



## 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  
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FAX 410-313-6490  
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Dear Sir or Madam,

Maryland State law now requires condominiums 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 Council of Unit Owners of condominium properties/property managers of affected condominiums must begin a weekly recycling collection program at their properties.

For Council of Unit Owners of condominium 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 Council of Unit Owner's 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.

Council of Unit Owners/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.

Please note, Howard County currently provides weekly recycling collection service to many condominium properties. Those that do not currently receive County provided service may elect to apply for service. To discuss the process for obtaining County provided service, please contact Mark Kreis, Chief, Collections Division at 410-313-6444 before submitting your Recycling Plan to the County. If the Council of Unit Owners decides to apply for County service, a letter of intent must be submitted to the County no later than March 1, 2014. The approval process must be completed by May 1, 2014.

Condominium properties may elect to receive both trash and recycling service from the County at a annual cost of \$210.00 per unit or just the recycling portion of the service at \$39.00 per unit.

All completed Recycling Plans must be submitted to the County for approval by May 1, 2014. A Recycling Plan Form has been included for your use.

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](mailto:Kreichart@howardcountymd.gov)

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

Also, beginning in 2015, Council of Unit Owners/ 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