



FDNY C14 Certificate of Fitness: Supervision of Non-Production Chemical Laboratory

The New York City Fire Department (FDNY) requires the presence of at least one Certificate of Fitness (C14 C of F) holder per research group (one or more laboratory rooms) during all hours of operation. Also, at least one C14 C of F holder must be present during each instructional laboratory period. A C14 C of F holder must be readily available on site for inspection by FDNY.

Most labs operate beyond normal business hours. Thus, each department must ensure that a sufficient number of personnel are certified to ensure coverage during all hours of operation. C14 C of F holders must be deigned responsible for the assigned lab to *monitor* for FDNY compliance.

Obtaining a C14 C of F requires either taking an exam at FDNY headquarters or self-certification. All C14 C of Fs at Brooklyn College are obtained via self-certification through the Office of Environmental Health and Safety (EHS).

Step 1. READ with the information present in the [C-14 study material](#)

Step 2. PASS a quiz (EHS will provide it prior application process)

Step 3. SUBMIT documentation electronically to EHS:

1. Signed [affidavit](#) that you have read the regulations
2. Signed [Employee Affirmation Form](#)
3. Completed and signed [FDNY Certificate of Fitness Application \(A-20\)](#).
4. Proof of education (diploma or transcript; official translation if foreign diploma). If applicant has holds a Bachelor's of Science degree & ≥ 2 years of experience, a notarized Lab Experience Letter must be submitted. If < 2 years of experience, contact EHS.
5. Copy of Brooklyn College ID
6. Digital 2" x 2" (passport) photograph

Step 4. POST a copy of the permit in a prominent place such as on the lab's primary fume hood

Step 5. RENEW every 3 years:

- READ the [2008 FDNY regulations for fire prevention in laboratories](#);
- SIGN [affidavit](#) that you have read the read the 2008 FDNY regulations;
- EHS will complete a C of F Renewal Confirmation Letter

Applications and renewals are handled by EHS. Send all documents electronically to EHS (ehs@brooklyn.cuny.edu) or bring application material to Ingersoll 252NE on Monday, Wednesday or Friday. Alternatively, personnel can choose to become certified without diploma/transcript documentation via written exam. Exam applicants must apply in person at 9 MetroTech Center, 1st Floor Brooklyn, NY 11201 and bring all documentation at the time of the exam. See [NOTICE OF EXAMINATION - NYC.gov](#) or http://www.nyc.gov/html/fdny/pdf/cof_study_material/new_c_14_noe.pdf for directions.