

**State of Maryland  
Maryland Department of Health**



**LABORATORIES  
ADMINISTRATION**

**Parking Policy**


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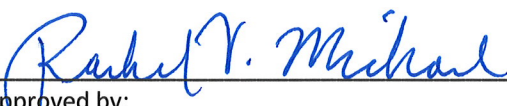
State of Maryland  
Maryland Department of Health

Laboratories Administration  
Parking Policy


REVIEW SHEET

  
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4/11/18  
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3/16/18  
Date

# LABORATORIES ADMINISTRATION PARKING POLICY

Tracking No.: LA-POL-001

## REVISION RECORD

Revision	Date	Changes	Made By	Effective Date
0.0		DHMH, Office of Secretary, Central Services Division, Policy 01.05.01. <b>DHMH (HQ) Parking Policy.</b>		09/02/2014
1.0	11/06/2015	Initial document – Labs Administration Parking Policy	R. Michael Y. Akosa-Sarpong D. Barnes	05/01/2016
1.1	2/26/2018	State of Maryland Department of Health & Mental Hygiene name changed to Maryland Department of Health (MDH). Updates, “move date” to be used of all original Laboratory Tower staff who sign up post move. Additions, Appendix C - MDH Laboratories Administration Employee Discount Rate Parking Form.	R. Michael	2/26/2018

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## I. Executive Summary

The Department of General Services (DGS) is authorized by statute to manage the parking lots and garages at the Baltimore State Center. DGS has replaced the old parking permit system with proximity card (prox) access technology, providing permanent, full- State employees who are authorized parking privileges with an upgrade of their employee ID cards that allows access to designated parking areas. DGS has issued a new parking policy to provide operational guidelines to agency Parking Coordinators.

The Laboratories Administration (LA) Parking Policy is managed by the LA Parking Coordinator, who is designated by the LA Director, or designee. **The policy will be for State merit employees only and used at the Ashland Garage for LA employees.** This policy sets forth the general guidelines referring to both the DGS Parking Guidelines and MDH, Central Services Parking Policy and Parking Program including a list of the applicable legal and regulatory documents, a liability disclaimer, program roles and responsibilities, the application process, scoring formula, issuing, monitoring and rescinding/reassignment of parking privileges, enforcement and consequences of non-compliance, special parking arrangements, and an appendix of relevant forms and instructions.

## II. Background

DGS allocates prox access to parking privileges for MDH and other agencies proportionate to the number of full-time employees at each location. On March 7, 2014 the MDH, LA signed a "Parking Agreement" with a private firm FC-JH- Garage, LLC, Ashland Garage leasing eighty (80) parking spots at an established and negotiated rate. The LA allotment is sufficient to accommodate approximately one-third of the LA employees at the Central Lab located at 1770 Ashland Avenue to park at the Ashland Garage. Within LA, initial eligibility for parking privileges is determined by evaluation of criteria such as grade, length of State service, work requirements, medical or physical need, time of application in March 2014, and participation in car pools. Continuing eligibility may depend on minimum utilization. Beginning November 2015, all new LA employees were automatically placed on the parking eligibility list the date he/she started with the LA.

Noncompliance or abuse of parking privileges is not tolerated. Everyone who is authorized parking privileges must comply with all associated rules including the Ashland Garage rules and regulations; State laws on government identification; Maryland Motor Vehicle Administration regulations and statutes; the Americans with Disabilities Act of 1990 with 2010 Standards; and the requirements of this policy. Violation of or noncompliance with these directives may result in loss of current parking privileges, parking tickets, denial of future parking privileges, progressive employee disciplinary action, fines and/or imprisonment as stipulated in each respective directive.

### III. Policy Statements

#### A. Scope

This policy applies to only LA employees at the Central Lab, LA Central Lab employee carpools, LA Central Lab visitors and meeting attendees, delivery persons, messengers, etc.

