



CREMATORY RULES & REGULATIONS

The Crematory Rules & Regulations, adopted in conjunction with the Cemetery's official Rules & Regulations, and in accordance with New York State law and industry best practices to protect the integrity of the cremation process, uphold the privacy of families, and maintain the highest standards of professional care.

1. Cremation Process and Finality

1.1 The following official statement from the New York State Division of Cemeteries that appears on the official NYS Authorization for Cremation & Disposition form:

CREMATION IS AN IRREVERSIBLE AND FINAL PROCESS.

Cremation is carried out by placing the remains of the deceased and the container holding the remains into a cremation chamber where they are subjected to intense heat and flame. The heat and flame will incinerate and consume everything except bone and metal, which are all that will be left after cremation.

Following cremation, the crematory will take reasonable efforts to remove all of the remains and other material from the cremation chamber, but some minimal dust and residue will likely be left behind. The crematory will separate incidental and foreign material from the remains and the incidental and foreign material, including dental work and implants, will be disposed of as permitted by law. The cremated remains will be mechanically pulverized into small pieces and placed into a designated container or urn. Cremated remains generally are pulverized until no single fragment is recognizable as skeletal tissue.

2. Compliance with New York State Regulation § 203.2 - Maintenance and Privacy

The crematory strictly complies with the following New York State Division of Cemeteries regulation:

§ 203.2 – Maintenance and Privacy

- A. *Every crematory shall be maintained, operated, and conducted in a clean, orderly, and decent manner.*
- B. *Each crematory shall be maintained in a manner consistent with respect for the dignity and solemnity of the cremation process.*
- C. *The crematory area shall be kept clean, free from debris, and in good repair at all times.*
- D. *No crematory shall permit unauthorized persons in that portion of the facility used for cremation or for holding human remains prior to cremation.*
- E. *Every crematory shall use its best efforts to cremate remains within twenty-four (24) hours of accepting delivery of such remains. Good cause, such as the need to confirm the identity of the deceased human being, must be demonstrated and documented in writing if remains are cremated more than forty-eight (48) hours after delivery is accepted.*
- F. *Notwithstanding the foregoing, if any remains exhibit an objectionable odor either at delivery or at any time thereafter, such remains shall be cremated as soon as possible after they have been accepted by the crematory or as soon as possible after the objectionable odor is first detected. If any remains are known by crematory personnel not to have been embalmed, such remains shall likewise be cremated as soon as possible after they have been accepted by the crematory.*

3. Compliance with New York State Regulation § 203.6 - Opening Container or Removing or Transferring Remains

The crematory strictly complies with the following New York State Division of Cemeteries regulation:

§ 203.6 – Opening container or removing or transferring remains

- a. The container holding the remains of the deceased human being shall be opened after delivery to the crematory only for the following purposes and only after the crematory first receives signed authorization for such action:
 - 1. to confirm the identity of the deceased;
 - 2. to assure that no material is enclosed which might cause injury to employees or damage to crematory property;
 - 3. to transfer the remains to a cremation container;
 - 4. to comply with any reasonable demand by members of the immediate family or the person in control of disposition; or
 - 5. to comply with the demand of a public officer in the discharge of the officer's statutory duty.
- b. After delivery of the remains of a deceased human being to a crematory, any opening of the container or transfer or removal of remains may only be conducted by the licensed, registered funeral director, undertaker, or registered resident delivering the remains of the deceased human being with the assistance of crematory personnel if necessary. The opening, transfer,

or removal shall be performed in the presence of a witness who may be an employee or representative of the crematory. A record shall be made of the action taken, which record shall include the reason for such action, the signature of the person authorizing the action, the names of the persons conducting the opening, transfer, or removal and the names of the witnesses thereof. In the case of a transfer of remains, the record shall also set forth the manner of disposition of the original container. The record shall be retained in the permanent file of the crematory.

- c. The person providing the signed authorization must be someone other than an employee, officer, trustee, or other representative of the crematory. In the case of a removal of remains, the signed authorization shall be provided by the person in control of disposition or by a public officer discharging the officer's statutory duty.
- d. The opening of a container or the transfer or removal of remains shall be conducted in privacy with dignity and respect and shall comply with all rules and regulations intended to protect the health and safety of crematory personnel.

4. Condition of Human Remains upon Delivery

4.1 Dignity and Suitability of Containers

Cremation cases delivered to the crematory must arrive in a dignified and respectful container appropriate for the deceased. Any container showing evidence of leakage, structural failure, or otherwise deemed unsuitable by crematory staff will not be accepted. In such cases, the remains must be returned to the funeral home for preparation and transfer into a safe, sanitary, and suitable container prior to acceptance.

