



INSTRUCTIONS

For costs associated with all laboratory certification requests for drinking water methods under the federally regulated Safe Drinking Water Act, please provide all requested information on the form below ([Payment Coupon Form - PCF](#)) and submit to MDE, along with the Lab’s payment in the form of a check (only acceptable payment at this time).

To avoid delays in processing the Lab’s request for certification, please make sure to follow all instructions below:

Step #1 – Make checks payable to **Maryland Department of the Environment**

Step #2 – On the check, add the following line item in either the memo line or below the company’s address section in the upper left-hand corner of the check:

- **PCA/OBJ CODE: 43512/4151**

Step #3 – Mail both check and printed [PCF](#) to the following address:

- **MDE, P.O. Box 2057, Baltimore, MD 21203-2057**

**** Besides PCF & Check, DO NOT MAIL any other lab application docs to PO BOX above ****

LABORATORY INFORMATION

Name of Laboratory: _____ MD Lab ID#: _____

Contact Name: _____ Phone: _____ Email: _____

**Complete Secondary Info Section below ONLY IF the entity issuing the check differs from lab operations (i.e., corporate office)*

* Secondary Contact Name: _____ * Secondary Email: _____

* Department Name: _____ * Secondary Phone: _____

CHECK INFORMATION & VERIFICATION

Check #: _____ Date of check: _____ Amount of Check: _____

Verify the following items are completed before submitting via mail:

- Check made payable to MDE (see above [Step #1](#) above)
- Specified Code added to check (see [Step #2](#) above)
- Print this completed [PCF](#) (see [Step #3](#) above)