



**STATE OF TENNESSEE
DEPARTMENT OF COMMERCE AND INSURANCE
STATE FIRE MARSHAL'S OFFICE
CODES ENFORCEMENT SECTION**

Davy Crockett Tower, Third Floor
500 James Robertson Parkway
Nashville, Tennessee 37243-1162
Phone (615) 741-7190
FAX: (615) 253-3267

<http://tn.gov/commerce/sfm/modindex.shtml>

MODULAR MEMORANDUM 2009-09

RE: Tennessee Modular Building Unit Certification Label Control and Labeling Procedures

DATE: August 29, 2009

As we have had numerous problems concerning the tracking, possession, and installation of the Tennessee Modular Building Unit Certification Labels, the following guidelines are to be implemented and followed:

- Item No. 1:** All Modular Building Construction Inspection Agencies (CIA) are to take possession of all Tennessee Modular Building Unit Certification Label(s) which are currently in the possession of any Manufacturer for which the agency serves.
- Item No. 2:** The Modular Building Construction Inspection Agency (CIA) is to issue The Tennessee Modular Building Unit Certification Label(s) to the Manufacturer at the time the CIA performs the line inspection on the unit as required by Rule 0780-2-13-.07(4)(a)(1) [i.e., the Manufacturer may request and be issued a number of Tennessee Modular Building Unit Certification Labels using the Form IN-1087, Request and Payment for Labels, but the Tennessee Modular Building Unit Certification Label(s) must remain in the CIA inspector's possession].
- Item No. 3:** Tennessee Modular Building Units and components shall be labeled at the time of construction **prior** to leaving the manufacturing facility's production line, and **prior** to being placed on the facility yard. (Rule 0780-2-13-.11(5)(a)) If a Manufacturer has a final stage of production located outside the manufacturing facility, [i.e., the yard] the unit will be labeled before the unit or component is placed in storage. Also, with regards to the Form "A", Monthly Production Report, the "Date of Manufacture" and the date the unit or component is labeled must be the same date, and listed on the Form "A" accordingly.

August 29, 2009

- Item No. 4:** We have had numerous problems where a Manufacturer, having more than one manufacturing facility, has requested and been issued Tennessee Modular Building Unit Certification Label(s). However, the "Label Request Form" does not state the manufacturing facility for which they are designated. The Tennessee Modular Building Unit Certification Label(s) requested must be issued separately and the manufacturing facility must be clearly identified.
- Item No. 5:** Our office has discovered that Manufacturers having more than one manufacturing facility have been sending Tennessee Modular Building Unit Certification Label(s) issued to one manufacturing facility [i.e., Plant No. 1] to another manufacturing facility [i.e., Plant No. 2]. The Tennessee Modular Building Unit Certification Label(s) issued to one manufacturing facility may not be used by another manufacturing facility. As outlined in Item No. 2 above, the CIA inspector maintains possession of the Tennessee Modular Building Unit Certification Label(s) and the CIA inspector shall not give Tennessee Modular Building Unit Certification Label(s) issued to one manufacturing facility to another manufacturing facility.
- Item No. 6:** Tennessee Modular Building Unit Label(s) assigned to one Tennessee Modular Building Unit or component cannot be removed and assigned to a different Tennessee Modular Building Unit or component.

If you have any questions regarding this matter, please contact the Tennessee Modular Building Program at (615) 741-7190 or modular.buildings@tn.gov

This memorandum supersedes and replaces Modular Memorandum No. 2004-07, dated August 24, 2004.