



CHARLES COUNTY GOVERNMENT  
**Department of Public Works**  
Facilities Division

**Bill Shreve**  
Director

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In accordance with Section 9-1711 of the Environment Article, Annotated Code of Maryland and the Charles County Comprehensive Solid Waste Management Plan, each apartment and/or condominium owner (or Property Manager) must submit an Annual Reporting Form for Recycling to the Charles County Department of Public Works (DPW), Environmental Resources Division. In October 2014, Section 9-1711 became effective and required owners of apartment and/or condominium complexes with ten or more dwelling units to implement a recycling program for their tenants. In addition to registering the recycling program, the owner(s) are also required to submit an Annual Reporting Form for Recycling to DPW.

Please complete Sections 1 and 2 of the form and contact your recycling hauler to ensure accurate reporting. DPW is requiring all forms to be completed and submitted no later than **April 1, 2021**. The form is available and may be submitted online at [www.CharlesCountyMD.gov/recycling](http://www.CharlesCountyMD.gov/recycling). Forms may be emailed to [RomeroM@CharlesCountyMD.gov](mailto:RomeroM@CharlesCountyMD.gov), faxed to 301-932-3579, or mailed to the address below. Failure to submit the Annual Reporting Form may result in fines up to \$50 per day for noncompliance, per Section 9-1711 of the Environment Article, Annotated Code of Maryland.

If you have any questions, please contact me at [RomeroM@CharlesCountyMD.gov](mailto:RomeroM@CharlesCountyMD.gov) or 301-932-3599.

Sincerely,

Meg Romero  
Recycling & Litter Control Superintendent

Charles County Government  
Environmental Resources Division  
Attn: Meg Romero  
1001 Radio Station Road  
La Plata, MD 20646

Enclosure 1: Annual Reporting Form for Recycling