

# BOILERS & PRESSURE VESSEL OWNERS' INSTRUCTIONS

## Reporting the operating status of unverified inventory via the BPV COI Owners Portal

- 1) Log in to your [BPV COI Portal Account](#). If you do not have an account, please register by following [these instructions](#). (If logging in through the BPV Client Portal, please select the "BPV Owners Portal" once signed in)
- 2) From the landing page, select "**Inventory**" to view all active inventory associated with your account.
- 3) To view a listing of *Unverified Inventory*, select "**Active Inventories**", and choose the "**Active Inventories - Unverified**" filter.
  - a) To download a copy of the device listing (Excel Format), select the "**Download**" button.
- 4) To report the current operating status of the unverified device(s) listed,
  - a) Refer to "**Table 1**" to determine the appropriate Operating Status Code for the device.
  - b) Select the applicable inventory number to report the status for, and a dialogue box will pop up.
  - c) Select the appropriate status code (**UD1 thru UD9**) from the "**Unverified Response**" dropdown list.
  - d) Enter any additional details as specified in "**Table 1**" in the "**Unverified Response Details**" comment box.
  - e) Select the "**Submit**" button to submit your response, and a dialogue box will pop up.
  - f) Review the declaration statement and select "**OK**" to submit your response if you agree. If you do not agree, select "**Cancel**" to return to the previous screen.
- 5) A TSSA representative will contact you if additional information or further action is required.
- 6) Where a device meets Status Codes **UD2 to UD4** and requires a Certificate of Inspection (COI), please complete the "**OWNERS ACTION**" related to the "*Status Code*" after submitting the operating status for the device.
- 7) For inquiries related to these instructions or device exemptions, please contact a BPV Technical Advisor at [BPVCustomerservice@tssa.org](mailto:BPVCustomerservice@tssa.org) for assistance.

### **Notes:**

- a) Devices will remain on the unverified inventory list until TSSA has verified and processed the inventory. Updates to a device status can be made until TSSA has processed the request.
- b) If updates to device status are required after an inventory item has been processed, please contact a BPV Tech Advisor at [BPVCustomerservice@tssa.org](mailto:BPVCustomerservice@tssa.org).
- c) The information submitted to TSSA is subject to an audit process that may result in an inspector's visit to site(s) to verify operational statuses at an additional cost at the Owner's or Operator's expense.

## **Definitions/Abbreviations**

- a) **Unverified Inventory:** Inventory linked to an Owners Account that does not have a valid Record of COI
- b) **COI:** Certificate of Inspection issued by TSSA
- c) **ROI:** Record of Inspection issued by an Insurer or Third-Party Inspection Agency
- d) **TSSA UID/ID:** A unique identifier or inventory number issued by TSSA listed on the COI for a device
- e) **Decommissioned Equipment:** Equipment removed from service and can be used in the future
- f) **Scrapped Equipment:** Equipment cannot be used in the future as a boiler or pressure vessel
- g) **Shutdown:** Equipment shutdown and tagged by TSSA and can be used in the future after being repaired.

