


Executive Directive



Title: Recycling Program	Directive Number: CAP.020.0024 Revised
Related MD Statute/Regulations: Correctional Services Article, §2-103, Annotated Code of Maryland; Environmental Article, §9-1706(a), Annotated Code of Maryland (Maryland Recycling Act)	Supersedes: DPSCS.020.0024 dated February 25, 2013
Related ACA Standards: N/A	Responsible Authority:  Executive Director, Environmental Compliance, Safety & Emergency Operations
Related MCCS Standards: N/A	Effective Date: June 12, 2015 Number of Pages: 5



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Secretary



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Assistant Secretary
Capital Programs

.01 Purpose.

This directive continues policy and assigns responsibilities for recycling for the Department of Public Safety and Correctional Services (Department).

.02 Scope.

This directive applies to all units of the Department identified in Attachment F of this directive.

.03 Policy.

- A. The Department shall establish a uniform recycling program for Department owned and leased facilities that complies with requirements established by the Maryland Department of the Environment (MDE) under the authority of Maryland Environment Article, §9-1706(a), Annotated Code of Maryland, and its amendments, known as the Maryland Recycling Act (MRA).
- B. The Department shall monitor and report on Department recycling program activities as required by MDE.
- C. The Department shall recycle 35 percent of Department waste material.

.04 Definitions.

A. In this directive, the following terms have the meanings indicated.

B. Terms Defined.

- (1) "All State Agencies Recycle (ALL StAR)" means the MDE program established to monitor and assist State government departments and units in meeting recycling goals.

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- (2) “Department Recycling Coordinator (DRC)” means an individual designated by the Assistant Secretary for Capital Programs to oversee Department recycling program activities.
- (3) “Employee” means an individual assigned to or employed by the Department in a full-time, part-time, temporary, or contractual position.
- (4) “Facility Recycling Coordinator (FRC)” means an individual recommended by a managing official and approved by the DRC to oversee recycling program activities for a Department owned or leased facility or facilities under the authority of the managing official.
- (5) “Managing official” means the Department employee with responsibility for Department duties conducted at a Department owned or leased facility.
- (6) Recycle Materials.
 - (a) “Recycle materials” means products subject to recycling under the MRA.
 - (b) “Recycle materials” include:
 - (i) Glass (mixed glass and fluorescent light tubes);
 - (ii) Aluminum;
 - (iii) Paper (corrugated cardboard, mixed paper, newspaper, telephone directories, and white paper); and
 - (iv) Plastic (mixed plastic bottles)
- (7) “Unit” means an organization, facility, agency, or division established by statute or created by the Secretary of Public Safety and Correctional Services (Secretary).

.05 Responsibility.

- A. The Assistant Secretary for Capital Programs is responsible for oversight of the Department’s recycling program and shall:
 - (1) Designate a DRC to perform administrative and operational activities related to the recycling program;
 - (2) Ensure that all services and capital contracts comply with MRA and All StAR recycling requirements;
 - (3) Ensure that recycling program activities at a leased facility are within an existing lease agreement and Department of General Services Lease General Conditions;
 - (4) Ensure, where possible, that Maryland Correctional Enterprise recycling services are used to support the Department and facility recycling program plan; and

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- (5) As needed, report to the Secretary on Department recycling program goals and activities.

B. The DRC shall:

- (1) Be liaison between the Department and the MDE;
- (2) Approve a FRC recommended by a managing official;
- (3) Work with each FRC to develop a recycling plan that complies with MRA and All StAR requirements for the facility or facilities under the authority of the FRC;
- (4) By June of each calendar year ensure that information available from recycling surveys is assessed shared with the FRC, and applied to improving Department recycling efforts;
- (5) Continuously research opportunities to identify and provide training to promote Department recycling efforts;
- (6) Research methods to reduce the amount of Department waste material;
- (7) Ensure that Department recycling goals and objectives are communicated to each new employee as part of orientation;
- (8) Recommend to the Assistant Secretary for Capital Programs services and materials determined necessary to meet a facility's recycling plan obligations;
- (9) Maintain copies of a FRC's recycling plan;
- (10) Maintain a current list of vendors that provide recycling products and services;
- (11) Ensure the accuracy of data collected from each FRC concerning facility recycling plan activities;
- (12) Assemble data collected from the FRC and report Department recycling program activities to the Assistant Secretary for Capital Programs and to MDE under the ALL StAR program reporting requirements;
- (13) At a minimum, in June and December of each calendar year research and evaluate methods to increase the types of waste material that may be recycled;
- (14) Identify methods for employees to report problems or make suggestions concerning the Department's recycling efforts;
- (15) In cooperation with FRCs:
 - (a) Ensure that each employee has two collection bins, one for paper recycling and one for trash recycling materials;
 - (b) Establish pickup schedules for employee collection bins at each facility; and
 - (c) Ensure each employee is aware of the pickup schedules;

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- (16) Ensure that recycling bins are available at Department events and activities;
- (17) At a minimum, every 5 years ensure that each FRC's recycling plan is reviewed and, if necessary, revised;
- (18) Maintain records necessary to document Department and agency administrative and operational recycling program goals and activities;
- (19) Maintain a plan for existing facilities not yet recycling as required under this directive to begin that includes:
 - (a) The name of the facility;
 - (b) If a recycling contract is required, the projected date that:
 - (i) Contract exploration is to commence; and
 - (ii) The contract may be awarded; and
 - (c) The projected date to begin recycling under this directive;
- (20) Ensure that actions are taken for a new facility to begin recycling required under this directive within 90 days of the date the date the new facility begins performing assigned responsibilities; and
- (21) Other duties assigned by the Assistant Secretary for Capital Programs necessary to comply with MDE and ALL StAR recycling requirements.

C. A FRC shall:

- (1) Work with the DRC to establish a recycling plan for the facility or facilities under the authority of the FRC that meets MDE and ALL StAR program requirements;
- (2) Ensure compliance with the facility's recycling plan;
- (3) Work with the managing official and owners of leased facilities to implement the facility's recycling plan;
- (4) Within established procurement procedures and within budgetary constraints obtain goods and services necessary to meet the facility's recycling plan obligations;
- (5) As required, compile and report to the DRC data concerning the facility's recycling plan activities; and
- (6) Maintain records necessary to document and report the facility's recycling program activities.

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.06 Attachments. (Available under “Support Docs” link of this directive on SafteyNet)

- A. State Government Recycling Plan
- B. Step-by-Step Recycling Implementation Guide for State Agency Offices
- C. Annual All State Agencies Recycle (ALL StAR) Recycling Survey Form
- D. Department of General Services Lease General Conditions
- E. SAMPLE Recycling Plan — MDE Headquarters Office Recycling Plan
- F. Facilities Required to Recycle
- G. Single Stream Recycling Calculations for 2012 Data

.07 History.

- A. This directive updates DPSCS.020.0024 dated February 25, 2013 to comport with Department re-alignment and updating recycling goals for the Department.
- B. This directive supersedes provisions of any other prior existing Department or agency communication with which it may be in conflict.

.08 Correctional Facility Distribution Code.

- A
S Facility Recycling Coordinator