

## **STATE GOVERNMENT 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.”

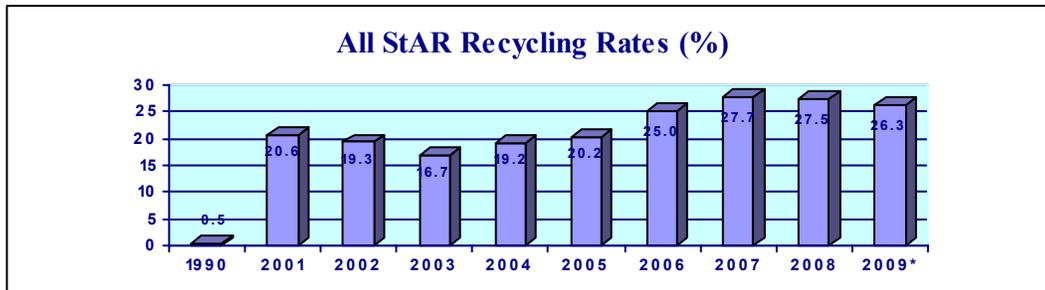
This “State Government Recycling Plan” fulfills the requirements of § 9-1706.

### **STATE AGENCY RECYCLING STATUS**

The All StAR (**All State Agencies Recycle**) program is the name of the State government agency recycling program that is designed to help Maryland State government reach its recycling goals. All StAR agencies designate a Recycling Coordinator to manage recycling activities at their various sites throughout Maryland. The Maryland Department of the Environment (MDE), the Maryland Department of General Services (DGS), and other resources (*e.g.*, Maryland Environmental Service (MES) offers assistance to State agencies on a fee for service basis), provide technical support to agency recycling coordinators to encourage recycling and to facilitate reporting on collection activities.

Additionally, MDE serves as the administrator for the All StAR program maintaining all statistical data relating to the program. MDE also offers additional assistance in the form of a web page with resources on recycling; providing a “how to start a recycling program” guide; acting as a liaison between building management and a State office; offering waste composition study assistance; conducting site visits to assist in the design of a recycling program; and acting as an information clearinghouse on recycling contracts, technical assistance, statute changes, etc.

Preliminary data for 2009 indicate that State agencies achieved a Maryland Recycling Act (MRA) recycling rate of 26.3 percent. A summary of the All StAR recycling rates comparing the last 9 years versus 1990, the first year State agency recycling was tracked, follows:



\* 2009 is an estimate, representing the preliminary data for CY 2009. It is subject to change.

## **STATE AGENCY REQUIREMENTS**

All State-owned and State-operated office buildings in locations in the State, where it is determined to be practical and economically feasible, are required to reduce by recycling, the amount of the solid waste stream generated for disposal 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. Maryland State Government is further required to recycle aluminum, glass, paper, and plastic in all State-owned and State-operated office buildings.

## **RESPONSIBILITIES**

### **Maryland Department of the Environment:**

- ★ By September 30, 2010, coordinate a meeting with State Agency Recycling Coordinators to discuss the law and their roles in its implementation.
- ★ As needed, hold planning phone calls relating to State agency recycling with Maryland State agencies.
- ★ Track the implementation of the program.
  - By September 10, 2010, develop and send out surveys to State Agency Recycling Coordinators in order to obtain a baseline of State-owned and State-operated office buildings' recycling activities.
  - By October 30, 2010, gather and compile baseline data received from the State Agency Recycling Coordinators.
  - Quarterly, gather data from State Agency Recycling Coordinators that track the progress of the implementation of the law:
    - January, February, March (report due to MDE by April 30)
    - April, May, June (report due to MDE by July 30)
    - July, August, September (report due to MDE by October 31)
    - October, November, December (report due to MDE by January 31)
  - By February 28, 2011, compile a six-month (*i.e.*, July-December 2010) progress report on the implementation of the law and submit to the appropriate State Agency Secretaries.
  - By August 31, 2011, compile a yearly (*i.e.*, July 2010-June 2011) progress report on the implementation of the law, and submit to the appropriate State agency Secretaries.

