



DEPARTMENT OF BUILDINGS

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**OPERATIONS
POLICY & PROCEDURE NOTICE # 9/95**

TO: Distribution

FROM: Richard C. Visconti, R.A.

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