#### B. Table of Authorities

1. By enacting State Finance and Procurement Article, §4-604, Annotated Code of Maryland, the Maryland Legislature assigned to the Department of General Services (DGS) the overall responsibility for controlling pedestrian and vehicular traffic for parking garages, surface parking lots, roads, and sidewalks that are owned or leased by the State. <http://mgaleg.maryland.gov/2013RS/StatuteWeb/gsf/4-604.pdf>
2. In COMAR 04.04.02 DGS has recently issued comprehensive rules for the control and use of [Security Cards](#), including prox access. In COMAR 04.05.01.05 DGS sets the rules for use of vehicles on State property.  
<http://www.dsd.state.md.us/comar/getfile.aspx?file=04.04.02.00.htm>  
<http://www.dsd.state.md.us/comar/getfile.aspx?file=04.05.01.05.htm>
3. The DGS Parking Policy, hereby recognized and incorporated into this policy by reference, applies to all parking facilities owned and managed by DGS, including the State Center in Baltimore. In general, the operational directives are applicable to Agency Parking Coordinators.
4. Under Health General Article, §2-102, the Secretary of Health and Mental Hygiene is responsible for the operation of the Department and is authorized to issue policies and procedures to promote the orderly and efficient administration of MDH.  
<http://mgaleg.maryland.gov/2013RS/StatuteWeb/ghg/2-102.pdf>
5. The Criminal Law Article, §§8-301 to 8-303, Annotated Code of Maryland prohibits the loaning or borrowing, alteration, or fraudulent use of a government-issued identification document, and upon conviction, a person is subject to imprisonment for 6 months or a fine not exceeding \$500, or both.  
<http://mgaleg.maryland.gov/2013RS/StatuteWeb/gcr/8-301.pdf>
6. Criminal Law Article, §9-704, further mandates that employees turn in their identification badge at the end of employment and that possession of an identification badge after employment ends is subject to imprisonment of 90 days, a fine of \$500, or both. <http://mgaleg.maryland.gov/2013RS/StatuteWeb/gcr/9-704.pd>



7. Transportation Article §13-616, Annotated Code, provides approved standards and framework for issuing of medical parking permits for persons with disabilities by the Motor Vehicle Administration (MVA). Obtaining MVA Disability tags or placard by providing inaccurate or false information is illegal and is subject to a \$500 fine.  
[http://mgaleg.maryland.gov/2013RS/Statute\\_Web/gtr/13-616.pdf](http://mgaleg.maryland.gov/2013RS/Statute_Web/gtr/13-616.pdf)
8. The Americans with Disabilities Act of 1990 with 2010 Standards, as amended, sets certain standards for both the physical environment of the buildings, garage and parking lots, as well as guidelines for accommodation of workers and visitors with disabilities to the headquarters workplace and associated areas. MDH, in cooperation with DGS, is committed to compliance with the requirements of this program. <http://www.ada.gov/pubs/ada.htm>
9. Other Federal, State, and agency directives, not specifically mentioned above, may also apply to this policy and the MDH Parking program.

#### C. Definition

1. A **“carpool”**, for the purposes of this policy, is defined as a group of full-time, permanent State employees whose primary work site is the LA Central Lab, and who share a vehicle to travel to and from work each day. Full participation of the carpool’s passengers is expected at least 60 percent of the time, with exceptions allowed for authorized leave. Monitoring of utilization may result in rescinding of parking privileges for non-compliance.
2. **“Clearance sheet”** means a form used by MDH to recover privileges and items issued to the departing employee.
3. **“Leased LA permanent parking spaces”** means parking spaces that are rented and paid for by the MDH, Laboratories Administration to FC-JH- Garage, LLC, Ashland Garage.
4. **“Medical parking”** may be issued on either a temporary or long-term basis to accommodate a full-time or part-time LA employee who has a medical disability. As of May 1, 2008, a Maryland Motor Vehicle Administration (MVA) Disability Parking authorization shall be a prerequisite for LA Medical Parking privileges; applicants shall provide the LA Parking Coordinator with medical certification of a disability, as explained in the medical parking application instructions. LA must use the MDH form <http://dhmh.maryland.gov/docs/medinfo.pdf>

Access to parking is limited to available spaces, on a “first come/first served” basis, and in compliance with all applicable regulations including the Americans with Disabilities Act of 1990 with 2010 Standards, as amended. Any vehicle parked in a designated “Disabled Parking” space, marked with blue paint, requires MVA’s disabled tags, or red or blue hang placards per ADA specifications, or else is subject to a ticket and/or other enforcement actions.

