DATE: May 13, 2004

TO: State Survey Agency Directors

FROM: Director
Survey and Certification Group


The purpose of this memorandum is to inform you that CMS will be providing an updated set of LSC reference materials to CMS ROs and SAs that perform fire safety surveys for each state. Distribution to appropriate parties at the SA will be coordinated by each RO.

In our recent discussions with the various ROs and SAs, we became aware that there was a lack of current LSC reference material for surveyors to use when conducting LSC surveys. To correct this situation, CMS purchased a set of basic LSC reference materials for the RO and SA. The materials will be distributed by the RO to the appropriate SA. These materials consist of the National Fire Protection Agency’s (NFPA) Life Safety Code and a number of additional reference materials related to commonly found life safety deficiencies and include:

- NFPA 10 — Standard for Portable Fire Extinguishers
- NFPA 13 — Standard for Installation of Sprinkler Systems
- NFPA 13D — Standard for the Installation of Sprinkler Systems in 1 & 2 Family Dwellings
- NFPA 13R — Standard for the Installation of Sprinkler Systems in Residential Occupancies
The editions of these reference documents correspond to the references found in the 2000 edition of NFPA 101 Life Safety Code. The materials will be shipped to each RO. The RO is to arrange distribution to the appropriate party at each SA. Questions regarding the distribution of these materials can be referred to Sherry Clark at 410-786-8476 or James Merrill at 410-786-6998.

**Effective Date:** Immediately.

**Training:** The information contained in this announcement should be shared with all survey and certification staff, their managers, the state/RO training coordinator, and all State Fire Authorities and staff.

/s/
Thomas E. Hamilton

cc: Survey and Certification Regional Office Management (G-5)