



BOBBY JINDAL  
GOVERNOR

## DEPARTMENT OF PUBLIC SAFETY AND CORRECTIONS

### Public Safety Services



H. BUTCH BROWNING  
STATE FIRE MARSHAL

July 14, 2009

To: All Fire Sprinkler and Fire Protection Contractors

From: Boyd Petty, Manager  
Licensing Section

Re: New rules promulgated (L.A.C. 55:V:3101 et seq.) Affecting Fire Sprinkler Systems and/or  
Equipment and Fire Hoses Contractors  
Licensing Section Memo 2-2009

This memo will serve to inform you of recent rules changes to the fire sprinkler industry. These rules were developed in conjunction with the sprinkler industry and were promulgated in April, 2009. I have enclosed a copy of the rules and they will also be posted on the Fire Marshal website located at [www.lasfm.org](http://www.lasfm.org). Please familiarize yourself with these rules. I hope to host various training sessions in the upcoming months to help you understand the rules.

Should you have any questions regarding this matter, please contact me at 1-800-256-5452 or 225-925-7047.

cc: Butch Browning, State Fire Marshal  
Dan Wallis, Assistant Fire Marshal  
Felicia Cooper, Assistant Fire Marshal  
Don Zeringue, Chief Architect  
Steve Gogreve, Assistant Chief, Inspections  
Pat Aronstein, Assistant Chief, Health Care  
Louisiana Fire Sprinkler Association  
Louisiana Life Safety and Property Protection Association  
Louisiana Automatic Fire Alarm Association

Is Yours Working"??  
Smoke Detectors Save Lives!!  
**OFFICE OF THE STATE FIRE MARSHAL**  
**8181 INDEPENDENCE BOULEVARD, BATON ROUGE, LA 70806**  
**(225) 925-4911 1-800-256-5452**

**Title 55**  
**PUBLIC SAFETY**  
**Part V. Fire Protection**  
**Chapter 31. Fire Sprinkler Systems and/or**  
**Equipment and Fire Hose Rules**

**§3101. Purpose**

A. The purpose of these rules is to regulate the activity of certifying, hydrostatic testing, inspecting, installing, maintaining, planning or servicing of commercial fire sprinkler equipment and/or systems in the interest of protecting and preserving lives and property pursuant to authority of R.S. 40:1664.1 et seq.

AUTHORITY NOTE: Promulgated in accordance with R.S. 40:1664.2 et seq.

HISTORICAL NOTE: Promulgated by the Department of Public Safety and Corrections, Office of State Fire Marshal, LR 35:677 (April 2009).

**§3103. Applicability of Rules**

A. These rules shall apply to all firms and persons engaged in the activity of certifying, hydrostatic testing, inspecting, installing, maintaining, planning or servicing of commercial fire sprinkler systems/equipment.

AUTHORITY NOTE: Promulgated in accordance with R.S. 40:1664.2 et seq.

HISTORICAL NOTE: Promulgated by the Department of Public Safety and Corrections, Office of State Fire Marshal, LR 35:677 (April 2009).

**§3105. Exceptions**

A. These rules shall not apply to firms and/or persons engaging in the activity of certifying, hydrostatic testing, inspecting, installing, integrating, or servicing fire sprinkler systems/equipment in one or two family dwellings.

AUTHORITY NOTE: Promulgated in accordance with R.S. 40:1664.2 et seq.

HISTORICAL NOTE: Promulgated by the Department of Public Safety and Corrections, Office of State Fire Marshal, LR 35:677 (April 2009).

**§3107. Notices by the Fire Marshal**

A. Any notice required to be given by the State Fire Marshal by any provision of R.S. 40:1664.1 et seq., or these rules must be given by personal or domiciliary service or mailed, postage prepaid, to the person's residence or firm address or agent of service as it appears on the records in the Office of State Fire Marshal. It is the responsibility of the person or firm involved to assure that the Office of the State Fire Marshal has a correct address for the person or firm.

AUTHORITY NOTE: Promulgated in accordance with R.S. 40:1664.2 et seq.

HISTORICAL NOTE: Promulgated by the Department of Public Safety and Corrections, Office of State Fire Marshal, LR 35:677 (April 2009).

### **§3109. Certificate, License Required**

A. Each firm engaged in the activity of certifying, hydrostatic testing, inspecting, installing, maintaining, planning or servicing of commercial fire sprinkler systems/equipment shall apply for a certificate of registration in the endorsements of certification desired in accordance with these rules prior to conducting any such activity in this state.

B. Each person or employee engaged in the activity of certifying, hydrostatic testing, or inspecting of commercial fire sprinkler systems/equipment shall apply for a license in the endorsements of licensure desired in accordance with these rules prior to conducting any such activity in this state.

C. Any firm and/or person described in Subsection A or B of this Section, which has not applied for and received a current and valid certificate of registration or license, shall immediately cease such activities. The Office of State Fire Marshal shall take all steps necessary to enforce an order to cease and desist.

AUTHORITY NOTE: Promulgated in accordance with R.S. 40:1664.2 et seq.

HISTORICAL NOTE: Promulgated by the Department of Public Safety and Corrections, Office of State Fire Marshal, LR 35:677 (April 2009).

### **§3111. Definitions**

A. The following words and terms, when used in these rules, shall have the following meanings, unless the context clearly indicates otherwise.

*Activity*—the act of certifying, hydrostatic testing, inspecting, installing, maintaining, planning or servicing of commercial fire sprinkler equipment and/or systems and/or fire hoses pursuant to R.S.40:1664.1 et seq.

*Certificate of Registration*—that document issued by the State Fire Marshal to a firm authorizing it to engage in such activities as defined in these rules.

*Certify*—to attest to the proper functionality, or hydrostatic testing, or inspection, or installation, or maintenance, or service, or testing of fire sprinkler systems/equipment in accordance with manufacturer's specifications and per the inspection, testing and maintenance chapters as set forth in the applicable NFPA codes and standards.

*Contact Person*—that individual designated by a firm to act as liaison with the Office of the State Fire Marshal.

*Fire Hose*—a flexible conduit used to convey water.

*Fire Sprinkler Systems/Equipment*—a commercial fire sprinkler system consisting of underground and above ground piping and valves designed to suppress fire by means of water discharge through system piping and sprinkler heads. Fire sprinkler equipment includes but is not limited to standpipes, fire pumps, and hose stations in commercial occupancies. Fire sprinkler systems/equipment is governed by the provisions of NFPA 11, 11A, 13, 13D, 13R, 14, 15, 16, 20, 22, 24, 25, 1961 and 1962.

*Firm*—a sole proprietorship, partnership, corporation, limited liability company or any other entity. For the purpose of these rules the term *firm* shall also mean *fire sprinkler contractor* as used in R.S.40:1664.1 et seq.

*Foreman*—an employee designated by a sprinkler firm, who certifies an installation, or service work, or completes the acceptance test, or identifies impairments of fire sprinkler equipment and/or system.

*Hydrostatic Testing*—pressure testing fire sprinkler equipment and/or systems or fire hoses by approved hydrostatic methods and in accordance with NFPA codes.

*Inspection*—the act of visually checking the physical condition and placement of fire sprinkler equipment and/or systems or fire hoses and/or certifying the same for functional performance in accordance with all applicable engineered specifications, manufacturer's specifications and per the inspection, testing and maintenance chapters as set forth in the applicable NFPA codes and standards.

*Inspector*—an individual licensed pursuant to R.S. 40:1664.1 et seq., and these rules that certifies, inspects or performs hydrostatically testing of fire sprinkler equipment and/or systems or fire hoses.