5. **“Prox Parking”** is a system that allocates authorized access to parking to designated permanent LA employees by Ashland Garage through the LA Parking Coordinator. Employees in approved vehicles may use their prox LA 1770 Photo ID Keycard to access a designated parking area.

Criteria used to grant prox parking include:

- a. LA employees hired before November 1, 2015, an employee’s grade, length of service, work requirements, disability, date of application, and carpool points. Prox parking may be revoked for non-compliance with applicable directives including this policy, or for insufficient utilization.
- b. LA employee hired after November 1, 2015, an employee’s grade, length of service, start date, work requirements, and disability. Prox parking may be revoked for non-compliance with applicable directives including this policy, or for insufficient utilization.

#### D. Disclaimer of Liability

1. Neither LA nor Ashland Garage is responsible for the loss of property or damage to a vehicle while an employee’s vehicle is parked at the Ashland Garage, located at 900 N. Washington St.
2. Neither State of MD nor LA is responsible for the payment of or reimbursement for parking while LA employees are in a queue for the assignment of parking privileges.

#### E. Roles and Responsibilities

1. The LA Director, or designee, has been designated to manage the leased LA permanent employee parking spots. The number of leased spots is determined as one-third of LA Central Lab staff and the number of spots set forth in the “Parking Agreement.”
2. The Deputy Director of Administration and Support Services and LA Fiscal Officer are responsible for administering and negotiating the “Parking Agreement” with FC-JH Garage, LLC, Ashland Garage on behalf the LA, and staff.

3. The LA Timekeeper is designated as the Parking Coordinator, 443-681-3803, to represent LA and act as a liaison between LA and Ashland Garage. LA Parking Coordinator is responsible for the following:
  - a. Maintaining accurate, up-to-date LA parking records;
  - b. Overseeing the waiting list;
  - c. Processing parking program forms;
  - d. Acting as parking liaison with Ashland Garage, MDH, and DGS and custodian for the allocation of parking privileges;
  - e. Monitoring utilization and compliance with directives;
  - f. Revoking or releasing prox parking, when directed by Deputy Director of Administration and Support Services, or LA Director.

#### F. LA Parking Program Operations

##### 1. Parking Program Records

- a. The LA Parking Coordinator shall maintain the LA parking program records and forms, keeping them accurate and up-to-date.
- b. A listing of all LA employees who have been issued leased parking spots at the Ashland Garage and a prox parking waiting list shall be maintained.
- c. Employees are required to provide any changes of information relevant to their parking status to the LA Parking Coordinator within two weeks, (e.g., transfer to another program, or passengers leaving/joining a car pool). The Parking Coordinator shall update the applicable LA and MDH records and submit the appropriate update forms.
- d. An employee leaving a position at the LA have his/her clearance sheet signed by the LA and MDH Parking Coordinator (or designee). The Office of Human Resources shall not accept a final clearance sheet if the MDH Parking Coordinator or CSD designee has not signed off.
- e. Employees leaving their job are required by law to turn in their State Identification card, thereby terminating their prox parking access.  
[http://mgaleg.maryland.gov/2013RS/Statute\\_Web/gcr/9-704.pdf](http://mgaleg.maryland.gov/2013RS/Statute_Web/gcr/9-704.pdf)



