



HOWARD COUNTY DEPARTMENT OF PUBLIC WORKS

6751 Columbia Gateway Drive, Suite 514 ■ Columbia Maryland 21046 ■ 410-313-6444

Mark DeLuca, P.E., Deputy Director
Chief, Bureau of Environmental Services
mdeluca@howardcountymd.gov

FAX 410-313-6490
TDD 410-313-2323

Dear Sir or Madam,

Maryland State law now requires apartments with ten or more units to provide recycling of plastic, metal, glass containers, cardboard and paper for residents. Recycling must be carried out in accordance with the applicable section of the County's Solid Waste Management Plan (see attached document, "Apartment and Condominium Recycling Plan").

Beginning on October 1, 2014, all apartment properties must begin a weekly recycling collection program at their properties.

For apartment properties/managers, the first step towards compliance with this new law is to complete a Recycling Plan. This plan must include:

- All contact information for the property including:
- Onsite Primary Point of Contact (POC);
- Offsite Property Management Company's (POC) (if applicable);

For each applicable POC, please include:

- Name
 - Job Title
 - Street Address
 - Phone Number
 - Email address.
- A description of the property that includes a unit count. (Please note if the property is senior housing).
 - A site plan for the property that includes all buildings and street names and that identifies all proposed locations for recycling collection containers.
 - A description of the number, size, type and color of the collection containers.
 - A description of the efforts that will be used to educate residents about how to recycle within the community. This could include, but is not limited to:
 - newsletters
 - email
 - meetings
 - events
 - posters and other signage, brochures, etc.

Property managers, must notify their residents that recycling will be available on the property and provide education materials as described in the plan.

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- Inspection and monitoring plans to ensure that the Recycling Plan is properly implemented.

The requirement for a Recycling Plan applies to ALL affected properties, even if recycling is already being collected at the property. Howard County will review and approve all Recycling Plans that contain all of the required elements AND that provide for a sufficient number of recycling containers, or will return incomplete or inadequate Recycling Plans for revision.

All completed Recycling Plans must be submitted to the County for approval by May 1, 2014.

Please send all Recycling Plans to:

Howard County
Bureau of Environmental Services
C/O: Kim Reichart
6751 Columbia Gateway Dr. Suite 514
Columbia, MD 21046

Reports may also be submitted electronically to: Kreichart@howardcountymd.gov

The County will approve or request corrections to all Recycling Plans by July 1, 2014.

Also, beginning in 2015, property managers will be required to submit an Annual Report to the County for all recycling activity that took place in the previous calendar year. The first report will be due March 1, 2015 and will cover the period of October 1, 2014 to December 31, 2014. All subsequent reports will cover a full calendar year. The County will send a follow-up letter in 2014 that will focus on the requirements of the Annual Report.

Recycling is a vital step in the State's plan to implement a Zero Waste policy. We look forward to your cooperation and participation in providing recycling collection services to your residents.

If you have any questions or concerns, please call Kim Reichart at 410-313-6442.

Sincerely:

Alan Wilcom
Chief, Recycling Division