*Installation*—the initial placement of a fire sprinkler system or an extension, or alteration after initial placement.

*License*—that document issued by the State Fire Marshal to an employee of a certified firm authorizing the employee to be a qualifier or inspector as defined by these rules.

*Maintenance*—repair service, including periodically recurrent inspections and tests, required to keep fire protection equipment/systems and fire sprinkler systems and their components in an operable condition at all times, together with replacement of the equipment/system or of its components, when for any reason they become undependable or inoperable.

*Nationally Recognized Testing Laboratory*—a nationally recognized testing company concerned with product and service evaluation, which, after conducting successful examinations, inspections, tests and reexaminations, reflects approval by various labeling, listing and classification actions.

*NFPA*—the National Fire Protection Association, Inc., a nationally recognized standards-making organization.

*Non-Conforming*—a system or component of a system which does not comply with applicable NFPA codes or standards.

*Non-Required*—a system or component of a system which is not required by the applicable occupancy chapter of NFPA 101 (Life Safety Code).

*Office*—Office of State Fire Marshal.

*Operating Location*—a physical office from which the acts authorized by the certificate of registration are performed.

*Person*—a natural individual, including any owner, manager, officer, or employee of any firm.

*Planning*—the laying out a fire sprinkler system by a qualifier for installation in a commercial occupancy for protecting the occupants and structure from fire.

*Pocket License*—that document issued by the State Fire Marshal to an employee of a certified firm, in pocket size and bearing a photographic image of the licensee, authorizing the employee to engage in the activities as defined by these rules.

*Principal*—*Principal* means a person or entity that owns at least five percent of a life safety and property protection contracting firm regardless of the form of organization. *Principal* includes a person or entity entitled to exercise the prerogatives or indicia of ownership or control of a life safety and property protection contracting firm whether by direct action, assignment, or any other kind of substitution or subrogation, to the extent that such person or entity would be entitled to receive at least 5 percent of the remaining assets of the life safety and property protection contracting firm upon dissolution. *Principal* includes, if the entity is a partnership, each partner, including any general or limited partner. *Principal* includes, if the entity is organized as a corporation, any person or entity who owns or controls five percent or more of the total aggregate number of shares of all types of stock issued by a life safety and property protection contracting firm organized as a corporation or shares of a corporation that owns or controls a life safety and property protection contracting firm. *Principal* includes any member if the entity is organized as a limited liability company.

*Qualifying Person*—the employee of a firm who plans fire sprinkler systems.

*Required*—a system or component of a system which is required by the applicable occupancy chapter of NFPA 101 (Life Safety Code).

*Residential Fire Sprinkler System*—a fire sprinkler system consisting of underground and above ground piping and valves designed to suppress fire by means of water discharge through system piping and sprinkler heads within a one or two family dwelling.

*Service*—the act of repair or replacement of fire sprinkler systems or their components to ensure the proper functioning of the equipment/system.

*Sprinkler Firm Employee*—one who works for a firm for which a certificate is issued as required by R.S.40:1664.1 et seq., in return for financial or other compensation. For the purposes of these rules, only qualifiers, inspectors and foremen are considered employees. Also where the term *employee* is used in the body of these rules, it refers to *sprinkler firm employee*.

AUTHORITY NOTE: Promulgated in accordance with R.S. 40:1664.1 et seq.

HISTORICAL NOTE: Promulgated by Department of Public Safety and Corrections, Office of State Fire Marshal, LR 35:677 (April 2009).

### **§3113. Certification of Firms**

A. Every firm must obtain from the State Fire Marshal a certification of registration with the appropriate endorsements as provided for by R.S.40:1664.1 et seq., before engaging in the activity of certifying, hydrostatic testing, inspecting, installing, maintaining, planning or servicing of commercial fire sprinkler systems/equipment.

1. Each firm, as defined by R.S.40:1664.1 et seq., shall have at least one licensed qualifier and one licensed inspector to perform the act or acts authorized by its certificate.

2. Firms as defined by R.S.40:1664.1 et seq., and their owners shall be responsible for the acts of their agents and employees for the purpose of these rules including the initiation of administrative action by the state fire marshal.

B. The following shall apply to certificates of registration:

1. Posting. Each certificate shall be posted conspicuously at each firm and/or branch office premises. All firms without a physical location in this state shall be required to purchase a duplicate certificate to post in each vehicle which will come into this state to do work.

2. Changes of Ownership. The change of a firm's majority ownership invalidates the current certificate. To assure continuance of the firm, an application for a new certificate shall be submitted to the State Fire Marshal within 10 days after such change in ownership.

3. Change of Corporate Officers. Any change of corporate officers must be reported in writing to the State Fire Marshal within 10 days of the change. This change does not require a revised certificate.

4. Duplicates. A duplicate certificate must be obtained from the State Fire Marshal to replace a lost or destroyed certificate. The firm must submit written notification of the loss or destruction within 10 days, accompanied by the required fee specified in these rules.

5. Revisions/Changes. The change of a firm's name, location, or mailing address or operating status requires a revision of the certificate of registration. Certificates of registration requiring changes must be surrendered to the State Fire Marshal within 10 days after the change requiring the revision. The firm must submit written notification of the change with the surrendered certificate of registration, accompanied by the required fee specified in by R.S. 40:1664.1 et seq.

6. Non-Transferability. A certificate of registration is not transferable from one firm to another.

7. Validity. A certificate of registration is valid for one year from date of issue, and must be renewed annually.

AUTHORITY NOTE: Promulgated in accordance with R.S. 40:1664.2 et seq..

HISTORICAL NOTE: Promulgated by the Department of Public Safety and Corrections, Office of State Fire Marshal, LR 35:678 (April 2009).

### **§3115. Licensure of Qualifiers and Inspectors**

A. Required. Each employee of a certified firm desiring to act as an inspector or qualifier for the firm shall have a current and valid license issued by the State Fire Marshal.

B. Types of Licenses. Each license shall be identified by class, which indicates the authorized act or acts which may be performed by the licensee.

C. Posting. It is not necessary to post an employee license on a wall. A master list of all employees' names and license numbers must be kept at each office location and must be available for review upon request by the State Fire Marshal or his designated representative.

D. Pocket Identification Card. The pocket ID card is for immediate identification purposes only and shall be on the holder's at all times when conducting fire sprinkler work in the field. The pocket ID card need not be visibly displayed when working in areas where the card may be damaged or lost. The pocket ID card must still be available for inspection upon request.

E. Duplicate License or Pocket Identification Card. A duplicate license or pocket ID card must be obtained from the State Fire Marshal to replace a lost or destroyed one. The holder and his employer must submit written notification within 10 days of the loss or destruction of a license or pocket ID card, accompanied by the required fee as specified in these rules.

F. Revised Licenses. The change of a licensee's employer, home address or mailing address or employment status requires a revised license. Licenses requiring revision must be surrendered to the State Fire Marshal within 10 days after the change requiring the revision. The license holder and his employer must submit written notification of the necessary change with the surrendered license, accompanied by the required fee as specified in these rules.

G. Non-Transferable. A license is not transferable from one person to another or from one firm to another.

H. License Reciprocity. The State Fire Marshal may waive any license requirements for an applicant with a valid license from another state having license requirements substantially equivalent to those of this state.

I. Validity. A license is valid for one year from date of issue, and must be renewed annually unless the State Fire Marshal adopts a system under which licenses expire on various dates during the year. Should a staggered renewal system be adopted, the renewal fees shall be prorated on a monthly basis so that each licensee pays only that portion of the fee that is allocable to the number of months during which the license is valid.