**Table 1 – Device Operating Status Codes (Unverified Inventory)**

STATUS CODE	DEVICE OPERATING CONDITION	OWNERS ACTION
UD1	Device Active, with valid COI	<ol style="list-style-type: none"> <li>1. Select this Status Code from the menu.</li> <li>2. Enter the TSSA UID/ID referenced on the VALID TSSA COI in the comments section for the device listed and submit.</li> </ol>
UD2	Device Active, Insured, with valid ROI (No COI)	<ol style="list-style-type: none"> <li>1. Select this Status Code from the menu and submit</li> <li>2. <b>To Obtain a COI:</b> <ol style="list-style-type: none"> <li>a) Verify that the related ROI has been uploaded to your Owner Account in the BPV COI Portal.</li> <li>b) Contact your Insurer if the related ROI has NOT been uploaded to the COI Portal.</li> <li>c) Log in to the TSSA BPV COI Portal to validate the Insurer ROI and complete the COI process.</li> </ol> </li> </ol>
UD3	Device Active, Insured, <u>NOT</u> Inspected (No ROI or COI)	<ol style="list-style-type: none"> <li>1. Select this Status Code from the pulldown menu and submit</li> <li>2. <b>To Obtain a COI:</b> <ol style="list-style-type: none"> <li>a) Please contact your Insurer to arrange for an inspection of the device.</li> <li>b) Have your Insurer upload a copy of the ROI to the BPV COI Portal once the inspection is complete and found satisfactory.</li> <li>c) Log in to the TSSA BPV COI Portal to validate the Insurer ROI and complete the COI process.</li> </ol> </li> </ol>
UD4	Device Active, <u>NOT</u> Insured, <u>NOT</u> Inspected (No COI)	<ol style="list-style-type: none"> <li>1. Select this Status Code from the menu and Submit</li> <li>2. A TSSA Representative will contact you with further instructions</li> </ol>
UD5	Device Decommissioned, Shutdown and on site, Device Scrapped, Moved within Ontario, Moved Outside Ontario, Moved to Unknown Location	<ol style="list-style-type: none"> <li>1. Select this Status Code from the menu. For devices that have <b>MOVED</b>, enter the new installation location (if known) in the comments section. If unknown, enter "Unknown" in the comments field.</li> <li>2. Submit the information to TSSA via the BPV COI Portal.</li> </ol>
UD6	Device Active and on site but Owner or Operator Name has changed	<ol style="list-style-type: none"> <li>1. Select this Status Code form the menu.</li> <li>2. Enter the <b>New Owner or Operator Name details</b> (if known) in the comments field. If unknown, type "Unknown" in the comments field.</li> <li>3. Submit the information to TSSA via the BPV COI Portal.</li> </ol>
UD7	Installation site does not belong to Owner (Site Ownership has changed)	<ol style="list-style-type: none"> <li>1. Select this Status Code from the dropdown menu.</li> <li>2. Enter the <b>New Installation Site Owner</b> details (if known) in the comments field. If unknown, type "Unknown" in the comments field.</li> <li>3. Submit the information to TSSA via the BPV COI Portal.</li> </ol>
UD8	Device not installed at site OR site linked to device Manufacturer/Distributor	<ol style="list-style-type: none"> <li>1. Select this Status Code for the menu.</li> <li>2. Enter the <b>Device installation location</b> (if known) in the comments field. If unknown, enter "Unknown" in the comments field.</li> <li>3. Submit the information to TSSA via the BPV COI Portal.</li> </ol>
UD9	Device exempt from BPV installation and/or periodic inspection by BPV regulation (See Appendix 'A' for Exemptions)	<ol style="list-style-type: none"> <li>1. Select this Status Code from the menu.</li> <li>2. Determine the applicable <b>Exemption Code from Appendix 'A'</b>*</li> <li>3. Enter the Exemption Code (i.e. E1) in the comments field for the exempt device</li> <li>4. Submit the information to TSSA via the BPV COI Portal. (For assistance in determining a device exemption, contact your Insurer for insured devices and TSSA Tech Advisor for uninsured devices.)</li> </ol>

