



**Memorandum**

**To:** South Carolina Certified Laboratories

**From:** Office of Environmental Laboratory Certification, SCDHEC *BLC*

**Date:** March 5, 2024

**Re:** **New** Pre-bill Request Procedure

Please note that the annual invoice pre-bills will no longer be mailed to all certified laboratories as a matter of policy. However, laboratories may still receive an invoice pre-bill by contacting this Office to request a copy. This request must come from the laboratory director or other authorized representative for the laboratory. The invoice pre-bills should become available in early June. Once available, pre-bills will be emailed to those laboratories who have requested a copy from our Office.

Invoice pre-bills have historically been mailed to all laboratories as a convenience to give them a chance to review their certified parameters and associated fees prior to receiving the annual invoice, in case that changes were needed. However, very few change requests have been received in the past five years. Therefore, to better use our limited resources, a request-only policy for the pre-bills has been implemented starting with the upcoming fiscal year (July 1, 2024 - June 30, 2025) and thereafter.

As a reminder, South Carolina does not prorate fees for the annual invoices for laboratory certification. This means that invoice fees become final on the date generated, and cannot be altered after that date, even if certification for some or all parameters are subsequently removed by the laboratory after that date. Any changes to the certificate to reduce fees must be submitted to our Office prior to the generation of the final invoices in July.

To reiterate, if your laboratory would like to receive an emailed copy of the annual invoice pre-bill, please contact us at the email address or phone number below prior to July 1. Pre-bills will be sent by request only.

Any questions regarding this memo or pre-bill requests can be directed to [labcerthelp@dhec.sc.gov](mailto:labcerthelp@dhec.sc.gov) or (803) 896-0970.

cc: Micheal Mattocks, Assistant Bureau Chief  
Bureau of Environmental Health Services