

3.0 INSTALLATION REPORT GUIDELINES

An Installation Report (IR) will be submitted to OER following implementation of the remedial action defined in this RAP. The IR will document that the remedial work required under this RAP has been completed and has been performed in compliance with this plan. The IR will include:

Air Quality E-Designation

- 1) Letter stamped with a PE or RA seal certifying the completion of the installation of the HVAC system and/or boilers, as per the commitments specified in the Notice to Proceed and approved RAP – Section 2.1. The letter must specify the system and/or units' manufacturer, model, type of fuel's usage and where required, the location of the stack (e.g., distance from each edge of the building). In addition, the letter should include a brief description of the project (e.g., number of floors, building height, number of units/rooms, total square footage, etc.). If requesting a Notice of No Objection for a Temporary Certificate of Occupancy, the letter must specify the reasons for requesting it, the areas of the building for which the installations have and have not been completed, the floors and/or the residential units which will be covered by the TCO. **Please use a table listing the apartments to be included and excluded from the TCO request, by floor.** Note: Notice of No Objection requests for TCO applications are for large scale development projects (only) and are issued by OER on a case by case basis.
- 2) Signed and stamped gas riser diagram or plan showing the location of the fuel tank (highlighted), marked "AS-BUILD".
- 3) Signed and stamped plans, marked "AS-BUILD", showing the location of the stack (highlighted) and the distances (highlighted) from each edge of the building (ONLY IF REQUIRED BY E-DESIGNATION).
- 4) Pictures of natural gas meter, tank where present, line connection to the HVAC system or boiler(s), HVAC system or boiler(s), stack.

Noise E-Designation

- 1) Letter stamped with a PE or RA seal certifying the completion of the installation of all the windows and alternate means of ventilation's components, as per the commitments specified in the Notice to Proceed and approved RAP – Section 2.12. The letter must specify the windows' manufacturer, model, and glazing composition (e.g., ¼-inch glass, ½-inch air space, ¼-inch glass), and the alternate means of ventilation's manufacturer and model. In addition, the letter should include a brief description of the project (e.g., number of floors, building height, number of units/rooms, total square footage, etc.). If requesting a Notice of No Objection for a Temporary Certificate of Occupancy, the letter must specify the reasons for requesting it, the areas of the building for which the installations have and have not been completed, the floors and/or the residential units which will be covered by the TCO. Please use a table listing the apartments to be included and excluded from the TCO request, by floor. [Note: Notice of No Objection requests for TCO applications are for large scale development projects \(only\) and are issued by OER on a case by case basis.](#)
- 2) Signed and stamped elevations, marked as “AS-BUILD”, showing the locations of the different windows and glazing as described in Section 2.2.1
- 3) Signed and stamped plans, marked as “AS-BUILD”, showing the locations of the alternate means of ventilation (AMV) as described in Section 2.2.2
- 4) Pictures (maximum of two 4” X 6” or larger photos per page) of each façade of the building, installed windows (interior and exterior) and alternate means of ventilation (interior and exterior).

The letter must be submitted both as hard and digital copies. All other material can be submitted electronically.

3.1 INSTALLATION REPORT CERTIFICATION

The following certification will appear in front of the Executive Summary of the Installation Report. The certification will include the following statements:

I, _____, am currently a [registered professional engineer or registered architect] licensed by the State of New York. I had primary direct responsibility for implementation of the remedial program for the [Site name] Site (NYC Block [xxxx] and Lot(s)[xxx]).

I certify that the Site description presented in this IR is identical to the Site description and associated amendments presented in the Notice to Proceed issued by DEP/OER to the NYC DOB on [date].

I certify that the OER-approved Remedial Action Plan dated [month, day, year] and Stipulations in the Notice to Proceed [month, day, year] were implemented and that all requirements in those documents have been complied with.

I certify that the remedial activities were observed by qualified environmental professionals under my supervision and that the remediation requirements set forth in the Remedial Action Plan have been achieved.

I certify that all information and statements in this certification are true. I understand that a false statement made herein is punishable as Class “A” misdemeanor, pursuant to Section 210.45 of the Penal Law.

Name

NYS PE/RA License Number

Signature

Date

