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 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).
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.
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.
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.
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

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.
New PFE Tag (back)

COF holder’s information
Company information
Monthly inspection record; Date and Initials
Extinguisher identification
Location of Extinguisher
QR Code
Barcode
Counterfeit vs. Real PFE Tag

A copy will result in a yellow strip instead of hologram.

VOID will also appear across several areas.
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

- Decals have varied in:
  - Shape
  - Size
  - Construction
  - Quality
  - Information

- Rangehood decals have been easily counterfeited.
New Commercial Cooking Decals

- Clear gloss embossed logo to cover entire decal
- COF Holder & Company Information
- Service year
- Service Month
- FDNY Logo
- Service Date
- Company Name/Logo
- 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, it's possible.
  - Colors will change in 2021.
V. Certificate of Fitness Stamp

Applies to both PFE tags and Rangehood decals
Companies will order a stamp for tags and decals.

- 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
Distribution of Samples & Questionnaire
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 to 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

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10 Minutes Break
VI. Pricing
PFE Tag Pricing

UNDER REVIEW
Rangehood Decal Pricing

Under Review
## COF Stamp Pricing

<table>
<thead>
<tr>
<th>Stamp Pricing</th>
<th>Ordering COF Stamp only (without tags/decals)</th>
<th>Ordering COF Stamp with decals and tags</th>
</tr>
</thead>
<tbody>
<tr>
<td>Stamp per unit</td>
<td>$15</td>
<td>$15</td>
</tr>
<tr>
<td>Shipping cost</td>
<td>$20</td>
<td>$0</td>
</tr>
<tr>
<td>Total cost</td>
<td>$35</td>
<td>$15</td>
</tr>
</tbody>
</table>
VII. Process Flowchart
Ordering Process

DECAL AND TAG ORDERING PROCESS

START

Company Approved?

YES

Company submits order via Vanguard

FDNY receives notification of the order

FDNY checks the company eligibility. Everything CORRECT?

YES

NO

Company must contact FDNY to receive recognition

NO

Company makes the payment for the product (and convenience fee)

Payment is verified by FDNY

FDNY gives Vanguard approval to proceed with the order

Vanguard notifies FDNY and the company of the order status

Vanguard notifies FDNY with fire extinguisher/rangehood decal serial numbers for records

Printing proceeds

Customer signs for the product received

FDNY performs final check before shipment, everything CORRECT?

YES

Vanguard ships the product

END

NO

Notification from FDNY is send to the company to contact FDNY for further instructions

Legend
Red - FDNY
Green - Company
Blue - Vanguard
Rate Explanation

Payment Rate

Company places order during green month? (see calendar slide)

- **YES**
  - Company receives bulk-rate (lower rate)

- **NO**
  - Company receives on-demand rate (higher rate)
VIII. Timeline
Timeline Overview

- **June 2018**
  - The new FDNY Rule 3 RCNY §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 I-F-E Tags/Rangehood Decals.

- **September 2018**
  - First orders commence shipping to companies.
Enforcement

- October 1st, 2018
  - New tags / decals must be placed for new equipment / installation / service.

- October 1st, 2019
  - Full compliance of new tags / decals mandated.
Company Logo

Companies who want to have their logo on the tag or decal must submit an email to TagsDecal@fdny.nyc.gov with image of the company logo by May 18th (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

### PRICING:
- **GREEN:** Bulk pricing / **RED:** On demand pricing

*Month: 1st-30th/31st

<table>
<thead>
<tr>
<th>January</th>
<th>February</th>
<th>March</th>
<th>April</th>
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<tbody>
<tr>
<td><img src="calendar.png" alt="Calendar" /></td>
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### May

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### June

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### July

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### August

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### September

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### October

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<tr>
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### November

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<tr>
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### December

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<tr>
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</table>
2019 Schedule

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

*Month: 1st-30th/31st*
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 14th to June 15th.
- From June 16-September 30th customer will pay on-demand pricing (red months).
- From October 1st-31st customer 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

<table>
<thead>
<tr>
<th>Description of items</th>
<th>Fee amount charged</th>
<th>Total amount due</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>INVOICE FOR VANGUARD ORDER</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>STAMP FOR CFR HOLDER PER UNIT</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>PFI TAGS BULK PER BOX</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>RH DECALS BULK PER BOX</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>SHIPPING COST PER BOX</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>LATE PAYMENTS WILL INCUR FINES</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>THIS IS AN ORIGINAL BILL</strong></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
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/citypad on Friday morning.

- To save money, pay via e-check to avoid convenience fee (2.49%) of Citypad.

- Notify the FDNY and Vanguard in case of any changes.
XII. Tag / Decal Order Training
Demonstration of Ordering

John T. Mehl - Vanguard

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.
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.