## 2. Application for Regular Prox Parking Privileges

- a. Prior to November 1, 2015, any permanent, full-time MDH LA employee may have applied for prox parking access by submitting MDH 4576 - Prox Parking Access Application [http://dhmh.maryland.gov/docs/park-4576appl\\_2012.pdf](http://dhmh.maryland.gov/docs/park-4576appl_2012.pdf).
- b. Prior to November 1, 2015, LA parking applicants were ranked on a list according to the established scoring system in paragraph 3, below "MDH and LA Prox Parking Scoring System," and prox parking privileges shall be authorized, as available, to the individuals on the waiting list in order of highest to lowest scores.
- c. "Original Employees," employees who worked in the Lab Tower of the 201 W. Preston St. Building, their parking applicants start date will be assigned the LA Move Date of April 4, 2015, when using the scoring system in paragraph 4 below, "LA Prox Parking Scoring System."
- d. When more than one individual has the same score, the individual with the longest time in State service shall receive prox parking authorization.
- e. The LA Human Resource Liaison shall verify the employee's grade and tenure stated on the application before privileges are issued.
- f. Notwithstanding paragraph 2b above, employees in grade 22 and higher shall be authorized garage, or Ashland Garage, prox access, regardless of time in service, subject to availability and minimum utilization review.
- g. After November 1, 2015, LA employee prox parking was based on paragraph 4 below, "LA Prox Parking Scoring System."

## 3. Applications for MDH LA Employee Discount Rate Parking

- a. All LA employees working in the 1770 Ashland Avenue building have the option of signing up to receive the State negotiated discounted rate for parking at the Ashland Garage.
  - i. Refer to Appendix C. "MDH Laboratories Administration Employee Discount Rate Parking Form."
  - ii. "MDH Laboratories Administration Employee Discount Rate Parking Form" must be signed by either Parking Coordinator, LA Human Resource Liaison, Safety & Security Officer, or Deputy Director of Administration and Support Services.



- b. State negotiated discounted rate only applies to LA employee who agree to be monthly permit/monthly recurring parkers at the Ashland Garage.

#### 4. MDH Prox Parking Scoring System

EMPLOYEE CRITERIA	POINTS
▪ TIME IN STATE SERVICE	(TS): 1/12 POINT FOR EACH MONTH OF SERVICE
▪ GRADE:	(GR): ONE POINT PER PAY GRADE
▪ TIME OF APPLICATION	(TA): 1/12 POINT PER MONTH FROM DATE APPLIED

CARPOOL CRITERIA	CARPOOL POINTS (CP)
▪ FOUR PERSON (ALL MDH)	TWELVE POINTS
▪ FOUR PERSON (MDH & OTHER STATE AGENCY)	TEN POINTS
▪ THREE PERSON (ALL MDH)	EIGHT POINTS
▪ THREE PERSON (MDH & OTHER STATE AGENCY)	SIX POINTS
▪ TWO PERSON	FOUR POINTS

**FORMULA: (TS) + (GR) + (TA) + (CP) = TOTAL SC**

**EXAMPLE:**

Time in Service (TS)	Grade (GR)	Time of Application (TA)	Carpool (CP)	= SCORE
# months x 1/12 of service	current x 1 grade	# of months from x 1/12 application date	car pool points	total points

#### 5. LA Prox Parking Scoring System, effective November 1, 2015

EMPLOYEE CRITERIA	POINTS
▪ TIME IN STATE SERVICE	(TS): 1/12 POINT FOR EACH MONTH OF SERVICE
▪ GRADE:	(GR): ONE POINT PER PAY GRADE
▪ TIME OF APPLICATION	(TA): Equals (TS)

CARPOOL CRITERIA	CARPOOL POINTS (CP)
▪ FOUR PERSON (ALL MDH)	TWELVE POINTS
▪ FOUR PERSON (MDH & OTHER STATE AGENCY)	TEN POINTS
▪ THREE PERSON (ALL MDH)	EIGHT POINTS
▪ THREE PERSON (MDH & OTHER STATE AGENCY)	SIX POINTS
▪ TWO PERSON	FOUR POINTS

**FORMULA: (TS) + (GR) + (TA) + (CP) = TOTAL SC**

**EXAMPLE:**

Time in Service (TS)	Grade (GR)	Time of Application (TA)	Carpool (CP)	= SCORE
# months x 1/12 of service	current x 1 grade	Equal (TS)	car pool points	total points

