



*The Commonwealth of Massachusetts*  
*Executive Office of Public Safety and Security*  
*Department of Fire Services*



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PETER J. OSTROSKEY  
STATE FIRE MARSHAL

**MEMORANDUM**

TO: All Interested Parties

FROM: Paul Vigneau, Director, Division of Fire Safety

DATE: July 6, 2020

RE: Fire Suppression Uniform Service Tag Requirements

On May 15, 2020, the Massachusetts Comprehensive Fire Safety Code (527 CMR 1.00) was amended with respect to fire suppression service tags. The fire code reads as follows:

**1.13.5.4.1** “The size, content, design and placement of service tags shall be prescribed by the State Fire Marshal.”

Effective July 1, 2021, all fire suppression service tags utilized in the Commonwealth of Massachusetts shall meet the following requirements:

**SERVICE TAGS:**

Approved service tags installed by the holder of a certificate shall include all of the following information on the front of the tag:

- (1) The words “Do Not Remove Per Order of the State Fire Marshal” on the top of tag;
- (2) Servicing firm’s name and address;
- (3) Telephone number;
- (4) Firm’s Certificate of Registration MA-CR number and type;
- (5) Type of service performed;
- (6) Date service performed;
- (7) Certificate of competency number of the qualified individual who performed or supervised the service(s) performed and their initials;

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The rear of the service tags shall include the following information:

- (8) Space and lines for recording owner and location of equipment; and
- (9) Space and lines for recording type and size of extinguisher.

**COLORS:**

Any color (with the exception of orange), with contrasting lettering.

**Orange service tags shall be reserved for “noncompliance” systems.**

**MARKING:** The label is to be properly “PUNCHED” to indicate the required information (date of inspection and type of service). Certificate of Competency holder’s license number and initials may be written or printed on tag.

**SIZE:**

Minimum 5.25” x 2.625”

**LOCATION:**

Shall be placed in a clearly visible location. Tags shall be placed at the system manual pull stations or at the cylinders. Portable fire extinguishers shall have the tag placed around the neck of extinguisher.

**NON-COMPLIANCE TAGS:**

Any engineered, pre-engineered and self-service fire suppression system inspected and found to be in noncompliance with its listing or manufacturer’s specifications shall have a service tag attached indicating noncompliance.

Noncompliance tags shall all of the following information:

- (1) Firm name;
- (2) Certificate of Registration number;
- (3) Date service performed;
- (4) Reason for noncompliance;
- (5) Initials and Certificate of Competency number of the person who conducted the inspection.

**COLORS:**

Noncompliance service tags shall be bright orange. The words “Noncompliance” shall be printed in block letters not less than ½” in height, and be black in color.

**MARKING:**

The Certificate of Competency holder’s license number and initials shall be written or printed on tag.

LOCATION:

Shall be placed in a clearly visible location. Noncompliance tags shall be placed at the system manual pull stations or at the cylinders.

**All service and noncompliance tags shall meet the above listed requirements by no later than July 1, 2021.**

Prior to the printing of your service tags, we highly recommend that you provide our office an example of your tag(s). By submitting a sample tag prior to ordering, this allows our office to verify that the content and format meet the requirements of the guidelines.

If you have any questions concerning the service tag requirements, please contact Supervisor Matthew Murray at the Compliance & Enforcement Unit at 978-567-3371, or [Matthew.Murray@mass.gov](mailto:Matthew.Murray@mass.gov).

