manual as well as the online training seminar will be available online via Vanguard.
- Vanguard will notify companies of the link to view the training video online.
- Contact information will be provided for further questions.

# Shipping



- Correct shipping and mailing address has to be provided when placing an order with Vanguard.
- Companies can use alternate shipping address.
- If delivery is missed, several attempts will be made before box(es) must be picked up in person at the UPS hold location.
- All deliveries must be signed for, no exceptions.





# XIII. Important Info



# Company Expiration / Employee Termination

- The decals/tags/stamps are an official FDNY property, and FDNY is only allowing their use to authorized companies.
- Immediate notification via e-mail to the FDNY must be made in case company authorization expires or employee termination occurs.

# Surrendering of Tags/Decals/Stamps



- Expired companies or former employees must return all tags/decals/stamps within 60 days of authorized company expiration or employee termination of employment.
- Items must be returned to FDNY headquarters 9 MetroTech Center, Brooklyn, NY 11201 within 60 days.

# Notice



- Operating without FDNY approval is a crime.
- FDNY reserves the right to recall all Tags/Decals/Stamps for cause.
- Companies must complete an Affidavit for Lost Tags/Decals/Stamps.

# Questionnaire Feedback



- Sharing of comments from companies.



# Q&A