## 6. Issuing and Residing of Prox Parking Access Privileges

- a. The LA Parking Coordinator shall be responsible for issuing all prox parking access privileges provided to LA employees by DGS.
- b. Employees who leave MDH employment are required by law to surrender their ID cards (thus, their prox parking access). The Parking Coordinator, when signing off the Parking Section of departing employees' Clearance sheets, shall determine whether parking privileges are available for reassignment.  
[http://mgaleg.maryland.gov/2013RS/Statute\\_Web/gcr/9-704.pdf](http://mgaleg.maryland.gov/2013RS/Statute_Web/gcr/9-704.pdf)
- c. If the departing employee was authorized prox parking, the Parking Coordinator shall prepare a DGS Parking Prox Access Survey form to reassign the parking allotment to the next person on the waiting list, and enter the allocation data on the MDH 4576 Prox Parking Access Application form for the person with the highest score. The employee will then be scheduled to have their ID updated by DGS with prox access. [http://dhmh.maryland.gov/docs/park-4576appl\\_2012.pdf](http://dhmh.maryland.gov/docs/park-4576appl_2012.pdf)
- d. A LA employee who transfers to a program outside the administration shall relinquish parking privileges the same as an employee leaving MDH. That parking allocation shall then be issued to the person on the waiting list with the highest score.
- e. Except as noted below, in paragraph 7, for Discretionary Parking, an employee who transfers programs within MDH at the State Center is allowed to retain his or her existing prox access if the employee notifies the Parking Coordinator of the transfer within two weeks to have his or her records updated.

## 7. Waiting List

- a. Prior to November 1, 2015, LA employee waiting list queue standing were established and based on MDH Parking Coordinator waiting list.
- b. After November 1, 2015, all new LA employees are automatically enrolled for parking and put on the waiting list maintained by the LA Parking Coordinator.
- c. When new LA Grade22 and above employees are hired if there is no available leased parking spot available, he/she will be placed front at the #1 spot on the waiting list.

- d. Medical parking applicants are placed on this list according to a disability priority rating of one, two, three, or four which is determined by a physician's evaluation of the medical report at the time of application, and then, within each priority according to the time of application on a first come/ first served basis.

#### 8. Discretionary Spaces

- a. Certain job positions at LA designated by LA Director are automatically allocated parking due to the requirements of the position. If one of these positions is vacated by the employee, the associated parking allocation is held open for the next person to fill the position. There is no waiting list for discretionary parking.
- b. An employee with discretionary parking who is reassigned must relinquish parking privileges at the time of transfer, notifying the Parking Coordinator and obtaining his/her signature on the Transfer Clearance Sheet. Typically, a discretionary parking allocation is held by Parking Coordinator for reassignment to the next person to fill that position.
- c. Discretionary parking is monitored for utilization and is subject to reassignment if not used at least 60 percent of the time.

#### 9. List Updates

- a. Since the new LA employee parking point score is based partially on their number of months of State service, the parking lists are therefore updated quarterly to keep the point score current.

#### G. Medical Parking

1. As of May 1, 2008, documentation of an approved Maryland Motor Vehicle Administration (MVA) Disability tag and/or placard is a prerequisite for eligibility for MDH Medical Parking access. Prior to applying to MVA, contact the MDH Parking Coordinator for instructions. <http://dhmh.maryland.gov/docs/medinfo.pdf>
2. An applicant for Medical Parking access must provide the Parking Coordinator with documentation of medical certification of a disability, in accordance with the application instructions. If necessary, medical parking allocations shall be prioritized on a scale of one (1) to four (4) by a consulting physician with one (1) being the highest priority and four (4) being the lowest priority.
3. Once documentation is received for medical parking it's reviewed by LA Director, LA HR, Director of Deputy Director of Administration and Support Services. The medical parking allocations are all assigned, qualified applicants shall be placed on a medical



parking waiting list according to the assigned priority. Within each priority on the medical parking waiting list, applicants are ranked by the time of application, first come/first served.

4. Providing false or misleading information in order to obtain an MVA disability permit is prohibited by law and is subject to prosecution and a \$500 fine. Providing misleading, false, or altered documentation to LA, and therefore, MDH and the State of MD may further result in loss of current and future parking privileges as well as other disciplinary actions.
5. A vehicle parked in a designated "Disabled Parking" space, marked with blue paint must display MVA disabled tags, or red/blue hang placards per ADA specifications, or else is subject to being ticketed and/or towed.
6. LA medical parking is monitored for utilization and is subject to reassignment if not used at least 60 percent of the time.