AUTHORITY NOTE: Promulgated in accordance with R.S. 40:1664.2 et seq..

HISTORICAL NOTE: Promulgated by the Department of Public Safety and Corrections, Office of State Fire Marshal, LR 35:679 (April 2009).

### **§3117. Alteration of Certificates or Licenses**

A. Any alteration of a certificate of registration or license renders it invalid and such alteration shall be the basis for administrative action in accordance with penalties set forth in R.S.40:1664.1 et seq. and these rules.

AUTHORITY NOTE: Promulgated in accordance with R.S. 40:1664.2 et seq.

HISTORICAL NOTE: Promulgated by the Department of Public Safety and Corrections, Office of State Fire Marshal, LR 35:679 (April 2009).

**§3119. Application for Certification of Firms**

A. Applications for a certificate of registration for fire sprinkler firms shall be in writing on the forms provided by the State Fire Marshal and accompanied by the required fee as specified in these rules.

B. The application for certificates of registration shall:

1. be executed by the sole proprietor, by each partner of a partnership, or by the authorized officer(s) or manager(s) of a corporation;

2. identify the type of endorsement applied for;

3. identify the physical and mailing address, if different, of the firm;

4. identify any and all names by which the firm may conduct activity regulated by R.S. 40:1664.1 et seq., and these rules;

5. identify each principal of the firm;

6. identify the contact person as defined by these rules;

7. identify the qualifying person(s) for each endorsement applied for;

8. include a separate employee application for each qualifying person along with the required training or certification credentials as established by the Life Safety and Property Protection Advisory Board and an originally signed and notarized employment affidavit. A firm must employ and license at least one qualifier. Multiple qualifiers may be licensed;

9. include a separate employee application for each inspector along with the required training or certification credentials as established by the Life Safety and Property Protection Advisory Board. A firm must employ and license at least one inspector;

10. be accompanied by:

a. a current certificate of insurance issued to the Office of State Fire Marshal showing a minimum of \$500,000 coverage;

b. a copy of the local or occupational license for the firm;

11. for out of state firms, include a list of all vehicles which shall come into this state to conduct activity regulated by R.S. 40:1664.1 et seq., and these rules. The list shall include the vehicle's make, model, year and license number.

C. The application shall also include written authorization by the applicant permitting the State Fire Marshal or his representative to enter, examine, and inspect any premise, building, room, vehicle, or establishment used by the

applicant while engaged in activity to determine compliance with the provisions of R.S.40:1664.1 et seq., and these rules.

D. When the applicant has completed the requirements contained above, a pre-certification inspection may be conducted at the facilities or of the vehicles of the applicant. Such inspection is to determine that such equipment necessary to perform activities in accordance with the applicable NFPA codes and/or standards, UL or manufacturer's specifications for which the applicant is applying to be certified is on hand. The office may inspect vehicles, equipment, buildings, devices, premises or any area to be used in performing the activities allowed by the certificate of registration. After issuance of a certificate of registration, such facilities may be inspected annually thereafter or as frequently as deemed necessary to ensure that the equipment requirement continues to be met.

AUTHORITY NOTE: Promulgated in accordance with R.S. 40:1664.2 et seq..

HISTORICAL NOTE: Promulgated by the Department of Public Safety and Corrections, Office of State Fire Marshal, LR 35:679 (April 2009).

### **§3121. Qualifying Persons**

A. Each certified firm or each firm seeking certification shall employ at least one qualifying person for each endorsement it is making application for. No fire sprinkler system or equipment shall be certified, hydrostatically tested, inspected, installed, planned, maintained, serviced, or submitted to this office for review if the firm does not employ a qualifying person as provided herein.

B. The qualifying person shall be a paid employee and shall receive a W-2 or K-1 tax form from the firm. The qualifier shall only qualify one firm for which he is employed. An individual may not qualify multiple firms at the same time. A contract employee cannot be used to fulfill this requirement except as provided by Subsection G below. A qualifier must physically reside within 150 miles of the office for which he or she qualifies.

C. The qualifying person shall be primarily and actively engaged in direct supervision of the certification, hydrostatic testing, integrating, inspection, installation, maintaining, planning and servicing of those fire protection systems or equipment for which the firm holds an endorsement to work on. If a firm holds multiple endorsements, then multiple qualifiers may be utilized to meet this requirement.

D. A qualifier must meet the minimum examination, certification, or training requirements as established by the Life Safety and Property Protection Advisory Board.

E. Currently, the following requirements have been established:

1. Fire Sprinkler System Endorsement B—a current NICET Certificate, minimum Level III in Automatic Sprinkler System Layout, or a professional engineer currently registered with the Louisiana Board of Professional Engineers with a Mechanical Engineer endorsement.

F. A Louisiana Board of Professional Engineers registered Fire Protection Engineer may substitute for any of the above if documented to be in the appropriate discipline of endorsement.

G. At anytime that a firm finds itself without a qualifying person, such firm shall only be able to continue certifying, hydrostatic testing, inspecting, maintaining, planning and/or servicing existing contractual obligations for that endorsement but shall not engage in any new work until a qualifying person has been employed as provided herein. A firm may not submit plans to the Office of the State Fire Marshal when it finds itself without a qualifying person.

H. This office shall be notified in writing within 10 working days anytime a qualifying person's employment is terminated for any reason.

I. A firm which loses its qualifying person and has timely notified the Office of the State Fire Marshal shall have 90 days to hire another qualifying person. If after the loss of such an employee, a replacement cannot be found within the 90 days, the firm may make a request to the Office of the State Fire Marshal to temporarily hire a qualifying person on a contractual basis. Good cause must be shown why another employee cannot be permanently hired. Approval by the Office of the State Fire Marshal for the hiring of a qualifying person on a contractual basis shall not exceed six months. Not later than 30 days prior to the expiration of the six month period, the firm can request an additional six month period to employ a qualifying person on a contractual basis. The Office of the State Fire Marshal may grant one additional six month period during which a firm may employ a qualifying person on a contractual basis.

J. Failure to notify this office in writing within 10 working days of the loss of a qualifying person will cause forfeiture of any extension of time to hire another qualifying person.

K. A qualifying person must obtain an individual employee license as required by these rules. Licensure of the qualifier shall include a signed and notarized affidavit indicating the employment relationship and duties of the qualifier. If a firm desires to use multiple qualifiers for submitting plans and supervising installations or service, then it must register and license the additional qualifiers with the Office of the State Fire Marshal.

AUTHORITY NOTE: Promulgated in accordance with R.S. 40:1664.2 et seq.

HISTORICAL NOTE: Promulgated by the Department of Public Safety and Corrections, Office of State Fire Marshal, LR 35:680 (April 2009).

### **§3123. Application for Licenses**

A. Applications for a license from an employee of a certified firm shall be on forms provided by the State Fire Marshal and accompanied by the required fee as specified in these rules.

B. Applications for employee licenses shall be accompanied by a written statement from the employer certifying the applicant's competency to certify, hydrostatically test, inspect, maintain or service those systems and/or equipment for which the applicant desires to become licensed.

C. Applications for employee licenses will not be accepted unless accompanied by documentation showing that the applicant has met all competency requirements as determined by the Life Safety and Property Protection Advisory Board.

AUTHORITY NOTE: Promulgated in accordance with R.S. 40:1664.2 et seq.

HISTORICAL NOTE: Promulgated by the Department of Public Safety and Corrections, Office of State Fire Marshal, LR 35:681 (April 2009).

**§3125. Fees—General Information**

A. Every fee required in accordance with the provisions of R.S. 40:1664.1 et seq., and these rules, shall be paid by firm check or certified funds made payable to the "Office of State Fire Marshal." Cash or personal checks cannot be accepted.

