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## MEMORANDUM

Date: April 20, 2009

To: Maryland Approved Industrialized Building (IB) Manufacturers  
Maryland Approved Testing Facilities (ATF)

From: Ujjval Dave, P.E. Manager, Design Standards and Review  
Maryland Codes Administration 

Ref: Maryland Insignias Responsibility and Care

The Maryland Codes Administration, an agency of the Division of Credit Assurance in the Department of Housing and Community Development, administers the inspection and certification program for industrialized/modular buildings. The program requires each ATF to maintain close control of the State certification insignias to insure their proper use.

Recently we have experienced a number of reported losses due to conditions that should be easily controlled by the Maryland Approved Testing Facilities and/or the industrialized building manufacturers.

Therefore, effective immediately, the ATF and/or manufacturer shall inform the Maryland Codes Administration of the loss of insignias by certified mail. The ATF shall then request new insignias accompanied with appropriate payment for new insignias.

Please be advised that if we do not see an improvement in the care of handling insignias, the Department will need to charge an additional administrative fee to handle the burden placed on the Department for the lost insignias.

If you have any questions, please contact me at (410) 514-7218.

