



The TSSA Field Approval Program

What is the TSSA Field Approval Program?

This program provides for approval of appliances, equipment and components, which are custom-made, one of a kind, built on site or in limited numbers not conducive to certification by designated certification organizations. The program is not intended to circumvent the normal procedure of certification of appliances, equipment and components by designated testing organizations.

The program is used for approval of fuel features of appliances/equipment where fuel features mean “components that use a fuel, handle a fuel, control combustion or vent combustion products and features of construction and installation that relate to the safe use and handling of a fuel. In general, this means gas supply piping and valves, the appliance and its venting system.

The TSSA Field Approval includes installation and except for portable appliances, is valid only for the site where the appliance is installed. Field Approved appliances that are relocated will have to be re-approved in their new location.

Review or verification of production performance of the appliance being approved is not covered under this program.

The approval under this program does not include approval of electrical features of appliances, equipment or components that require approval under the Ontario *Electricity Act* and the *Electrical Safety Code*. Evidence of the electrical approval is required before TSSA’s Field Approval can be granted. This approval must be for the entire appliance including its control panel(s) and the wiring to and from the panel(s). Please visit www.esasafe.com to request an up-to-date list of electrical approval agencies. Among others the following agencies provide this service:

- Canadian Standards Association
tel: 1-866-797-4272, email: specialinspection@csa-international.org
- Electrical Safety Authority
tel: 1-800-559-5356, email: field.evaluation@electricalsafety.on.ca
- QPS Evaluation Services
tel: 1-877-746-4777, email: qps@qpsfieldevaluations.com or www.qps.ca

Why do I need a TSSA Field Approval?

In Ontario, every natural gas, propane, digester, landfill and bio-gas or fuel oil fuelled appliance that is offered for sale, sold, rented, bought or installed must be approved under the provincial *Technical Standards and Safety Act*.

How do I get my Fuel Appliance Approved?

There are two ways gas, oil or propane fueled appliances may be approved:

1. Certified as complying with an approved standard or test report by a testing agency accredited by the Standards Council of Canada (SCC).
2. Field Approved by TSSA.

TSSA's Field Approval Program was developed to accommodate the need for approval of appliances that are custom-made, built on site or in limited numbers not conducive to certification by designated certification organizations. This program is not intended to circumvent the usual certification of appliances, equipment and components by SCC-accredited testing organizations.

Can I install and operate an appliance before it is approved?

Although modifications may be required as a result of our review, it is not illegal to proceed with installation and testing but not operation of an appliance once an application for Field Approval is submitted to TSSA. Installation and testing may only be conducted by an appropriate certificate holder. Only after work is completed and the TSSA Field Approval label affixed are appliances approved and legal to operate.

What are the application requirements for the program?

The Application for Field Approval of Appliances or Equipment must be submitted to TSSA along with the required documentation and a deposit fee of \$593.25 (13% HST included) at least four (4) weeks prior to the expected inspection date.

A separate application and fee must be submitted for each address at which an appliance, equipment or a component requiring approval is going to be installed. A submission will be reviewed only after receipt of an application and the deposit fee.

Two sets of documentation must be submitted with the application. Documentation must include the following:

- Completed Field Approval Application;
- Electrical schematic in a ladder diagram format;
- Valve train diagram; and,
- Bill of materials for all fuel features.

If available, the following information will assist in review of the application and thus will lower the review costs:

- Completed Field Approval Submission Summary;
- Description of the appliance, equipment or component;
- Installation and operating instructions;
- Sequence of operation for the safety interlock system;
- Literature on approvals and specifications for valve train components and controls;
- Any other documents which may facilitate the review of the application.

All electronically submitted documents must be in PDF format.

Upon receipt of an application and the deposit fee, the submission will be reviewed to make sure that it is complete. If additional information is required, it will be requested from the applicant and the application will be kept open pending receipt of the information requested. Subsequent review will consist of a detailed examination of the appliance's fuel features and upon its completion, we will advise the applicant to get in touch with the local inspector to arrange for appliance inspection and testing.

What's involved in a site inspection?

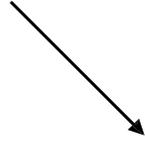
The purpose of the site inspection is to verify that:

- An appliance/equipment is constructed according to the submitted documentation;
- An appliance/equipment is installed in accordance with the applicable code and the manufacturer's instructions;
- The fuel features of an appliance/equipment perform the required functions, are set in accordance with the applicable code/standard, are operating within their certified specifications, use certified or approved components and comply with approved standards/codes;
- Appliances, equipment and components comply with approved codes and/or standards.

The inspector may require the owner of the appliance/equipment to perform or cause to be performed tests deemed to be necessary to verify proper operation of the appliance being approved.

In most cases it will be necessary for the person responsible for initially activating the appliance to be present during the site inspection and to have the necessary test equipment. This person must be the holder of a provincial certificate for that purpose.

Upon successful completion of site inspection and testing, the inspector will place the TSSA Field Approval label on or in the immediate vicinity of the appliance rating plate:



If an appliance does not have a rating plate supplied by the manufacturer or if the manufacturer's rating plate does not contain the required information, it will be the applicant's responsibility to supply a rating plate with the required information and to attach this rating plate to the appliance.

The rating plate shall contain the information required in the applicable appliance standard or in the absence of such standard, it shall contain the information specified in section 11 of the B149.3 Code for Field Approval of Fuel Related Components on Appliances and Equipment. Custom rating plates shall contain a 1.625" by 1.25" space for the TSSA field approval label.

How much does a Field Approval Cost?

Upon successful completion of site examination and testing, the inspector will issue a written confirmation of the appliance approval under this program to the applicant's representative present on the site. The fees under this program are based on an hourly charge of \$169.50 (13% HST included) charged in 15-minute increments for inspection and engineering services with a minimum fee of \$169.50 (13% HST included).

Please note that a \$593.25 (13% HST included) deposit must accompany every Application for Field Approval. A deposit and an hourly charge are subject to periodic changes. For further fee information and an up-to-date fee schedule, please visit our Web site at www.tssa.org.

How long does the process take?

Upon receipt of the application and required documentation, the process of initial TSSA review requires 20-30 business days. If subsequent review is necessary, additional time is required. A site inspection takes place after an engineering review and is typically scheduled 5-10 business days after a review is complete. Expedited service is available but the fee charged is two times the usual rate.

How can I get more information about this program?

Please contact TSSA's Fuels Safety Program at (416) 734-3348 / Fax: (416) 231-7525./ Email: FSSubmissions@tssa.org. If you live outside Toronto, please call us toll-free at (877) 682-TSSA (8772)

You can also visit the Fuels safety section of our Web site at www.tssa.org or write to us at:

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Fuels Safety Program
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