B. Fees shall be paid at or mailed to the Office of the State Fire Marshal at 8181 Independence Blvd., Baton Rouge, Louisiana 70806.

C. Late fees are required on all certificates of registration or license holders who fail to submit renewal applications in a timely fashioned as outlined in R.S. 40:1664.1 et seq.

D. A renewal application accompanied by the required renewal fee and deposited with the United States Postal Service is deemed to be timely filed, regardless of actual date of delivery, when its envelope bears a legible postmark date which is on or before the expiration date of the certificate or license being renewed.

E. Certificates or licenses which have been expired for more than 60 days will be suspended and applicants must apply and pay for a new certificate of registration or license.

AUTHORITY NOTE: Promulgated in accordance with R.S. 40:1664.2 et seq.

HISTORICAL NOTE: Promulgated by the Department of Public Safety and Corrections, Office of State Fire Marshal, LR 35:681 (April 2009).

**§3127. Fees—Specific Information**

A. Certificate of Registration and License Fees

	<b>Initial</b>	<b>Renewal</b>
Firm Certificate Fire Sprinkler	\$500	\$250
<b>Employees</b>		
Qualifier	\$100	\$50
Inspector	\$100	\$50

B. Late Renewal Fee

1. A penalty shall be assessed in accordance with R.S.40:1664.1 et seq., for the late renewal of a certificate of registration or license.

C. Change in ownership—\$500.

D. Changes or alterations—\$20.

E. Duplicate Certificates of Registration or License—\$20.

F. Replacement pocket registration card—\$20.

AUTHORITY NOTE: Promulgated in accordance with R.S. 40:1664.2 et seq.

HISTORICAL NOTE: Promulgated by the Department of Public Safety and Corrections, Office of State Fire Marshal, LR 35:681 (April 2009).

### **§3129. Initial Certification, Continuing Education**

A. Initial Certification. Applicants for Qualifier or Inspector initial licenses are required to meet the initial certification requirements as established by the Life Safety and Property Protection Advisory Board.

B. Continuing Education. Applicants for Qualifier or Inspector who wish to renew their licenses are required to meet the continuing education requirements as established by the Life Safety and Property Protection Advisory Board.

AUTHORITY NOTE: Promulgated in accordance with R.S. 40:1664.2 et seq.

HISTORICAL NOTE: Promulgated by the Department of Public Safety and Corrections, Office of State Fire Marshal, LR 35:681 (April 2009).

### **§3131. Fire Sprinkler Systems Installations and Inspections**

A. New fire sprinkler systems/equipment shall be certified, installed, maintained, planned and serviced in compliance with NFPA 11, 11A, 13, 13D, 13R, 14, 15, 16, 20, 22, 24, 25, 101, 1961 and 1962, as applicable and adopted by the Office of the State Fire Marshal in LAC-55:V:103 or noted in these rules.

B. Existing fire sprinkler systems/equipment shall be certified, hydrostatically tested and inspected in compliance with NFPA 25, 1961 or 1962, as applicable, as adopted by the Office of the State Fire Marshal in LAC 55:V:103 or noted in these rules.

C. A service tag shall be securely attached to each riser upon completion of any work.

D. When a fire hose is found to be in a condition which would not allow hydrostatic testing as described in NFPA 1961 or 1962, as adopted by the Office of the State Fire Marshal in LAC 55:V:103 noted in these rules, then the fire hose shall be red tagged or removed from service and destroyed in accordance with the applicable code or standard and these rules.

E. All non-required and non-conforming fire sprinkler systems/equipment shall be planned, certified, inspected, installed, planned, maintained and serviced in compliance with the manufacturer's installation manuals, specifications, and deviations from the applicable codes and standards adopted in LAC-55:V:103 and 3053 as authorized by the Office of the State Fire Marshal.

F. Non-required and/or non-conforming fire sprinkler systems/equipment which only comprise of six sprinkler heads or less connected to a domestic water system need not be inspected and certified annually by a certified fire sprinkler system firm. The owner of these systems must ensure these systems are functional and maintained in compliance with the manufacturer's specifications, as provided by R.S.40:1561, et seq., and NFPA 101 as adopted by LAC 55:V:103.

G. All systems, except as noted in Section G above, shall be planned, certified, inspected, installed, planned, maintained and serviced by certified firms having licensed personnel working within their certification and licensing discipline. In cases where disciplines cross over, the following reasoning will prevail.

1. Distribution piping systems as provided for in NFPA 25, as adopted in LAC 55:V.103 will be certified, inspected, installed, planned, maintained and serviced by certified fire sprinkler contractors as regulated by R.S. 40:1664.1 et seq.

2. Underground water supply and distribution piping systems as provided for in NFPA 25, as adopted in LAC 55:V:103 will be certified, inspected, installed, planned, maintained and serviced by certified fire sprinkler contractors or licensed plumbing contractor as regulated by R.S. 40:1664.1 et seq.

3. Foam systems providing foam solution to fire monitors, portable nozzles, or fire trucks are excluded from this rule.

4. Alarm devices such as flow switches, pressure switches, low air pressure switches that are an integral part of the piping system must be installed by certified fire sprinkler contractors as regulated by R.S. 40:1664.1 et seq., and connected to the fire alarm system by a certified fire detection and alarm firm.

H. All non-required or non-conforming systems require written permission and possible review from the Office of the State Fire Marshal Plan Review Section prior to installation. Non-conforming systems shall be maintained in a functioning operational state as long as the system is within the facility. Non-required systems shall be maintained in accordance with the inspection, testing, and maintenance chapters of the applicable NFPA codes, standards and manufacturer's specifications governing that particular system as long as the system is within the facility.

AUTHORITY NOTE: Promulgated in accordance with R.S. 40:1664.2 et seq.

HISTORICAL NOTE: Promulgated by the Department of Public Safety and Corrections, Office of State Fire Marshal, LR 35:681 (April 2009).

### **§3133. Installation Placards**

A. Upon installation of any new fire sprinkler system, the system shall have a placard permanently affixed on each riser. The installation placard shall be a minimum of 2 3/4 inches by 2 3/4 inches. Maximum size cannot exceed 5 inches by 5 inches. The following information and wording shall be required to be preprinted on the front side of the tag:

1. **“DO NOT REMOVE BY ORDER OF THE STATE FIRE MARSHAL”** (all capital letters, in bold type);
2. installation placard;
3. installation date;
4. firm's name;
5. firm's certificate number;

6. qualifier's name;
7. qualifier's license number;
8. NFPA Code Edition System was installed under;
9. plan review or exemption number;
10. model number and manufacturer of sprinkler valve;
11. model number and date of each type of sprinkler head on system.

B. If after initial installation a sprinkler system is redesigned because of an occupancy change or the main control valve is replaced for any reason, a new installation placard shall be completed and attached as above, noting the appropriate changes in information.

AUTHORITY NOTE: Promulgated in accordance with R.S. 40:1664.2 et seq.

HISTORICAL NOTE: Promulgated by the Department of Public Safety and Corrections, Office of State Fire Marshal, LR 35:682 (April 2009).

