

## **Office Building Recycling Program**

### **Language for the Solid Waste Management Plan Amendment**

The proposed language is to be inserted into the 2011 – 2021 Charles County Comprehensive Solid Waste Management Plan (CCCSWP)

(Continued in current Chapter 3, “Existing Solid Waste Management” CCCSWMP)

In 2019, the Maryland General Assembly passed Senate Bill 370, *Environmental-Recycling – Office Buildings* requiring all office buildings that have 150,000 square feet or greater of office space provide separate collection of recyclable materials by October 1, 2021. The law became effective on October 1, 2019 amends Sections 9-1703 and 9-1714 of the Environmental Article, Annotated Code of Maryland. Section 9-1703 (b) (15) of the Environment Article, Annotated Code of Maryland requires Charles County to revise its recycling plan within the Solid Waste Management Plan by October 1, 2020. The Department approved language should be inserted in Chapter 3, “Plan of Action,” of the Solid Waste Management Plan.

#### **Office Building Recycling Program**

Through the cooperation of Charles County Department of Public Works, Environmental Resources Division and owners or managers of office buildings (“office building officials”), and other stakeholders involved in the implementation of this law, the County has identified nine (9) office buildings that fall under the scope of the law. The Charles County Department of Public Works, Environmental Resources Division has relayed the requirements of the law, including the materials that must be recycled; at a minimum, recyclables must include paper and cardboard, metal, and plastic materials to the office building officials.

Office building officials shall complete and send to the Charles County Department of Public Works, Environmental Resources Division a Maryland Recycling Act (MRA) Survey Form, reporting to the County on an annual basis details on the required recycling activities.

#### **Collection of Materials**

Office building officials directly, or through contracting with a private sector company, are responsible for providing all containers, labor, and equipment necessary to fulfill recycling requirements throughout their buildings. Distinctive colors and/or markings of recycling containers should be provided to avoid cross contamination. The office building officials must ensure collection and transportation of recyclable materials from office building locations to markets, or other legal recycling destinations. Tenants will be responsible for placing recyclables in recycling containers prior to their removal on the scheduled pick up day.

Office building officials identified how the materials will be stored, collected, and transported to the recycling markets for the collected materials. Office building officials must report to the County on an annual basis details on the required recycling activities.

#### **Marketing of Materials**

Office building officials are responsible for the marketing or other legal recycling and waste disposition of their recyclables. The office building officials shall submit annual reports

detailing the recycling and waste tonnage removed from the office building and the markets for the materials or legal recycling destinations for the materials.

### **Materials Required to be Recycled**

Office building officials shall recycle the following materials:

- Plastic material (bottles and containers)
- Metal (cans)
- Paper
- Cardboard

### **Responsible Parties**

Entities that will be involved in implementing the law are:

A. Charles County Commissioners

- Responsible for adopting the MDE approved language of Office Building Recycling Program for the Solid Waste/Recycling Management Plan amendment.

B. Charles County Department of Public Works, Environmental Resources Division -

- Responsible for overseeing County Office of Recycling activities and assuring that all office buildings that fall under the requirements are included in the Office Building Recycling Program.
- Communicate the requirements of the law to the office building officials. Assist office building officials in developing a recycling program, if so requested. Monitor the progress and performance of the Office Building Recycling Program.
- Develop the requirements of an Office Building Recycling Program in conjunction with input from office building officials.
- Update the County's recycling plan to include the Office Building Recycling Program and amend the Comprehensive County Solid Waste Management Plan.
- Develop a recycling reporting survey to be used by office building officials in reporting recycling activities.

C. Charles County Department of Public Works, Environmental Resources Division & Department of Planning and Growth Management –

- Responsible for amending the Solid Waste Management Plan to include an Office Building Recycling Program.

D. Owner or Manager of the Office Building –

- Responsible for providing recycling to the tenants of each office building by October 1, 2021.
- Indicate level of self-performance to provide recycling collection from office building locations or secure and manage recycling contracts with a contractor.
- Perform record keeping and report to the County on an annual basis.