- Within 60 days of receipt of quarterly State Agency updates (or 30 days if notified independently by a State Agency) assess the validity of responses received from State-owned and State-operated office buildings that indicate the inability to implement a recycling program because the program was determined not to be, “practical and economically feasible” and report the findings to the appropriate State agency Secretaries and agency Recycling Coordinators.
- Beginning in January 2012, for calendar year 2011 and beyond, track the progress of State-owned and State-operated office buildings’ recycling activities utilizing the annual All StAR Recycling Report Form.
- ★ Provide technical assistance to State agencies for developing recycling programs.
  - Beginning with an initial update by September 10, 2010, continuously update the “State Agency Recycling” section of MDE’s recycling web page regarding State Agency Recycling (*e.g.*, Step-by-Step Implementation Guide, contract information, and technical assistance links).
  - By November 30, 2010, contact the State Agency Recycling Coordinator for each State agency and discuss the results of the baseline survey, offering help in developing an implementation schedule for the State-owned and State-operated office buildings that are not recycling the required materials.
  - Work with the State Agency Recycling Coordinators and their schedules to offer assistance (including site visits) to the State-owned and State-operated office buildings that reported they do not recycle.
    - Assist in determining the composition of State-owned and State-operated office buildings’ waste.
    - Assist State-owned and State-operated office building contacts in understanding State recycling contracts.
    - Assist in the design of a recycling program for the State-owned and State-operated office building, including the recycling bin locations.
    - When necessary, speak with State agency building management regarding instituting a recycling program and the logistics of a program.
    - When necessary, recommend additional assistance from other organizations.

### **Department of General Services:**

- ★ Negotiate Statewide recycling contracts.
- ★ Integrate recycling into the leasing contracts similar to waste disposal services contracts.
- ★ Negotiate janitorial contracts in State leased/run buildings.
- ★ Provide recycling collection to all DGS operated buildings.
- ★ Provide technical assistance for drafting leasing contracts that include recycling. The leasing contract would include a requirement that the janitorial company guarantee that recycling be included in housekeeping duties.

## **Individual State Agencies:**

- ★ By September 24, 2010, designate a State Agency Recycling Coordinator and point of contact responsible for the implementation of recycling at all State-owned and State-operated office buildings.
- ★ Attend the MDE meeting to discuss the new law and State agency responsibilities.
- ★ Respond to all MDE implementation and monitoring surveys by the due dates.
- ★ Participate in MDE planning phone calls.
- ★ By December 31, 2010, finalize a rollout schedule for agency State-owned and State-operated office buildings that do not have a recycling program.
- ★ Design a recycling program for State-owned and State-operated office buildings within the agency (see the Step-by-Step Implementation Guide in the “State Agency Recycling” section of MDE’s recycling web page).
- ★ Pay all associated costs (*e.g.*, purchase of bins, contractual services, etc.) of the recycling program.
- ★ By January 1, 2012, have an approved recycling program operating in all agency State-owned and State-operated office buildings not exempt under the “practical and economically feasible” clause of the law.
- ★ Report recycling activities and totals annually to MDE via the All StAR Recycling Report Form.

## **FUTURE PLANS**

Within 30 days of approval, MDE will post the State Government Recycling Plan on MDE’s web page. Summaries of State agency recycling programs will be posted within 30 days of receipt from the State agency, as they become available.

By January 2013, MDE will seek additional stakeholder input into developing activities State agencies can perform to continue to reduce the amount of waste generated in State-owned and State-operating buildings. These “source reduction” (SR) activities would be in addition to recycling activities and together would equal an overall waste diversion rate (waste diversion = recycling + source reduction). The State agency waste diversion system developed would be similar to the voluntary Maryland County waste diversion program that consists of a voluntary 40% waste diversion rate goal consisting of a 35% recycling rate and a 5% SR credit.

MDE will continue to work with DGS to ensure that State agencies have access to recycling services for leased spaces and to encourage contracting of solid waste and recycling services as one contract. Efforts will be made to incorporate measurement of greenhouse gas emissions reductions as a result of these activities in order to reach goals in the Maryland Climate Action Plan.

The State Government Recycling Plan will be reviewed at least every five (5) years to determine if revisions are needed, and edited as appropriate.

## **CONTACTS**

MDE's Recycling Unit is available to provide technical assistance to State agencies for developing recycling programs. Please contact Christy Bujnovszky at [cbujnovszky@mde.state.md.us](mailto:cbujnovszky@mde.state.md.us) or 410-537-4190 with any questions. Information is also available online in the "State Agency Recycling" section of MDE's recycling web page at [www.mde.state.md.us/recycling](http://www.mde.state.md.us/recycling).

For assistance and questions concerning DGS responsibilities, contact Sam Cook, Special Assistant to the Secretary, at 410-260-2900 or by email at [sam.cook@dgs.state.md.us](mailto:sam.cook@dgs.state.md.us).