### **§3135. Service Tags, Yellow Tags, Red Tags, and Stenciling**

A. All fire sprinkler systems/equipment shall be tagged or stenciled in the following manner.

1. Service Tags

a. A service tag shall be completed and attached to a fire sprinkler system, fire pump and fire hoses after it has been certified, hydrostatically tested, inspected, installed, maintained or serviced indicating all work that has been done. Fire hoses shall be stenciled in ink after being hydrostatically tested.

b. Service tags shall be green in color. Fire hoses shall be stenciled in a contrasting color to that of the hose.

c. The service tag shall be attached at the following locations.

i. For fire sprinkler systems, the tag shall be attached at the riser.

ii. For fire pumps, the tag shall be attached at pump housing cover.

iii. For fire hoses, the tag shall be located at the female coupling.

iv. For standpipes, the tag shall be attached at the main control valve.

v. For fire hoses, the stencil shall be located at both couplings.

d. The service tag shall be attached in such a way as to not hamper the actuation and operation of the equipment or system.

e. A service tag shall be attached on all equipment/systems found to be in proper working condition and which are found to be in an operational condition per the inspection, testing and maintenance chapters of the applicable NFPA codes and standards. This tag shall be used for new installations and shall be in addition to the

installation placard provided for in these rules. This tag shall also be used for all service and maintenance where the system is found to meet the above conditions.

f. Service tags must contain all of the information listed below:

i. **“DO NOT REMOVE BY ORDER OF THE STATE FIRE MARSHAL”** (all capital letters in bold face type);

ii. servicing firm's name, physical address and telephone number;

iii. servicing firm's State Fire Marshal certificate number;

iv. employee's name and State Fire Marshal license number (if applicable) to be printed on tag either at the time of service or preprinted;

v. employee's signature to be signed at time of installation, certification or service (no preprinted signatures nor initials are permitted);

vi. day, month and year in which the installation, certification or service was performed (must be punched through service tag at designated marks for month and year; designated marks for month and year shall only be punched once per tag);

vii. type of work performed. Only "Installation", "Certification", and "Service" shall be noted on tag for type of work performed (must be punched through the service tag):

(a). "Installation" shall be punched on the tag when the fire protection system or equipment is initially placed into service or after an addition or extension to the system has been made. Punching "Installation" indicates the initial certification of the system or equipment has been completed;

(b). "Certification" shall be punched on the tag when the fire sprinkler system or equipment has its annual inspection. Punching "Certification" indicates that any required service performed to the system or equipment at the time has been completed;

(c). "Service" shall be punched on the tag when the fire sprinkler system or equipment is repaired or replaced to ensure proper operation in between required certification periods;

(d). specifics as to the type of work performed shall be noted on rear of tag, (i.e., new installation, annual certification, service, etc);

viii. model number and manufacturer of the sprinkler valve(s);

ix. business owner or tenant and physical address of where the sprinkler system is located (to be noted on rear of tag).

g. Other information may be permitted on the tag after a review and approval by the fire marshal. A request for additional information shall be made to the fire marshal in writing with a sample tag indicating the requested additions.

h. Stenciled information on fire hoses shall include the test pressure, date of test and firm license number.

## 2. Partial Impairment Tags (Yellow Tags)

a. All firms engaged in the activity of certifying, hydrostatic testing, inspecting, installing, maintaining, planning or servicing of fire sprinkler system/equipment and fire hoses shall be allowed to have a partial impairment tag, to be yellow in color, which is to be used when minor deficiencies are found on the equipment or system. The partial impairment tag is in addition to the requirement of having a service tag and impairment tag.

b. A partial impairment tag may be placed on all equipment or systems in which there is a deficiency with the equipment or system but where the equipment or system is still functional. This would include situations where routine service is needed but has not been approved by the owner of the equipment or system as well as systems which are required to be off-sited monitored but monitoring is not provided.

c. A partial impairment tag shall not remain on equipment or a system for more than 60 days. If the problem is not corrected after 60 days the certified firm shall be required to notify, in writing, the Office of the State Fire Marshal Inspection Section. The sprinkler firm does not have to physically return to the building for re-inspection. The mailing of the impairment notice is sufficient.

d. Partial impairment tags must contain all of the information listed below:

i. **"DO NOT REMOVE BY ORDER OF THE STATE FIRE MARSHAL"** (all capital letters in bold face type);

ii. servicing firm's name, physical address and telephone number;

iii. fire sprinkler firm's State Fire Marshal certificate number;

iv. employee's name and State Fire Marshal license number (if applicable) to be printed on tag either at the time of service or preprinted;

v. employee's signature to be signed at time of installation, certification or service (no preprinted signatures nor initials are permitted);

vi. day, month and year in which the impairment was found (to be punched through service tag at designated marks for month and year; designated marks for month and year shall only be punched once per tag);

vii. type of impairment found (to be hand written on rear of tag); If additional space is needed to note the impairments, then multiple tags shall be used noting 1 of 2, 2 of 2, etc.;

viii. model number and manufacturer of the sprinkler valve;

ix. business owner or tenant and physical address of where the sprinkler system is located (to be noted on rear of tag).

## 3. Impairment Tags (Red Tags)

a. All firms engaged in the activity of certifying, hydrostatic testing, inspecting, installing, maintaining, planning or servicing of fire sprinkler systems/equipment shall have an impairment tag, to be red in color, which is to be used when major deficiencies are found on these systems or equipment.

b. An impairment tag shall be placed on all fire sprinkler systems/equipment upon discovery that the system or equipment is impaired to the point that life safety is at risk or to the point that the automatic or manual discharge system will be prevented from functioning as intended.

c. Impairment tags shall also be placed on any equipment or system where life safety is in imminent danger.

d. A red tag is not required to be placed on a fire hose which fails hydrostatic testing, but rather, the fire hose shall be removed from service at the owner's direction.

e. Written notice shall be made to the owner and to the Office of the State Fire Marshal Inspection Section by the certified firm as soon as is practically possible but shall not exceed two working days after the system or equipment is red tagged. Notification to the Office of the State Fire Marshal is not needed for fire hoses removed from service. Written notification can be by electronic mail or facsimile. The Office of State Fire Marshal shall provide a form for notification. Additional notification (written or verbally) should be made to the local fire department when a system is red tagged.

f. Impairment tags must contain all of the information listed below:

i. **"DO NOT REMOVE BY ORDER OF THE STATE FIRE MARSHAL"** (all capital letters in bold face type);

ii. fire sprinkler firm's name, physical address and telephone number;

iii. fire sprinkler firm's State Fire Marshal certificate number;

iv. employee's name and State Fire Marshal license number (if applicable) to be printed on tag either at the time of service or preprinted;

v. employee's signature to be signed at time of installation, certification or service (no preprinted signatures nor initials are permitted);

vi. day, month and year in which the inspection was performed (to be punched through service tag at designated marks for month and year; designated marks for month and year shall only be punched once per tag);

vii. type of impairment found (to be hand written on rear of tag); If additional space is needed to note the impairments, then multiple tags shall be used noting 1 of 2, 2 of 2, etc.;

viii. model number and manufacturer of the sprinkler valve(s);

ix. business owner or tenant and physical address of where the sprinkler system is located (to be noted on rear of tag).

g. Notification of fire protection equipment/systems inspections where no deficiencies are found need not be sent to the Office of the State Fire Marshal unless specifically requested.

4. Written Notification. The following information is required to be sent when written notification is made to the Office of the State Fire Marshal Inspection Section:

- a. name, address, and telephone number of the business owner or tenant of where the sprinkler system is located;
- b. name, address, telephone number, and certificate number of the firm noting the impairment;
- c. name and license number (if applicable) of the employee who performed the certification, inspection, maintenance, or service;
- d. type of system (manufacturer and model number should also be included);
- e. code, inspection chapter and year edition firm used for inspection;
- f. reason for the impairment. Note: A copy of the inspection or service report shall be included; and
- f. date system or equipment was red or yellow tagged.