4.2 Disinterment Cases

When a disinterment case is scheduled for cremation, the funeral home must deliver the deceased in a new, combustible cremation container (such as a cardboard alternative container). The original disinterred casket will not be accepted, as it may contain soil or other non-combustible material.

4.3 Prohibited Containers

- Disaster pouches or other rubber-based containers will not be accepted. The material composition can damage cremation equipment, create unsafe operating conditions, and increase the temperature beyond safe operating levels.
- Metal caskets are not permitted under any circumstance, as they are non-combustible, pose a significant safety hazard, and may cause irreparable damage to the cremation chamber.

4.4 Battery-Powered or Hazardous Implants

Pacemakers, defibrillators, or any other battery-powered or mechanical implants must be removed

from the deceased, prior to delivery. These devices can explode under high heat, creating dangerous conditions for staff and equipment, and therefore cannot be accepted for cremation.

5. Handling and Return of Cremated Remains

5.1 To ensure families receive their loved one's remains in their entirety, the crematory will not divide cremated remains under any circumstance.

5.2 In the event that the cremated remains do not fit within a single oversize container, the additional remains will be placed into a second container, securely attached to the original. The cremated remains will be returned to the family in their entirety, as one whole.

5.3 Family Pick-Up of Cremated Remains

Family members retrieving cremated remains must present valid government-issued photo identification at the time of pickup. The crematory will release the cremated remains only to the individual authorized on the official NYS Authorization for Cremation form, or to an individual designated in writing by that authorizing party.

In accordance with New York State regulations and the New York State Authorization for Cremation form, *if cremated remains are not claimed within one hundred twenty (120) days following cremation, the crematory may legally dispose of the cremated remains in an irretrievable manner.*

6. Chapel Use

6.1 Committal Services

The crematory chapel is available for families who wish to hold a small committal service under the supervision of a licensed funeral director. It is the responsibility of the funeral director to lead the procession, remain on-site for the entire duration of the service, and coordinate, direct, and supervise all aspects of the service, including leading the procession out of the Cemetery upon conclusion.

The chapel is intended for brief committal, prayer, or ritual services held prior to cremation and is not designed for visitations or viewings as conducted in a funeral home establishment.

6.2 Special Requests

Families wishing to utilize the chapel must reserve a thirty (30)-minute time slot in advance. Any special requests, including religious rituals or a request to witness or start the cremation, must be

arranged prior to the scheduled service.

7. Witnessing and Initiating Cremation

7.1 If a family requests to start the cremation, this request must be scheduled in advance.

7.2 Only the next of kin, one (1) additional family member, and one (1) clergy member, under the supervision of the licensed funeral director, will be permitted to enter the crematory.

7.3 These four (4) designated individuals are the only persons who will be granted access to the crematory to start the cremation.

7.4 Additional family members may utilize the viewing rooms inside the crematory chapel, which provide a direct view into the cremation chamber area.

8. Documentation, Fees, and Special Circumstances

8.1 Authorization & Permits

Prior to delivery of remains to the crematory, a licensed funeral director must assist the family in completing the official NYS Authorization for Cremation form and must obtain a valid NYC/NYS cremation permit.

Per the regulations of the New York State Cemetery Board, the Authorization for Cremation and Disposition Form (DOS-1898-f [Rev. 04/20] (the “Form”)) must include “[t]he signature of the licensed, registered funeral director who obtained the cremation authorization as a witness to the execution of the cremation authorization form.” 19 NYCRR § 203.13(c)(13).

The act states that “any form, authorization, permit or designation required by” article 15 of the Not-for-Profit Corporation Law “may be signed by written instrument or the use of an electronic signature, as that term is defined in” the State Technology Law, “with the intent to execute the instrument, writing or electronic record.”

The person in control of disposition signing and the funeral director witnessing the Form may both use electronic signatures. The funeral director must witness the person in control of disposition signing the Form, regardless of whether that signature is “wet” or electronic, and may do so using one of two methods:

1. *In person. The funeral director must observe the person in control of disposition affixing a “wet” signature on paper or, for example, electronically signing the Form using a tablet.*
2. *Via video conference. Using audio-visual technology, the funeral director must observe the person in control of disposition sign the Form. For example, the person in control of disposition could affix a “wet” signature on paper while the funeral director observes.*

Then, the person in control of disposition could scan a copy of the Form and send it to the funeral director using text message, email, or fax. Or, the person in control of disposition could use the “share screen” function of a video conferencing platform and electronically sign the Form while observed by the funeral director.

