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DEPARTMENT OF BUILDINGS
EXECUTIVE OFFICES
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Issuance # 483

OPERATIONS
POLICY & PROCEDURE NOTICE # 9/95

TO: Distribution
FROM: Richard C. Visconti, R.A. *Richard C. Visconti*
DATE: July 17, 1995
SUBJECT: OPTIONAL BULK SUBMISSION OF ANNUAL BOILER INSPECTION REPORTS ON COMPUTER DISKETTE

EFFECTIVE: Immediately

PURPOSE:

In order to speed data entry, assure accurate computer systems information and reduce paperwork, the Department is instituting an optional program under which bulk filers (those filing 100 or more reports at a time) of annual boiler inspection reports may elect to submit the inspection information on a computer diskette rather than on individual OP-1 forms.

BACKGROUND:

Administrative Code §27-793, enacted as Local Law 62/91, requires owners of low pressure boilers in multiple dwellings of six or more families and in commercial or mixed occupancy buildings to have their boilers inspected annually and a report submitted to the Department. The Department enters these reports onto its computer system in order to monitor compliance with the law and to issue violations where warranted.

SPECIFICS:

In order to reduce data entry workload and to reduce paperwork and associated processing and storage requirements, the Department would like to take advantage of the work already being done by duly authorized boiler insurance companies, and other qualified inspectors pursuant to subdivision (b) of Administrative Code §27-793, as they process their reports. This OPPN provides such companies with the information which will permit the electronic filing of boiler reports.

Authorized N.Y.C. Boiler Inspector:

1. Any duly authorized boiler insurance companies, or other qualified inspectors pursuant to subdivision (b) of Administrative Code §27-793, filing 100 or more inspection reports (DOB Form OP-1) at a single time may elect to take advantage of this procedure.
2. Instead of submitting individual form OP-1's, the company will submit to the Boiler Division a computer diskette (3.5" IBM format) containing information for each of the boilers in the format specified in Attachment A. The disk should be labeled with the name of the inspection or insurance company and the inspection year covered and will be accompanied by:
 - a. The transmittal sheet (DOB Form OP-42) shown in Attachment B, covering all inspections on the diskette, signed and sealed at the bottom of each page. This sheet is in lieu of the individual OP-1's which would have been submitted under the manual procedure. Either the Department's official form OP-42 or a computer-generated hard-copy facsimile of the form may be used.
 - b. A check or checks to cover payment of the fees for all the boiler inspections on the diskette. Companies may submit either one check to cover all boiler inspections or individual checks to cover each boiler inspection. If individual checks are submitted, the boiler number should be noted on the face of each check.

Boiler Division:

1. The Boiler Division will confirm that the boiler numbers on the diskette conform with the boiler numbers on the form OP-42 and will then upload the boiler inspection data onto the computerized BIS boiler system. Any inspections which cannot be uploaded (e.g., due to a mismatched or nonexistent boiler number), will be researched and manually data entered by the Boiler Division, in consultation with the boiler inspection company, where necessary.

2. Checks will continue to be processed through the cashier.
3. Forms OP-42 will be filed and maintained by the Boiler Division. Forms will be filed in inspection/insurance company and inspection date order.

Attachments

THE CITY OF NEW YORK
 DEPARTMENT OF BUILDINGS
 BOILER COMPLIANCE LAYOUT

ITEM	LENGTH	FORMAT
1. BORO	1	(1,2,3,4,5)
2. BOILER NUMBER	10	RIGHT JUSTIFIED, LEADING 0'S
3. BOILER TYPE	1	(Y,N) Y= MD, N= COMMERCIAL
4. BOILER SERIAL NUMBER	2	(01,02,03, ECT.)
5. PREMISE BLDG. NUMBER	10	RIGHT JUSTIFIED
6. PREMISE STREET NAME	32	LEFT JUSTIFIED
7. PREMISE BLOCK	5	RIGHT JUSTIFIED, LEADING 0'S
8. PREMISE LOT	5	RIGHT JUSTIFIED, LEADING 0'S
9. INSPECTION DATE	6	(YYMMDD)
10. VIOLATION ISSUED	1	(Y,N) Y= YES, N= NO.
11. INSPECTOR TYPE	1	(O,B,P)
12. LICENSE NUMBER	3	EG. = 999 (NUMERIC)

NOTE: BORO
 (1) MANHATTAN
 (2) BRONX
 (3) BROOKLYN
 (4) QUEENS
 (5) STATEN ISLAND

INSPECTOR TYPE
 (O) OIL BURNER INSTALLER
 (B) HIGH PRESSURE OPERATOR
 (P) MASTER PLUMBER

THE CITY OF
NEW YORK

DEPARTMENT OF BUILDINGS

Electronic Filing Transmittal Sheet for Low Pressure Boiler Annual Inspection Report

Filing for the year of _____.

For Dept. Use Only

Received:

Transmittal No.:

1. Authorized N.Y.C. Boiler InspectorName License NumberAddress City State ZipContact Person Business Phone () Oil Burner Equipment Installer Master Plumber High Pressure Boiler Operator**2. Boiler Insurance Company**

(Fill out only if insurance company performed inspection.)

Insurance Company

Address City State ZipContact Person Business Phone ()

Name of Policy Holder

Address City State ZipCertificate / Policy No. Expiration Date**3. Inspector's / Boiler Insurance Company's Statement**

I attest that the boilers listed in Item 4 below were inspected in accordance with the requirements of Section 204 of the Industrial Code and Rule 4 of the New York State Labor Law.

Licensed Inspector's Name or the Insurance Company's Authorized Representative's or Officer's Name :

Signature

Date

Inspector's Seal (Only for Master Plumber)

No. of boilers filed : _____ Page 1 of _____

Note : The transmittal sheets will not be accepted if the forms are incomplete. If this transmittal sheet is not filed by the inspector or by the boiler insurance company prior to January 1, the building owner shall be liable for a civil penalty, pursuant to Section 26-12' _____ rative Code.

Mail to : N.Y.C. Department of Buildings, Boile 3205 _____ rdson Street, 14th Floor, New York, NY 10013.

For Dept. Use Only
Transmittal No. :
No. of checks :
Total \$:

The following list of boiler inspections, arranged by the borough, block and lot numbers, were conducted by this office.
 (For the borough number, use 1 for Manhattan, 2 for Bronx, 3 for Brooklyn, 4 for Queens, 5 for Staten Island.
 List a maximum of 40 boilers per page, single-spaced. Please have the licensed inspector or the Insurance
 Company Representative or Officer sign the bottom of every page.)

4. Inspection Reports Submitted on Computer Disk

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Block	Lot	Boiler Number	Inspection Date	Violations Found	Check No.	Inspector's Name	License No.
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