

SAMPLE

MDE Headquarters Office Recycling Plan

SUMMARY

Effective since 1988, Environment Article § 9-1706 (a) of the Annotated Code of Maryland states that, “The Office of Recycling, in cooperation with the Department of General Services and other State agencies, shall develop a recycling plan that reduces by recycling the amount of the solid waste stream generated for disposal by the State government by at least 20 percent or to an amount that is determined practical and economically feasible, but in no case may the amount to be recycled be less than 10 percent.”

Amended in 2009, Environment Article § 9-1706 (b) and (c) of the Annotated Code of Maryland state that, “By July 1, 2010, the recycling plan under subsection (a) of this section shall include a system for recycling aluminum, glass, paper, and plastic generated for disposal by the State government, including the placement of collection bins in State-owned or State-operated office buildings in locations in the State where it is determined to be practical and economically feasible. By January 1, 2012, each State agency and unit of State government shall implement the recycling plan required under this section.”

This Recycling Plan fulfills the requirements of § 9-1706.

MDE Headquarters Recycling Plan:

MDE Headquarters’ (MDE HQ) recycling program must be operating no later than January 1, 2012. To date, the MDE HQ has a recycling plan in place and is participating in a recycling program.

The MDE HQ recycling program funding is the responsibility of MDE and is part of the leasing contract with the Montgomery Park (MP) landlord. DGS, in conjunction with MDE, is responsible for negotiating the MP lease.

MP must provide recycling services to MDE HQs.

MDE HQ Roles & Responsibilities:

- The following materials must be recycling at MDE HQ: paper, aluminum, glass and plastic. The current contract is for a program that accepts paper, cardboard, glass bottles, steel and aluminum cans, and plastic bottles for recycling. This may or may not change based on market conditions and requirements.
- The recycling contractor is responsible for the marketing of the collected recyclables. This is currently performed by Waste Management. This may or may not change based on market conditions and requirements.

- MP Management must report, by the last Friday of February of each year, to the MDE HQ's Recycling Coordinator the amount and type of recyclables collected for the previous calendar year (*e.g.*, the February 26, 2010 contractor report would contain the totals for calendar year 2009).
- MDE employees are responsible for taking their bottles and cans to the centralized recycling bins and paper must be collected at each employee's desk.
- MDE HQ is responsible for supplying centralized recycling containers for MDE HQ.
- It is the responsibility of the custodial staff at MP to collect recyclables for transport to the contractor recycling bins (loading dock) from the centralized recycling bins throughout the MDE HQ and employees' desks.
- Recyclables must be collected twice a week.
- MDE HQ's recycling issues must be reported by employees to MDE's facilities management and/or MDE's recycling team.
- MDE's facility management is responsible for working with MP management on resolving recycling issues.
- MDE HQ's recycling coordinator must review the recycling program annually and recommend changes to MP.