**Participating Office Buildings (9) in Office Building Recycling Program**

<b>OWNER</b>	<b>ADDRESS</b>	<b>CITY</b>	<b>ZIP</b>	<b>CLASS</b>	<b>TOTAL SQFT</b>
Berkshire Properties LLC.	200 Kent Ave	La Plata	20646	Commercial Office Building	226,125
Board of Education of Charles Co. MD	5980 Radio Station Road	La Plata	20646	Commercial Office Building	196,800
The Wills Group Inc.	102 Centennial St	La Plata	20646	Commercial Office Building	267,000
Smallwood Family Limited Partnership	2670 Crain Hwy	Waldorf	20601	Commercial Office Building	269,100
One White Plains Center LLC	10665 Stanhaven Pl	White Plains	20695	Commercial Office Building	179,256
Medstar Ambulatory Services Inc	10 Saint Patrick's Dr	Waldorf	20603	Commercial Office Building	210,000
Waldorf Plains Inc	4490 Regency Pl	White Plains	20695	Commercial Office Building	182,709
County Commissioners of Charles Co. MD	200 Baltimore St	La Plata	20646	Commercial Office Building Public Government Building	150,000
Old Line Professional Centre	12070 Old Line Center	Waldorf	20602	Commercial Condominium Office Building Medical	241,632

Source: *Maryland Department of Assessments and Taxation. Updated by PGM December 2019.*

Note: New office buildings that will fall under the requirements of the law will begin participating in the Office Building Recycling program within three months of being notified by the Charles County Department of Public Works, Environmental Resources Division.

**Schedule for the Development and Implementation of the Program**

The Office Building Recycling Program will be implemented according to the following schedule:

- April 30, 2021, Charles County will distribute MDE approved language of the Office Building Recycling Program to the office building officials for Office Building Recycling Program implementation.
- August 1, 2021, office building officials will educate the tenants about the Office Building Recycling Program and discuss the requirements of the law.
- September 1, 2021, office building official will provide training or assistance to the tenants and advise them of the date when the tenants can start collecting the materials.
- September 1, 2021, office building officials finalize and secure recycling services contracts with the private contractors.
- On or before October 1, 2021, tenants start collecting and recycling the materials at the participating office buildings.

### **Program Monitoring**

The Charles County Department of Public Works, Environmental Resources Division shall monitor the progress and performance of the Office Building Recycling Program. However, the office building officials will conduct inspections, review service levels, investigate reported or unreported pick-up and disposal complaints, meet with tenants or recycling contractor staff to educate or review practices, and review contractor compliance with the recycling contract. Any issues which arise from these visits that are deemed deficiencies on the part of the tenants or recycling contractor will be detailed in writing and reported to the violator. The office building officials shall initiate actions to correct all deficiencies within 60 days of being notified.

The office building officials shall be responsible to keep the tenants current on new regulations, laws, and mandates affecting recycling in the office buildings.

### **Program Enforcement**

The Charles County Department of Public Works, Environmental Resources Division will ensure that the recycling at offices will be implemented in accordance with Section 9-1703 and 9-1714 of the Environment Article, Annotated Code of Maryland and enforcement will be performed in accordance with the County Code.

Upon receiving a complaint or report of violation, the Charles County Department of Public Works, Environmental Resources Division shall institute an investigation, and if a violation exists, a notice shall be issued, in writing, to the responsible party requiring them to correct all deficiencies and perform any other tasks necessary to achieve compliance with the Environment Article.

Any person, firm or corporation who or which fails to correct, within thirty (30) days from notice from Charles County, all cited in said violation notice shall be subject to citation for a civil infraction, in accordance with 9-1711 of the Environment Article of the Annotated Code of Maryland, punishable by a fine of not exceeding \$50 for each day on which the violation occurs and each day said violation shall be permitted to exist shall constitute a separate offense.

If the citation is not timely paid, Charles County may enforce the fine by an action in a Maryland court of competent jurisdiction.