#### H. Carpools

1. The MDH, LA does not have an official policy, and defers to the MDH and FC-JH Ashland Garage carpool policies. Any LA employees who parks, as a carpool or as an individual parker, in the FC-JH Ashland Garage must adhere to all their rules, regulations, and policies.
2. The LA encourages employees carpool, if possible, for environmental and economic cost saving reasons.

#### I. Enforcement/Penalties For Noncompliance

##### 1. Monitoring Utilization of Parking

- a. In order to maintain one's parking privileges, the employee must utilize his/her parking access at least 60 percent of the work days (e.g., 3 days a week) with exceptions provided for authorized leave.
  - i. An employee will first be notified via email by the Parking Coordinator that his/her parking access has been underutilized over a 3 month period and that unless utilization is justified or improved, the allocation is subject to being rescinded and reassigned.
  - ii. If, after receiving notification, an employee's parking access continues to be underutilized over an additional three month period without adequate

justification, the employee's response shall be evaluated by the Parking Coordinator and Deputy Director of Administration and Support Services to determine if the access should be rescinded and reassigned.

- iii. Employees whose parking access has been rescinded for underutilization may reapply for parking if their needs change.

## 2. Unauthorized Parking

- a. Unauthorized vehicles or vehicles parked in unauthorized areas are subject to being ticketed and/or towed at the owner's or operator's expense, if the vehicle is parked:
  - i. without valid prox access authority;
  - ii. without MVA Disabled Parking tags or properly displayed placard if in a designated disabled parking space;
  - iii. in any reserved space without proper authorization;
  - iv. in a fire lane;
  - v. in any driving or access lane; and
  - vi. in more than one space.
- b. Unauthorized parking by operators who have prox access may result in revoking current access and denial of future parking privileges.
- c. LA Security Plan and Manual prohibits employees from loaning, borrowing, or allowing other persons to use their 1770 Photo ID Keycards. Ashland Garage access is audited every three (3) months following the calendar year January to December.

## 3. Noncompliance

- a. When noncompliance or a violation is discovered or suspected by LA HR, Deputy Director of Administration and Support Service, or Parking Coordinator, the appropriate authority shall be notified and requested to investigate. If a violation is determined, the responsible employee's parking access may be revoked and other disciplinary actions as allowed and in accordance with the above directives or this policy may be imposed. See below:

Violation	Penalty
Utilizing parking privileges less than 60% of time worked	<u>First Offense</u> Upon review of the audit, the Parking Coordinator sends email stating non-compliance with warning of loss of privileges for future non-compliance.

Violation	Penalty
	<u>Second Offense</u> If after 3 months usage below percentage needed and without adequate justification, notification via email from Parking Coordinator of rescinding of parking privileges. The employee must reapply after 6-month, and placed back on the waiting list behind all new employees. <b>*Please note this penalty is for the entire duration of employment with LA, not within a calendar year.</b>
Utilizing state vehicle permit to <b>provide garage</b> access for personally owned vehicle	Loss of LA, possibly MDH, parking privileges for entire employment
Misuse of 1770 Photo ID Keycard -either utilizing another employees badge to access parking or allowing your badge to be utilized by another employee to access parking	Loss of LA, possibly MDH, parking privileges for entire employment
Falsifying vehicle entry and exit times by swiping badge with no vehicle entry or exit	Loss of LA, possibly MDH, parking privileges for entire employment
Smoking in State vehicle	Loss of LA, possibly MDH, parking privileges for entire employment
Failure to obey a lawful order, signal or direction of a State of MD, Baltimore City Police Officer or Law Enforcement Officer	Loss of LA, possibly MDH, parking privileges for entire employment

- b. Employees may appeal both parking enforcement and compliance actions within the prescribed timelines, through the merit system employee grievance process.



J. LA Employee After-hours and Weekend, Holiday, and Service Reduction Days (SRD) Parking

1. Ashland Garage Parking - After 4:30 P.M.

LA employee submits "Ashland Garage Parking - After 4:30 P.M. Validated Parking Form," refer to Appendix A, to the Parking Coordinator. The LA employee is added the validated employee parking list maintained at Front Desk Security.

