



STATE OF MARYLAND

DHMH

Maryland Department of Health and Mental Hygiene


Larry Hogan, Governor - Boyd Rutherford, Lt. Governor - Van Mitchell, Secretary

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Laboratories Administration  
Robert A. Myers, Ph.D., Director

DATE: April 18, 2016

TO: Laboratories Administration Clients:

FROM: Robert A. Myers, Ph.D.,   
Director, Laboratories Administration

RE: **Security Updates: Central Laboratory Receiving Location and Hours,  
Visitors' Policy**

Deliveries to the Maryland Department of Health and Mental Hygiene's Laboratories Administration located at 1770 Ashland Avenue, Baltimore, Maryland 21205 are accepted through the loading dock entrance on Rutland Avenue. Deliveries will be accepted by the Laboratories Administration's Loading Monitor. All couriers must present valid photo identification at the Rutland Avenue gate to be buzzed-in/admitted by the Loading Dock Security Officer.

Unless special arrangements have been made or courtesy exceptions have been extended, routine deliveries are accepted at the Loading Dock from 8:00 a.m. to 6:00 p.m., Monday through Friday, except State holidays and Service Reduction Days (SRD). Couriers delivering outside standard delivery times, including Saturdays and evenings, are to make arrangements with the Laboratory Registration Office: (443) 681-3820. Technical guidance regarding specimen collection, handling, or shipping can be found in the following Laboratories Administration Publications:

**[Guide to Public Health Laboratory Services](http://dhmh.maryland.gov/laboratories/docs/guide.pdf)**

(<http://dhmh.maryland.gov/laboratories/docs/guide.pdf>)

**& [A Guide to Environmental Laboratory Services \(Enviroguide\)](http://dhmh.maryland.gov/laboratories/docs/enviroguide.pdf)**

(<http://dhmh.maryland.gov/laboratories/docs/enviroguide.pdf>).

All visitors arriving at the Laboratories Administration's main entrance will be required to follow the Administration's security procedures. Visitors must present valid photo identification to the Front Desk Security Officer stationed at the lobby security desk. Anyone without proper identification will not be permitted into the building. Visitors are to properly obtain, wear, and return visitors' badges to the security desk at point of entry and will be escorted during their stay. Purpose of visit, destination, name, and telephone number of the laboratory staff escort will be required at the time of sign-in. Visitors must also sign-out upon departure. All packages, purses, briefcases, bags, etc., are subject to inspection by the Security Officer before entering and/or exiting the building.

If you have any security questions, please contact the Laboratories Administration's Safety and Security Officer, Rachel V. Michael, at (443) 681-3792 or the Administrative Offices at (443) 681-3800.