



## 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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Dear Sir or Madam,

Maryland State law requires multi-family properties 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

After October 1, 2014, all multi-family apartment properties must have a weekly recycling collection program on site. For multi-family properties/managers, the first step towards compliance with the law is to complete a Recycling Plan. (See the attachment: Recycling Plan blank form.) 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, include:

- Name,
- Job Title,
- Street Address,
- Phone Number, and
- Email address.

Other sections that must be completed before submitting the plan to the County for approval include:

- A description of the property that includes a unit count. (Please note 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.
- The name of the recycling hauler.
- A description of the efforts that will be used to educate residents about how to recycle within the community. Also, submit hard copies of the education and outreach that is being used (required). 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.
- Inspection and monitoring activities 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 Recycling Plans that contain all required elements AND that provide for a sufficient number of recycling containers. Inadequate or incomplete Recycling Plans will be returned for revision and resubmittal

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)

Property managers are also required to submit an Annual Report to the County for all recycling activity that took place in the previous calendar year by March 1st.

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  
Howard County  
Bureau of Environmental Services