



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

101 ARCH STREET - 5TH FLOOR, BOSTON, MA 02110
VOICE: (617) 439-9030 FAX: (617) 439-6055

December 30, 1997

CIRCULAR LETTER NO. 1791

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

**INTRODUCTION OF THE MASSACHUSETTS
MASTER ALPHABETICAL CLASSIFICATION INDEX**

1998 EDITION

CONTENTS OF INDEX AND ORDER FORM

The Massachusetts Master Alphabetical Classification Index [MACI] 1998 Edition has been prepared and will be maintained by the Bureau. The MACI complements the Massachusetts Workers Compensation and Employers Liability Insurance Manual [MA Manual] and has been developed as a **reference guide** for the application of the appropriate workers compensation classifications to businesses in the Commonwealth of Massachusetts.

MACI's format makes it possible to reference in a single line entry the different classifications applicable to each of the described products or operations.

Contents of Index

MACI is designed to assist users in locating MA Manual classifications and provisions with greater ease by providing a more extensive listing of common work descriptions than those shown in the MA Manual, and relating those descriptions to a designated product, process or operation. It should be noted that if an employer is engaged in additional products, processes or operations, multiple classifications may apply. The use of any classification indicated in MACI is conditional upon the classification rules, phraseology limitations and special instructions specified in the MA Manual. Therefore, when MACI indicates a code number to be used, reference should be made to the MA Manual classification phraseology for the complete wording and

scope of the classification. MACI contains the same code numbers shown in the MA Manual.

MACI is divided into the categories shown in the top line of the following typical entry:

Description	Mfg. or	Dealer		Repair		Instal.	Other	
	Process.	Wholesale	Retail	Shop	Outside	of		
ATTIC FANS - HOUSEHOLD TYPE	3179	8018	8017	9519		9519	-	

An explanation of each of the categories shown above and a corresponding example are shown in the Preface to the MACI.

MACI is comprised of several thousand items of information such as those shown in the above entry. The entries are arranged alphabetically. The MACI consists of 258 pages. It is similar in scope to classification indexes used in other states such as New York and Minnesota.

Order Form

The attached Order Form should be used for ordering copies of the Massachusetts Master Alphabetical Classification Index 1998 Edition from the printer and distributor, Uarco, Inc. The MACI is printed in the standard 8 1/2" by 11" page size, with format as shown in the above typical entry, double-sided and three-hole punched.

The Order Form can also be used to order a Binder into which the MACI can be inserted.

In addition, the Order Form can be used for ordering copies of the Massachusetts Workers Compensation and Employers Liability Insurance Manual [MA Manual] 1998 Edition and a Binder into which the MA Manual can be inserted. A separate Circular Letter is being issued regarding the MA Manual.

Completed order forms may be sent now to Uarco, Inc. to be processed. Shipments will be made during January, 1998.

Please contact me if you have any questions or comments. My phone number is [617] 439-9030 Extension 571.

NORMAN R. FONTAINE
Vice President of Industry Affairs

NRF/sf
Attachment

