



STATE OF NEW YORK
EXECUTIVE DEPARTMENT
OFFICE OF GENERAL SERVICES
MAYOR ERASTUS CORNING 2ND TOWER
THE GOVERNOR NELSON A. ROCKEFELLER EMPIRE STATE PLAZA
ALBANY, NEW YORK 12242

[Date]

Mr. Richard Lamendola
AED Project Director
NYS Office of General Services
Corning Tower, 39th Floor
Empire State Plaza
Albany, NY 12242

RE: Automated External Defibrillator Annual Update – [YEAR]

Dear Mr. Lamendola:

Pursuant to Part 303, Title 9, NYCRR, [Agency] has submitted the attached Automated External Defibrillation Program Plan Update. This plan will provide the Office of General Services with a comprehensive update of our Agency's previously submitted AED Program Plan, dated [date]. This update addresses the required elements of an agency wide AED program as specified in Part 303, Title 9, NYCRR.

Our agency has achieved full implementation and this brings our agency into full compliance with the regulations. Per the regulations, further updates will be provided to OGS in years in which substantive changes have been made to our agency's AED program.

– OR –

Our agency expects to be fully compliant with the regulations by March 31, [Year]. Per the regulations, subsequent annual AED report updates will be provided to OGS up to, and including, the year in which full implementation has been achieved.

In addition to our AED Plan we have included a current, signed, Collaborative Agreement, PAD Notice of Intent Form(s), and a copy of the letter from our REMSCO(s) confirming their receipt of our Notice of Intent form(s).

Should you have any questions, please feel free to contact our AED Program Administrator, [AED Administrator and phone #].

Sincerely,

[AED Administrator or Agency Executive]