

Lead Inspector Information for Exchanging Certificates

The new (MDE Form 330) Inspection Certificates are available for pick up. MDE staff will be available at our Montgomery Park location on the following dates and times for certificate exchange, the MDE receptionist will direct you where to go:

Tuesday, Dec 20th – 9AM to 11AM – Aqua Conference Room
Wednesday, Dec 21st – 4PM to 6PM – MDE Stat Conference Room
Thursday, Dec 22nd – 9AM to 11AM – MDE Stat Conference Room
Wednesday, Jan. 4th – 9AM to 11 AM – MDE Stat Conference Room

For inspectors living or working on the Eastern Shore or in Western Maryland we have set up the following exchange locations and times:

Eastern Shore – Tuesday, Dec. 20th – 9AM to 11:30AM – Eastern Regional Office
Western Maryland – Dec. 28th – 3PM to 5PM – Western Maryland Regional Office

You do not need to register for the exchange, just drop by one of the MDE locations at your convenience during the times listed above. **MDE staff will only be available at the specific location on the dates and times listed above. You will not be able to exchange certificates before or after the scheduled times.**

You should set aside as many certificates as necessary to cover any inspections that you may do between now and the December 31st; the remainder should be turned in during the certificate exchange. You do not need to bring a Form H with you to the exchange, but will need to provide one before you get any additional certificates. Therefore, please keep track of your certificates on your Form H (as usual) for future use, including the ones that you will be turning in.

Office Locations

MDE Main Office is located in the Montgomery Park Building at 1800 Washington Boulevard, Baltimore, MD 21230. Enter the Red Parking Lot from Washington Boulevard and security will direct you where to park. The MDE lobby is located to the left when you enter the building.

Eastern Regional Office is located at Holly Center, Lead Poisoning Prevention Program, Administration Bldg. Room L4, 926 Snow Hill Road, Salisbury Maryland 21803. Please see Pete Peterson. (410) 572-6212.

Western Maryland Regional Office (Hagerstown) is located at 33 W. Franklin St. Suite 303 Hagerstown, MD across the street from the US Post office in the Chevy Chase bank building. Use the front building entrance under the archway. We are the only occupied office on the third floor. There is limited free parking along the side of the building, and there is a public parking garage 1 block away on S. Potomac St. between Franklin & Washington (they are all one way streets - Potomac South, Franklin West, Washington East). Please see Glen Savage (301) 665-2853.

Please call a member of the Oversight and Accreditation staff at 410-537-3825 if you have any questions regarding the certificate exchange or if you are unable to make it to one of the exchange locations.