In all cases, and especially in cases of remote signing, the person authorizing the cremation should present valid photo identification to the funeral director, either in person, via video conference, or by transmission of a legible photograph of the identification by text message, email, or fax.

Whether or not the person authorizing the cremation uses a “wet” signature, the crematory may rely on the document presented by the funeral director as a true copy of the original. There is no need to transmit the “original” signed document by mail after e-mailing, faxing, or texting the original to the funeral director. Nor is there a need for the funeral director to provide an “original” document to the crematory.

8.2 Duplicate Certificates

Requests for duplicate certificates of cremation will incur a processing fee.

8.3 Specific Notarized Travel Documentation

A fee will apply for the preparation of specific crematory-generated notarized travel documentation required for the domestic or international transportation of cremated remains.

8.4 Shipping

Shipment of cremated remains is not advised by the Crematory, but the Crematory will comply with this request only upon receipt of this signed and notarized authorization.

- a. The cremated remains will be shipped in accordance with all applicable New York State regulations and United States Postal Service (USPS) requirements, which govern the shipment of cremated remains. The costs of such shipment shall be remitted to us prior to the actual shipment of such cremated remains.
- b. Cremated remains will be shipped in a temporary plastic, sealed urn, inside a cardboard outer

box. That box will then be placed within USPS-approved packaging. Decorative or permanent urns will not be used for shipment due to the risk of damage during transit.

- c. Once the cremated remains are released to the United States Postal Service, **the Crematory has no control, responsibility or liability over the handling, transit time, delivery, delay, loss, or condition of the cremated remains.** As a courtesy, we will forward the USPS tracking number to you as indicated below.

All shipping services shall be completed within five (5) to seven (7) business days from the date of the confirmed and paid request, unless otherwise delayed by carrier or regulatory requirements.

8.5 Affidavit Requirements for Special Circumstances

In cases involving fetal cremations or the cremation of anatomical body parts, a specific crematory-generated affidavit will be required. This affidavit must be completed by the licensed funeral director and the authorizing family member, in accordance with all applicable state and local regulations, prior to scheduling the cremation.

9. Scheduling and Coordination

9.1 All cremations must be scheduled by the funeral home responsible for the arrangement. The funeral director must contact the cemetery office directly to coordinate the time of cremation and, if applicable, the reservation of the crematory chapel and/or chamber reservation.

10. Fraudulent or Altered Documentation

10.1 Authenticity of Documents

All permits, authorizations, affidavits, and related documents submitted to the crematory must be original, valid, and authentic.

10.2 Prohibition Against Alteration

Any attempt to alter, forge, or otherwise falsify official documents, including but not limited to cremation authorizations, death certificates, and permits, will result in the immediate rejection of the case.

10.3 Reporting Requirement

Any suspected fraudulent activity will be reported to the appropriate regulatory and legal authorities, including the New York State Division of Cemeteries and/or the New York State Department of

11. Photography and Video Prohibited

11.1 To protect the privacy of all families and to maintain the dignity of the deceased, photography and videography are strictly prohibited within the cemetery grounds, crematory, and crematory chapel under any circumstance.

12. Expected Behavior and Conduct

12.1 Families, visitors, and funeral professionals are expected to treat cemetery and crematory staff, clergy, funeral directors, and other families with courtesy and respect at all times. Behavior that is abusive, threatening, or violent will not be tolerated.

12.2 Out of consideration for all families, loud music, amplified sound, or disruptive noise from vehicles or other devices is not permitted during services or at any time on cemetery property.

12.3 To preserve the dignity and safety of the grounds, the following activities are strictly prohibited within the cemetery and crematory premises:

- Smoking or vaping of any kind
- Open flames or fires
- Consumption of alcohol or illegal substances
- Littering or improper disposal of waste
- Loitering or remaining on the grounds without purpose related to visitation or services
- Congregating around vehicles or engaging in social gatherings inconsistent with the solemn nature of the Cemetery
- Organizing or conducting a repast, reception, or any form of gathering involving food or drink, before or after services, on Cemetery or crematory property.
- Obey all posted traffic signs and speed limits. Drivers must proceed slowly and cautiously at all times while on Cemetery grounds.

Commitment Statement

The crematory is an integral part of the Cemetery. These rules ensure that cremation services are carried out in a lawful, respectful, and consistent manner, reflecting the trust families place in our care. Failure to comply with these regulations may result in the postponement or discontinuation of services. By upholding these standards, the Cemetery reaffirms its commitment to providing dignified service to every family we are honored to serve.