5. Non-Required and/or Non-Conforming Systems. Where a fire protection system is non-required or permitted to be installed in a non-conforming state by this office or is both non-required and non-conforming then the following additions shall be made to the guidelines set forth in this Section.

a. Each firm shall stamp or write on the installation tag and/or service tag one of the following statement as applicable:

- i. NON-REQUIRED SYSTEM; or
- ii. NON-CONFORMING SYSTEM; or
- iii. NON-REQUIRED/NON-CONFORMING SYSTEM.

b. Such print or stamp shall be in all capital letting and be written or stamped so as to not obscure other information provided on the tag.

c. This does not supersede the requirements to place a yellow or red tag on a system that is impaired in any way.

#### 6. Miscellaneous Provisions

a. On all fire sprinkler systems, a plastic pocket pouch/sleeve shall also be attached to the riser where all tags and inspection reports shall be maintained for a period of one year after the system's annual certification. Upon a new annual certification, all previous service tags and inspection reports may be removed and given to the owner to keep on file. This requirement does not apply to fire hoses.

b. All tags must be card stock, plastic, vinyl, tyevak or metal in order to maintain the running record for the system. One sided or self adhesive service tags are not permitted except for fire protection equipment or systems in areas subject to adverse conditions. Self adhesive tags shall contain all of the information required on hanging tags.

c. All tags shall be 5 1/4 inches in height and 2 5/8 inches in width.

d. Firms shall have their tags printed and one forwarded to the State Fire Marshal's Licensing Section for approval and incorporation in the firm's file.

e. All tags remain the property of the certified firm and may be removed only by licensed employees of a certified firm or employees of the State Fire Marshal's Office and certified fire prevention bureaus.

f. The following table outlines which individual may place a tag on a fire sprinkler system.

	Installation	Annual Certification	Service	Acceptance Testing	Impairment
Qualifier	Yes	No	Yes	Yes	Yes
Inspector	Yes	Yes	Yes	No	Yes
Foreman	Yes	No	Yes	Yes	Yes

AUTHORITY NOTE: Promulgated in accordance with R.S. 40:1664.2 et seq.

HISTORICAL NOTE: Promulgated by the Department of Public Safety and Corrections, Office of State Fire Marshal, LR 35:682 (April 2009).

### §3137. Prohibited Acts and Equipment

A. The following acts are prohibited and shall be considered grounds for administrative action to be taken against firms, persons and/or employees committing such:

1. charging a customer for work that was not performed;
2. misrepresenting oneself and/or one's firm to a customer, prospective customer or to employees of the State Fire Marshal, his designated representative or other public official;
3. impersonating the State Fire Marshal, his designated representative or any other public official;
4. intimidating or coercing a customer;
5. certifying, hydrostatically testing, inspecting, installing, maintaining, planning or servicing fire protection systems and/or equipment contrary to plans submitted for review, applicable NFPA codes, standards, and/or manufacturer's specifications without specific written permission from the Office of the State Fire Marshal;
6. falsifying an application or any other document submitted to obtain a certificate or license or other documentation requested by or submitted to the Office of the State Fire Marshal;
7. falsifying tags, labels, stenciling, inspection reports, invoices, system reports, and/or other documents;
8. working an employee without the appropriate endorsement of license or registration;

9. working without the appropriate endorsement of firm certificate or employee license or registration;
10. working with an expired firm certificate or license;
11. failing to notify the Office of the State Fire Marshal of any changes that affect licensure;
12. contracting to a firm or person who is not properly certified, licensed or registered through the Office of the State Fire Marshal to perform acts regulated by the provisions of R.S. 40:1664.1 et seq., or these rules;
13. failing to adhere to the tagging and/or notification policies of the Office of the State Fire Marshal;
14. installing fire sprinkler equipment/systems prior to submitting plans and required documentation and receiving authorization to install such system from the Plan Review Section of the Office of the State Fire Marshal;
15. failing to possess the equipment, tools, NFPA codes, standards or manufacturer's U.L. listed installation and service manuals to properly certify, hydrostatic test, inspect, install, plan, maintain or service the systems or equipment for which a firm is certified;
16. failing to adhere to all applicable laws and rules governing fire protection systems and/or equipment as promulgated by the Office of the State Fire Marshal;
17. engaging in false, misleading or deceptive acts or practices;
18. aiding and abetting an unlicensed or unregistered person or firm in the certifying, hydrostatic testing, inspecting, installing, maintaining, planning or servicing of fire sprinkler equipment and/or system or fire hose.

AUTHORITY NOTE: Promulgated in accordance with R.S. 40:1664.2 et seq.

HISTORICAL NOTE: Promulgated by the Department of Public Safety and Corrections, Office of State Fire Marshal, LR 35:684 (April 2009).

### **§3139. Enforcement**

A. The State Fire Marshal or his designated representative, shall make, or cause to be made, from time to time, inspections of a firm's physical locations, vehicles or job sites to verify required certificates, employee lists, employee licenses, insurances, equipment, tools, NFPA codes, standards and manufacturer's manuals and work/service performed, and as circumstances dictate, to determine that fire sprinkler firms and their employees are engaging in activity in accordance with the requirements of R.S. 40:1664.1 et seq., and these rules.

B. The State Fire Marshal shall investigate all complaints of alleged violations of R.S. 40:1574 et seq., 40:1664.1 et seq., and these rules. Complaints of alleged violations shall be made in writing to the Licensing Section of the State Fire Marshal's office. The office shall make available a complaint form to be used as needed. Penalties shall be administered to those firms and /or employees found to have violated these laws and/or rules. Proposed administrative penalty letters shall act as official notification of alleged violations.

AUTHORITY NOTE: Promulgated in accordance with R.S. 40:1664.2 et seq.

HISTORICAL NOTE: Promulgated by the Department of Public Safety and Corrections, Office of State Fire Marshal, LR 35:685 (April 2009).

### **§3141. Administrative Actions**

A. The State Fire Marshal may refuse the issuance or renewal of, suspend, or revoke a certificate of registration, or license and impose administrative penalties, if, after notice and hearing, as provided for by the Administrative Procedures Act, it is found that a person, certified firm, or licensee or an applicant for registration, or license, failed to comply with the provisions of R.S. 40:1664.1 et seq., or these rules.

1. Offenses: The following categories shall denote classification of offenses for persons, firms and employees for determining the penalty to be imposed.

a. Minor:

- i. failing to notify the Office of the State Fire Marshal of any changes that affect licensure;
- ii. failing to adhere to the tagging and/or notification policies of the Office of the State Fire Marshal;
- iii. working with an expired (31-45 days) license, or certificate of registration;
- iv. failing to properly display a firm certificate or an individual license.

b. Serious:

- i. misrepresenting oneself and/or one's firm to a customer, prospective customer or to employees of the State Fire Marshal, his designated representative or other public official;
- ii. certifying, hydrostatically testing, inspecting, installing, maintaining, planning or servicing fire sprinkler systems and/or equipment contrary to plans submitted for review, applicable NFPA codes, standards, and/or manufacturer's specifications without specific written permission from the Office of the State Fire Marshal;
- iii. working an employee without the appropriate endorsement of license or registration;
- iv. working without the appropriate endorsement of firm certificate or employee license or registration;
- v. working with an expired (46-60 days) license or firm certificate;
- vi. installing fire sprinkler equipment and/or system, or fire hoses prior to submitting plans and required documentation and receiving authorization to install such system from the Plan Review Section of the Office of the State Fire Marshal;
- vii. contracting to a firm or person who is not properly certified, licensed or registered through the Office of the State Fire Marshal to perform acts regulated by the provisions of R.S. 1664.1 et seq. or these rules;
- viii. failing to possess the equipment, tools, NFPA codes, standards or manufacturer's U.L. listed installation and service manuals to properly certify, hydrostatic test, inspect, install, plan, maintain or service the systems or equipment for which a firm is certified;
- ix. committing five or more minor offenses within a three year period.

c. Major:

- i. charging a customer for work that was not performed;
- ii. impersonating the state fire marshal, his designated representative or any other public official;
- iii. intimidating or coercing a customer;
- iv. falsifying an application or any other document submitted to obtain a certificate or license or other documentation requested by or submitted to the Office of the State Fire Marshal;
- v. falsifying tags, labels, stenciling, inspection reports, invoices and/or other documents;
- vi. working without any or with a suspended firm certificate of registration or license;
- vii. working an employee with a suspended license;
- viii. aiding and abetting an unlicensed or unregistered person or firm in the certifying, hydrostatic testing, inspecting, installing, maintaining, planning or servicing of a fire sprinkler system, fire pump or fire hose;
- ix. committing three or more serious offenses within a three year period;
- xi. engaging in false, misleading or deceptive acts or practices.

