



Office of the State Fire Marshal

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State Fire Marshal's Office - Temporary Solution for Fire Alarm UTRs

Date: April 8, 2025

Subject: Shortage of Fire Alarm Uniform Test Reports (UTR's)

Due to a backorder situation, the State Fire Marshal's Office is temporarily out of UTR forms. A workaround has been established for fire alarm companies to use until UTR's are available again. Please review the following instructions:

1. Temporary Solution:

- Fire alarm companies are instructed to use the **NFPA 72 "System Record of Inspection and Testing Form"** as a substitute for the UTR during this period.

2. Instructions for Fire Alarm Companies:

- Use the **NFPA 72 form**, which can be found in **Section 7.8.2(g), page 55** of the NFPA 72 standard.
- **Update the date** on the existing UTR sticker on the **Fire Alarm Control Panel (FACP)**.
- Submit a copy of the completed NFPA 72 form to the **local fire department or district**.

3. Notification of UTR Availability:

- Local fire departments and companies will be notified once the UTR forms are back in stock.

We apologize for any inconvenience caused by this shortage and appreciate your cooperation.

Chief Deputy David Pastore