The purpose of the "Ashland Garage Parking - After 4:30 P.M. Validated Parking Form," is to allow authorized employees who work after-hours to receive validate Ashland Garage parking after 4:30 PM on business days. The prox system will allow reports to be produced and reviewed to ensure proper use. Seventy-two hours advance notice is required.

2. Ashland Garage Parking Weekends, Holidays, SRD Parking

LA employee submits "Ashland Garage Parking Weekends, Holidays, SRD Parking," refer to Appendix B, to the Parking Coordinator. The LA employee is added the validated employee parking list maintained at Front Desk Security.

The purpose of the Ashland Garage Parking Weekends, Holidays, SRD Parking," is to allow authorized employees who work weekends, holidays, and SRD to receive validate parking on these days. The prox system will allow reports to be produced and reviewed to ensure proper use. Seventy-two hours advance notice is required.

K. LA State Vehicle and Validated Visitor Spots

1. LA State Vehicle

a. LA State Vehicles has authorized parking in the Ashland Garage using the State Vehicle garage access badge. State vehicle garage access badge is maintained and issue by the LA Safety and Security Officer.

b. The LA Director, or designee, may authorize the LA State Vehicle to be parked on the 1770 Loading Dock.

2. Validated Visitor Spots

a. The number of validated visitor spots is based on the total number of parking spots allocated to LA under the "Parking Agreement."

b. The LA "Visitor Clearance Sheet," refer to LA's *Security Plan and Manual*, Appendix A, Visitor Clearance Sheet, must be completed and signed in order for visitor validation to be awarded.

#### **IV. References**

- A. DHMH Policy 01.05.01, DHMH (HQ) Parking Policy, current addition.
- B. State Finance and Procurement Article §4-604, Annotated Code of Maryland  
[http://mgaleg.maryland.gov/2013RS/Statute\\_Web/gsf/4-604.pdf](http://mgaleg.maryland.gov/2013RS/Statute_Web/gsf/4-604.pdf) (Item 8)
- C. Health General Article 2-102, Secretary of Health and Mental Hygiene  
[http://mgaleg.maryland.gov/2013RS/Statute\\_Web/ghg/2-102.pdf](http://mgaleg.maryland.gov/2013RS/Statute_Web/ghg/2-102.pdf)
- D. Executive Order 01.01.1992, 20, Executive Agency Policy on Smoking  
<http://www.dsd.state.md.us/comar/getfile.aspx?file=01.01.1992.20.htm>
- E. COMAR 04.04.02 DGS Security of State Real Property, Security Cards  
<http://www.dsd.state.md.us/comar/getfile.aspx?file=04.04.02.00.htm>
- F. COMAR 04.05.01.05, DGS Buildings and Grounds Regulations, Vehicular Traffic  
<http://www.dsd.state.md.us/comar/getfile.aspx?file=04.05.01.05.htm>
- G. (ID Cards) Criminal Law Article, Section 9-704, Annotated Code of Maryland  
[http://mgaleg.maryland.gov/2013RS/Statute\\_Web/gcr/9-704.pdf](http://mgaleg.maryland.gov/2013RS/Statute_Web/gcr/9-704.pdf)
- H. (ID Cards) Criminal Law Article, Section 8-303, Annotated Code of Maryland  
[http://mgaleg.maryland.gov/2013RS/Statute\\_Web/gcr/8-303.pdf](http://mgaleg.maryland.gov/2013RS/Statute_Web/gcr/8-303.pdf)
- I. (ID Cards) Criminal Law Article, Section 8-301, Annotated Code of Maryland  
[http://mgaleg.maryland.gov/2013RS/Statute\\_Web/gcr/8-301.pdf](http://mgaleg.maryland.gov/2013RS/Statute_Web/gcr/8-301.pdf)
- J. Transportation Article 13-616, Annotated Code of Maryland  
[http://mgaleg.maryland.gov/2013RS/Statute\\_Web/gtr/13-616.pdf](http://mgaleg.maryland.gov/2013RS/Statute_Web/gtr/13-616.pdf)
- K. The Americans with Disabilities Act (ADA) of 1990 with 2010 Standards, Titles I, II, III - as amended <http://www.ada.gov/pubs/ada.htm>