2. Penalties. The following fine schedule shall be used to assess fines to persons, firms, and/or employees who violate the laws and rules governing fire sprinkler systems/equipment. Penalties will be imposed to persons, firms and/or employees based on the classification of offense. Each classification of offense will have a minimum and maximum fine shown and any other administrative penalty that may be imposed.

a. Firms and/or Persons

- i. Minor—\$50 fine to \$250 fine and/or official warnings may be imposed.
- ii. Serious—\$250 fine to \$1,000 fine and/or suspensions of up to 90 days may be imposed.
- iii. Major—\$1,000 fine to \$5,000 fine and/or suspensions from 91 to 365 days may be imposed and/or revocation of certificate may be imposed.

b. Employees and/or Persons

- i. Minor—\$10 fine to \$50 fine and/or official warnings may be imposed.
- ii. Serious—\$50 fine to \$500 fine and/or suspensions of up to 90 days may be imposed.
- iii. Major—\$500 to \$5,000 fine and/or suspensions from 91 to 365 days may be imposed and/or revocation of license may be imposed.

c. The State Fire Marshal may deviate from this fine schedule where circumstances and/or evidence warrant a more stringent or more lenient penalty.

d. In lieu of fine payments, the State Fire Marshal may require remedial or additional training be obtained by those found in violation.

e. Those offenses not enumerated in this list shall receive penalties for violations of similar nature.

f. The Office of the State Fire Marshal may also pursue criminal charges or injunctive relief for any of the above enumerated offenses.

AUTHORITY NOTE: Promulgated in accordance with R.S. 40:1664.2 et seq.

HISTORICAL NOTE: Promulgated by the Department of Public Safety and Corrections, Office of State Fire Marshal, LR 35:685 (April 2009).

### **§3143. Severability**

A. If any provision of these rules or the application thereof to any firm, person, employee or circumstance is held invalid for any reason, the invalidity shall not affect the other provisions or any other application of these rules which can be given effect without the invalid provisions or application. To this end, all provisions of these rules are declared to be severable.

AUTHORITY NOTE: Promulgated in accordance with R.S. 40:1664.2 et seq.

HISTORICAL NOTE: Promulgated by the Department of Public Safety and Corrections, Office of State Fire Marshal, LR 35:686 (April 2009).

### **§3145. Adopted Standards**

A. The office adopts by reference in their entirety those copyrighted codes or standards enumerated in LAC 55:V:103 published by and available from the National Fire Protection Association, Inc.(NFPA), Batterymarch Park, Quincy, Massachusetts, 02268. A copy of the codes and standards shall be kept available for public inspection in the Office of the State Fire Marshal. In addition to those listed standards, the following shall also be adhered to as applicable:

1. ASME/ANSI A17.1—Safety Code for Elevators and Escalators;
2. ASME/ANSI A17.3—Safety Code for Existing Elevators and Escalators;
3. ASME/ANSI A117.1—Specifications for Handicapped Accessibility;
4. ADAAG—American Disability Accessibility Act Guidelines;
5. United States Department of Transportation;
6. Code of Federal Regulations 49.

AUTHORITY NOTE: Promulgated in accordance with R.S. 40:1664.2 et seq.

HISTORICAL NOTE: Promulgated by the Department of Public Safety and Corrections, Office of State Fire Marshal, LR 35:686 (April 2009).

### **§3147. National Recognized Testing Laboratory**

A. This office currently approves the following as nationally recognized testing laboratories for the purpose of these rules:

1. Underwriters Laboratories, Inc.;

2. Factory Mutual Research Corporation;
3. The United States Testing Company, Inc.; and
4. Intertek-ETL.

B. The recognized laboratory shall maintain a follow-up inspection program to confirm that the manufacturer is providing the controls, inspections, and tests necessary to assure that all current listed equipment will meet the laboratory's testing standards. This follow-up inspection shall occur no less than once each six months for the first two years and once each year thereafter.

AUTHORITY NOTE: Promulgated in accordance with R.S. 40:1664.2 et seq.

HISTORICAL NOTE: Promulgated by the Department of Public Safety and Corrections, Office of State Fire Marshal, LR 35:686 (April 2009).

### **§3149. Equipment and Facilities**

A. Each certified firm location shall be required to possess the equipment, tools, NFPA codes, standards and manufacturer's UL listed installation and service manuals necessary to properly certify, hydrostatic test, inspect, install, plan, maintain or service the systems or equipment for which it is certified. If such work is performed from a vehicle, then the vehicle shall be required to possess the necessary equipment, tools, NFPA codes, standards and manuals. Required codes, standards and manuals may be either in print or in an electronic format.

B. The following equipment and code books shall be required of fire sprinkler systems/equipment firms.

1. Equipment:

- a. service, partial impairment (optional) and impairment tags;
- b. installation placards;
- c. pipe wrenches;
- d. pipe threader;
- e. pipe reamer;
- f. calibrated gauges and gauge tester;
- g. working hydrostatic test pump for testing fire hose, with flexible connection, check valves and fittings.

2. Code books (latest edition enumerated in LAC 55:V:103 and these rules) NFPA 11, 11A, 13, 13D, 13R, 14, 15, 16, 20, 22, 24, 25, 101, 1961 and 1962.

C. The State Fire Marshal or his representative shall inspect a firm's physical locations or vehicle(s) to ensure the proper equipment, tools, NFPA codes, standards and manufacturer's UL listed installation and service manuals are possessed by the firm. Firms must possess all applicable manufacturers' installation and service manuals for the systems and/or equipment it services.

D. The State Fire Marshal or his representative shall require that a firm or its employee(s) demonstrate a proficiency to use the necessary equipment to properly certify, hydrostatically test, or inspect fire sprinkler systems/equipment. Proficiency shall be deemed to be achieved if the system or equipment complies with the applicable NFPA code or standard and/or manufacturer's specifications.

E. For those firms or their employee(s) which do not possess the proper equipment, tools and manuals or who fail to demonstrate the ability to properly perform the required work, then an order of correction shall be made to the contractor or his employee to obtain the required equipment, tools, NFPA codes, standards or manual or to obtain additional training within a thirty day period. Another inspection shall be conducted by the State Fire Marshal or his representative to verify compliance with the order of correction. Good cause must be shown if proficiency is not shown or the required equipment, tools, NFPA codes, standards or manuals are not obtained by the time of the second inspection. Additional time may be granted for good cause. If good cause is not shown, then administrative action may be pursued.

