



**THE WORKERS' COMPENSATION  
RATING AND INSPECTION BUREAU OF MASSACHUSETTS**

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August 29, 2000

**CIRCULAR LETTER NO. 1854**

**To All Members and Subscribers of the Bureau and Agent Trade Association:**

**INTRODUCTION OF MASSACHUSETTS CLASSIFICATION DISTINCTIONS  
IN THE NATIONAL COUNCIL ON COMPENSATION INSURANCE INC.'S  
JULY 2000 EDITION OF THE SCOPES™ OF BASIC MANUAL CLASSIFICATIONS**

**GENERAL CONTENTS AND ORDERING INFORMATION**

**General Contents:**

Massachusetts specific classification distinctions are, for the first time, being published in the July 2000 Edition of the Scopes™ Manual. The Scopes™ Manual containing our state-specific classification distinctions is available in both hard copy and Internet-based versions.

As a widely distributed publication, our state entries in the Scopes™ Manual complements the Massachusetts Workers' Compensation and Employers Liability Insurance Manual, and the Massachusetts Master Alphabetical Classification Index, particularly in the application of classification by analogy. Carriers, agents, insureds and regulators will now have another classification guide to assist them in better understanding the classification system and the application of an individual classification as it relates to an operation that is not specifically described by existing manual phraseology.

The addition of Massachusetts classification distinctions, which do apply to a great number of recognized national, as well as certain state special classification code numbers, did not significantly alter the Scopes™ Manual's format with the exception of the "State Addendum" scopes entry component and related instructions outlined in the Preface. The "State Addendum" component is the entry that details the Massachusetts interpretation(s) and application(s) of a particular scope when it differs from the NCCI interpretation of that scope. The absence of a "State Addendum" entry, which is the final entry component for any classification code, indicates that there is no Massachusetts exception to the stated scope of that classification.

On an on-going basis, the Bureau will update the classification information as it relates to Massachusetts classification distinctions. **As noted in the State Applicability section of the Preface, all questions concerning the interpretation and application of Massachusetts classifications and rules should be directed to the Bureau's Customer Service Department.**

**Ordering Information:**

In order to obtain a hard copy and/or Internet based version of the Massachusetts classification distinctions detailed in the Scopes™ Manual, you should contact the National Council on Compensation Insurance, Inc. [NCCI].

The NCCI's Customer Service Center may be reached by phone at 800-NCCI 1-2-3 (800-622-4123), Monday-Friday, 8:00 a. m. – 8:00 p. m., EST or e-mail at **customer\_service@ncci.com**.

Please note that the Scopes™ Manual is only available from NCCI, and that all inquiries regarding **ordering** information should be directed to them exclusively.

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