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## MEMORANDUM

Date: May 15, 2018

To: Maryland Approved Testing Facilities  
Maryland Approved Industrialized Building Manufacturers

From: Ashraf S. Shaker, RA  
Manager, Design Standards and Review;  
Industrialized Building and Manufactured Homes Program, Maryland Codes Administration

Ref: Clarification of Insignia orders during the period when Codes Administration is in transition from Department of Housing and Community Development (DHCD) to Department of Labor, Licensing & Regulation (DLLR)

Since there is presently no expiration date for Insignias, all current version Insignias purchased prior to July 1<sup>st</sup>, 2018 (with DHCD printed) will remain valid, and can be used to label modular units after July 1<sup>st</sup>, 2018.

Starting July 1<sup>st</sup>, 2018, Codes Administration will be fulfilling Insignia orders with revised Insignias (with DLLR printed). These revised Insignias are being ordered but may not be readily available for purchase starting July 1<sup>st</sup>, 2018.

Therefore, we wish to advise all Manufacturers to evaluate their Insignia needs till End of August 2018 and to consider purchasing enough Insignias for projected use in the next two to three months. We expect to have the revised Insignias available for purchase by the end of August.

Please also be advised that Insignias are not returnable and not refundable.