## APPENDIX A

### DEVICES EXEMPT FROM BPV INSTALLATION OR PERIODIC INSPECTION

Exemption Code	If the answer to any question below is “YES”, the BPV device is <b>EXEMPT from BPV INSTALLATION INSPECTION and BPV PERIODIC INSPECTION</b>	Reference Clause	YES	NO
E1	a boiler or pressure vessel registered as a fitting? (i.e. identified with a CRN starting with “O”, e.g. OH1234.5; or ending with “FITG”, e.g. A1234.5FITG)	CAD 1.15(b)		
E2	<b>Federal Activity:</b> any component or system used in an activity regulated under any Act or Regulation of the Government of Canada unless specifically requested otherwise by the Government of Canada (i.e., Boilers or pressure vessels installed at a Federal Building, Federally Regulated Facility)	O.Reg 220/01 S.2(2)(o)		
E3	<b>Fire Protections Systems:</b> any component or system used in automatic fire protection systems that are designed and installed in accordance with Ontario Regulation 332/12 (Building Code) and Ontario Regulation 213/07 (Fire Code);	O.Reg 220/01 S.2(2)(n)		
E4	<b>Fuels Related:</b> any pressure vessels regulated by any one of the following regulations made under the Act: (i) Ontario Regulation 210/01 (Oil and Gas Pipeline Systems), (ii) Ontario Regulation 211/01 (Propane Storage and Handling), (iii) Ontario Regulation 212/01 (Gaseous Fuels), (iv) Ontario Regulation 213/01 (Fuel Oil), or (v) Ontario Regulation 214/01 (Compressed Gas)	O.Reg 220/01 S.2(2)(u)		
E5	a boiler that is used in connection with a hot liquid heating system that has no valves or other obstructions to free circulation between the boiler and an expansion tank that is vented freely to the atmosphere;	O.Reg 220/01 S.2(2)(a)		
E6	a boiler having a heating surface of 10 square feet (0.93 square metres) or less, or a power rating of 10 kW or less;	O.Reg 220/01 S.2(2)(c)		
E7	a low-pressure boiler that has either a wetted heating surface of 30 square feet (2.79 square metres) or less, or a power rating of 30 kW or less;	O.Reg 220/01 S.2(2)(b)		
E8	a pressure vessel that contains a gas, vapour, or liquid at a maximum allowable working pressure of 15 psi (103 kPa) or less;	O.Reg 220/01 S.2(2)(d)		
E9	a pressure vessel that contains liquids not more hazardous than water and that operate at a temperature of 150°F (65°C) or less and at a maximum allowable working pressure of 250 psi (1,717 kPa) or less;	O.Reg 220/01 S.2(2)(e)		
E10	a pressure vessel for domestic use that has an internal diameter of 24 inches (610 mm) or less for the storage of hot water where the temperature does not exceed 212°F (100°C) and the heat input is 120 kW or less;	O.Reg 220/01 S.2(2)(f)		
E11	a pressure vessel that is used exclusively for hydraulic purposes at a temperature no greater than 150°F (65°C);	O.Reg 220/01 S.2(2)(g)		

<b>E12</b>	a pressure vessel that has an internal diameter of 24 inches (610 mm) or less that is connected in a liquid pumping system at a temperature that does not exceed 150°F (65°C) and that contains air or an inert gas compressed to serve as a cushion;	O.Reg 220/01 S.2(2)(h)		
<b>E13</b>	pressure containers that form an integral part of or that are a component of rotating or reciprocating mechanical devices, including pumps, compressors, turbines, generators, engines and hydraulic or pneumatic cylinders where the primary design considerations or stresses, or both, are derived from the functional requirements of the device;	O.Reg 220/01 S.2(2)(m)		
<b>E14</b>	a pressure vessel having a capacity of 1 and one-half (1½) cubic feet (42.5L) or less, that is not a fitting;	O.Reg 220/01 S.2(2)(q)		
<b>E15</b>	a pressure vessel having an internal diameter of six (6) inches (152mm) or less;	O.Reg 220/01 S.2(2)(r)		
<b>E16</b>	inert gas filled high voltage switchgear and control gear with an internal pressure that does not exceed 150 psi (1,030 kPa), rated 15 kW and above that are located within and electric utility installation that has controlled access for maintenance or repair and that is not accessible to the public;	O.Reg 220/01 S.2(2)(s)		
<b>Exemption Code</b>	<b>If the answer to any question below is “YES”, the BPV device is EXEMPT from BPV PERIODIC INSPECTION</b>	<b>Reference Clause</b>	<b>YES</b>	<b>NO</b>
<b>E17</b>	a refrigerant pressure vessel and refrigerant receiver, where the refrigerant is <u>NOT</u> ammonia	CAD 5.1.1		
<b>E18</b>	a Blowdown Tank	CAD 5.1.2		
<b>E19</b>	a Water-to-Water Heat Exchanger	CAD 5.1.3		
<b>E20</b>	a Compressed Air Receiver, where the maximum allowable working pressure (MAWP) is NOT greater than 250 PSI (1,717 kPa) and the capacity is NOT greater than 23 cubic feet (650 L)	CAD 5.1.4		

**If you have any questions regarding these exemptions, please contact your Insurer for insured devices or a TSSA Tech Advisor for uninsured devices at [BPVCustomerservices@tssa.org](mailto:BPVCustomerservices@tssa.org)**