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## FIRE DEPARTMENT

9 METROTECH CENTER BROOKLYN, N.Y. 11201-3857

BUREAU OF FIRE PREVENTION

### Emergency Planning and Preparedness Group

#### FS/EAP Industry Notice # 1/18

02/01/2018

#### **New Conditional Acceptance for TCO Purposes and/or On-Site Scheduling**

The current practice for EPPG is to allow an FSD on-site test with a submitted plan. Plans must be accepted before a candidate can pursue the EAP portion of the on-site exam, and we have given a year from acceptance for the candidate to obtain their EAP Director C of F. With the Certification Unit moving to one combined on-site test for the new F-89, this procedure will have to change for office buildings who are submitting an EAP for the first time. Since we cannot accept a plan without certified personnel in place, EPPG will effective immediately review first-time submissions of Comprehensive EAPs for office buildings and bring it to a special status 'Conditional Acceptance for On-Site Scheduling'. Similar to our Special Conditional Acceptance for TCO Purposes, these plans should only be lacking staffing. The form letter we issue will serve both purposes, as buildings seeking a TCO are usually pursuing certified staffing at the same time.

Further, there are existing mostly lapsed plans for office buildings (never been accepted) that have been issued a Letter of Deficiency whose **only** deficiency is a lack of certified staffing. To be considered for an on-site, the plan will need to have its status changed to the Conditional Acceptance for On-Site Scheduling. You should request this change by submitting a TM-1 to us. There will be no fee for this one-time upgrade as no review will take place.

Buildings will have to be proactive in the scheduling of on-sites by getting their plans to this status in a timely manner!

Regards,

Joseph F. Carey  
Captain, FDNY  
[careyj@fdny.nyc.gov](mailto:careyj@fdny.nyc.gov)  
(718) 999-5151