F. The office may specifically enumerate additional required equipment at a later date should it be deemed necessary.

AUTHORITY NOTE: Promulgated in accordance with R.S. 40:1664.2 et seq.

HISTORICAL NOTE: Promulgated by the Department of Public Safety and Corrections, Office of State Fire Marshal, LR 35:686 (April 2009).

### **§3151. Advisory Committee**

A. The State Fire Marshal may create an advisory committee to assist him or his representative to create new rules or modify existing rules as necessary to reflect changes or new trends in the industry. Associations requested to participate on the committee shall nominate the members to attend. This committee is to be a volunteer committee. No stipends or mileage will be paid to committee members.

AUTHORITY NOTE: Promulgated in accordance with R.S. 40:1664.2 et seq.

HISTORICAL NOTE: Promulgated by the Department of Public Safety and Corrections, Office of State Fire Marshal, LR 35:687 (April 2009).

### **§3153. Plumbing Contractors**

A. All plumbing contractors who have met all requirements and passed a prescribed written examination based upon National Fire Protection Association (NFPA) Code, that has been given either by a recognized political subdivision of the state of Louisiana or by the State Licensing Board for Contractors, shall be authorized to install the water supply piping and check valves connecting to a fire sprinkler system.

B. Plumbing contractors performing the installation of underground water supply piping, shall be required to complete the fire marshal approved "Contractor's Material and Test Certificate for Underground Piping".

C. The planning, certifying, inspecting, maintenance and servicing of a fire sprinkler system shall be performed only by a fire sprinkler contractor that is certified, and its employees licensed with the Office of the State Fire Marshal to perform such work.

D. Plumbing contractors are permitted to install up to one single sprinkler head tied into the domestic water supply as authorized by NFPA 101 for protection of isolated hazardous area. Plans shall be submitted to this office prior to installation.

AUTHORITY NOTE: Promulgated in accordance with R.S. 40:1563.

HISTORICAL NOTE: Promulgated by Department of Public Safety and Corrections, Office of State Fire Marshal, LR 35:687 (April 2009).

### **§3155. Plan Review**

A. No fire sprinkler system/equipment requiring plan submittal in accordance with R.S. 40:1574 et seq., shall be installed prior to submitting plans with required documentation and receiving authorization to install such system from the Plan Review Section of the Office of the State Fire Marshal. However, the installation of piping only shall be permitted upon receipt of plans and the issuance of a project number by the Office of the State Fire Marshal, Plan Review Section. No control valves shall be installed prior to review or written authorization by the Office of the State Fire Marshal. Any required changes determined by the review shall be the responsibility of the contractor.

B. All submittals for plan review shall identify the licensed firm performing the installation and responsible qualifier.

C. Only listed qualifiers of a firm shall be listed on applications for plan review or exemption forms to plan review. Additionally, any correspondence regarding a submittal, to include but not be limited to, telephone, email or written correspondence, shall only be through a listed qualifier of the firm, owner of the firm, a professional of record or owner of the building.

D. A new plan review shall be required when a firm takes over a project from another firm, listing the new firm's information and any changes to the project.

AUTHORITY NOTE: Promulgated in accordance with R.S. 40:1664.2 et seq.

HISTORICAL NOTE: Promulgated by the Department of Public Safety and Corrections, Office of State Fire Marshal, LR 35:687 (April 2009).

### **§3157. Miscellaneous Provisions**

A. Marking of Vehicles. All service vehicles owned or operated by firms or their employees used for regulated activities, as defined by R.S. 40:1664.1 et seq., and these rules shall have the firm name and firm certificate number permanently inscribed, painted, stenciled or affixed by magnetic means on such vehicles. Such markings shall be a minimum of 2 1/2 inches in height and not less than 1/4 inch in width. Letters and numbers shall be on a contrasting background and be conspicuously seen from the outside of the vehicle.

#### **B. Restrictions**

1. Certificate or license holders are not agents or representatives of the state of Louisiana, the Department of Public Safety or the Office of the State Fire Marshal. No claims or inferences of such shall be made.

2. A certificate or license does not authorize anyone to enforce these rules or to enter any building without the owner's permission or to certify, service, hydrostatically test, inspect, install, plan, or maintain fire protection equipment and/or systems without the owner's permission.

3. Certificate and license holders shall not allow the use of their certificate or licenses by other firms, persons or employees.

4. A certificate or license holder shall not perform any activity relating to fire sprinkler equipment and/or systems or fire hoses unless employed by and within the course and scope of that employment with a firm regulated by the provisions of R.S.40:1664.1 et seq.

5. A person shall not perform any act for which a certificate or license is required unless:

- a. first being certified or licensed to perform such acts; and
- b. is employed by a firm certified to perform those acts; and
- c. is performing those acts for the certified firm by which he is employed.

6. Nothing in these rules shall prevent an appropriately licensed or registered firm or person from certifying, hydrostatically testing, inspecting, installing, maintaining, planning or servicing any manufacturer's fire sprinkler equipment and/or systems.

C. Multiple Names. A firm which uses multiple names must apply for a separate certificate of registration if each named firm has a separate state or federal tax number. All "doing business as" names shall be registered with this office at the time of application.

#### D. Required Inspection

1. The following shall be the building owner's responsibility:

a. fire sprinkler systems including but not limited to sprinkler risers, standpipe systems, fire pumps and hose stations shall be certified annually by a firm with a fire sprinkler endorsement;

b. fire hoses shall be certified at a minimum annually by a firm with a fire sprinkler endorsement firm or with a portable fire extinguisher/fire hose endorsement as outlined by R.S.40:1664.1 et seq.

2. The certified firm shall not be responsible for more frequent inspections as required by the applicable engineered specifications, manufacturer's specifications or per the inspection, testing and maintenance chapters as set forth in the applicable NFPA codes and standards unless under contract to perform such.

E. Isolated Hazardous Areas. Where areas are permitted to have sprinkler protection from the domestic water supply in lieu of fire rated construction, then the following shall apply.

1. Installation of domestic water sprinklers shall meet all requirements as set forth in the edition NFPA 101 as adopted by the Office of the State Fire Marshal in LAC 55:V:103 or noted in these rules.

2. Installation of more than one but no more than six domestic water sprinklers shall only be performed by a licensed sprinkler contractor.

3. Installation of one domestic water sprinkler may be performed by a Louisiana licensed plumbing contractor or a licensed sprinkler contractor.

4. Inspection of domestic sprinkler heads shall be performed by either a licensed sprinkler contractor, a Louisiana licensed plumbing contractor or owner or his employee who is specifically trained to perform such inspection.

5. Documentation shall be provided on an annual basis that the sprinkler heads meet the specified requirements set forth in NFPA 101 as adopted by the Office of the State Fire Marshal in LAC 55:V:103 or noted in these rules.

E. Upon the completion of any new installation or renovation of a sprinkler system, a fire marshal approved "Contractor's Material and Test Certificate" shall be completed.

F. Inspection Reports. After every annual certification, an inspection report shall be completed and left at the riser or if done electronically, mailed to the owner for placement at the riser. The report shall note the inspector who performed the inspection and the date of the inspection. The building owner is responsible for ensuring the report is at the riser in a plastic pocket sleeve or pouch.

G. Advertising. All advertising, including but not limited to telephone advertising, shall indicate a firm's certificate of registration number.

H. Service Invoices. All service invoices shall reflect all work performed, the date the work was performed, and the employee who did the work.

AUTHORITY NOTE: Promulgated in accordance with R.S. 40:1664.2 et seq.

HISTORICAL NOTE: Promulgated by the Department of Public Safety and Corrections, Office of State Fire Marshal, LR 35:688 (April 2009).