

**MARYLAND DEPARTMENT OF THE ENVIRONMENT**  
Land Management Administration • Technical Services & Operations Program  
1800 Washington Boulevard • Suite 650 • Baltimore Maryland 21230-1719  
410-537-3400 • 800-633-6101 x3400 • [www.mde.maryland.gov](http://www.mde.maryland.gov)

**INSTRUCTIONS FOR ELECTRONIC APPLICATIONS**  
**(Additional)**

1. Go to [www.mde.maryland.gov](http://www.mde.maryland.gov)
  - a. Click on – LAND
  - b. Click on - HAZARDOUS WASTE
  - c. Click on - HAZARDOUS WASTE PROGRAM FORMS & INSTRUCTIONS
2. Scroll down to:
  - a. Controlled Hazardous Substance TransportationOr
  - b. Medical Waste Transportation
3. Click on - PAYMENT FORM
  - a. Complete Form
  - b. Print
  - c. Mail Form and Payment to:

Maryland Department of the Environment  
P.O. Box 1417  
Baltimore MD 21203
4. Click on Application for Vehicle Certification
  - a. Download and Save Document (save as your Company Name & Hauler Number (if have) for example: Joe Smith Trucking HWH 000\_Additional)
  - b. Fill in each column
  - c. Save
  - d. Email document with all required documents to [mde.haulers@maryland.gov](mailto:mde.haulers@maryland.gov) (in Subject line put Company Name & Hauler Number for example: Joe Smith Trucking HWH 000\_Additional)

**NOTE: If you already downloaded the spreadsheet at time of renewal you can re-submit that list and add the vehicles at the bottom if there are rows left if not then begin a new document but name it Part 2. Please bold the additional vehicles.**
5. Scan Additional Documents as required
  - a. Annual Inspections (please scan in order of Vehicle List)
  - b. I, V, K & P Inspections (CHS only) (please scan in order of Vehicle List)
6. Email to [mde.haulers@maryland.gov](mailto:mde.haulers@maryland.gov)
  - a. Subject Line
    - i. Company Name & HWH/SMH #
  - b. Forms & Inspections
    - i. Application for Vehicle Certification
    - ii. Inspections
      1. Annual
      2. I, V, K & P if applicable

Applications will not be processed until full payment has been received. In addition, any missing or expired required documents may hold up processing certificate or result in refunds being issued. **Turnaround time is up to 45 days.**

Any questions please contact Paul “Brian” Sodeman at 410-537-3397 or by e-mail at [paul.sodeman@maryland.gov](mailto:paul.sodeman@maryland.gov) or Jennifer Hopper at 410-537-3350 or by e-mail at [jennifer.hopper@maryland.gov](mailto:jennifer.hopper@maryland.gov).