## V. Appendix

### A. Appendix A—Ashland Garage Parking – After 4:30 P.M. Form

#### DHMH LABORATORIES ADMINISTRATION

#### PARKING VALIDATION FORM

#### Ashland Garage Parking - After 4:30 P.M.

##### Advanced Notice Request Form

The purpose of this form is to allow authorized employees who work after-hours to receive validate Ashland Garage parking after 4:30 P.M. on business days. The PROX System will allow reports to be produced and reviewed to ensure proper use. Seventy-two hours advance notice is required.

Name \_\_\_\_\_  
(Print)                      LAST                      FIRST                      MI

Division: \_\_\_\_\_ Unit: \_\_\_\_\_

Card Number: \_\_\_\_\_

Authorization Signature: \_\_\_\_\_  
(Appointing Authority/Supervisor)

Print Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Title: \_\_\_\_\_

Justification: \_\_\_\_\_

☒ Regular Monday through Friday

or

☐ Mon. date \_\_\_\_\_ ☐ Tues. date \_\_\_\_\_ ☐ Wed. date \_\_\_\_\_ ☐ Thurs. date \_\_\_\_\_

☐ Fri. date \_\_\_\_\_

or

Beginning date: \_\_\_\_\_ Until date: \_\_\_\_\_ Entry time \_\_\_\_\_ 4:30 pm \_\_\_\_\_

**Please Note: This should be limited to staff working after 5:00 PM**

**\*Multiple validations per day are not permitted without Director authorization.**

## B. Appendix B—Ashland Garage Parking Weekends, Holidays, SRD Parking Form

### DHMH LABORATORIES ADMINISTRATION

#### PARKING VALIDATION FORM

#### Ashland Garage Parking – **WEEKENDS, State Holidays, and Service Reduction Days**

##### Advanced Notice Request Form

The purpose of this form is to allow authorized employees who work after-hours to receive validate Ashland Garage parking on **weekends, State Holidays, and Service Reduction Days**. The PROX System will allow reports to be produced and reviewed to ensure proper use. Seventy-two hours advance notice is required.

Name \_\_\_\_\_  
(Print)                      LAST                                      FIRST                                      MI

Division: \_\_\_\_\_ Unit: \_\_\_\_\_

Card Number: \_\_\_\_\_

Authorization Signature: \_\_\_\_\_  
(Appointing Authority/Division Chief or Manager)

Print Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Title: \_\_\_\_\_

Justification: \_\_\_\_\_

Day(s): ☐ Saturdays ☐ Sundays ☐ Holidays ☐ Service Reduction Days

Entry time \_\_\_\_\_ Exit time \_\_\_\_\_

\*Multiple validations per day are not permitted without Director authorization.



**C. Appendix C—MDH Laboratories Administration Employee Discount Rate Parking Form**

Forest City  
Maryland Department of Health (MDH), Laboratories Administration

**MDH LABORATORIES ADMINISTRATION  
EMPLOYEE  
DISCOUNT RATE PARKING FORM**

Name \_\_\_\_\_  
(Print)                      LAST                                      FIRST                                      MI

\_\_\_\_\_  
MDH Employee Signature

\_\_\_\_\_  
Date (mm/dd/yyyy)

Card Number: \_\_\_\_\_

Authorization Signature: \_\_\_\_\_  
(MDH Laboratories Administration Appointing Authority)

Print Name: \_\_\_\_\_ email: \_\_\_\_\_

Title: \_\_\_\_\_

\_\_\_\_\_  
For Ashland Garage Use:

Garage Attendant on Duty Name (Print) : \_\_\_\_\_

Garage Attendant on Duty Signature: \_\_\_\_\_

Date (mm/dd/yyyy): \_\_\_\_\_

Time: \_\_\_\_\_

Garage Manager Name (Print): \_\_\_\_\_

Garage Manager Signature: \_\_\_\_\_