

DEPARTMENT OF ENVIRONMENTAL SAFETY, SUSTAINABILITY & RISK

Chargeback Procedures

I. Introduction

The Department of Environmental Safety, Sustainability & Risk (ESSR) provides environmental health and safety (EH&S) management services to University of Maryland (College Park) organizations. Generally, ESSR is funded to provide core services to University units supported with State funds and is not funded to provide EH&S services associated with:

- A. Auxiliary-funded (“self-support”) organizations;
- B. Construction, renovation, demolition or real estate transaction/development activities;
- C. Non-University Users - Separate legal entities, companies and individuals that are not wholly owned or controlled by the University;
- D. State-funded organizations requiring services that are outside ESSR’s Core Services and/or exceed the scope of services normally provided. Example of these types of services include laboratory cleanouts, spill remediation, specialized training, complex insurance claims and other services specified in the Schedule of Charges at the end of this document.

All costs associated with EH&S services provided to organizations and activities under Categories I.A.-I.D. will be billed to the organization requesting services. Services may not be provided to those in Category I.C. without a written and mutually acceptable Memorandum of Understanding (MOU) or other written agreement with ESSR.

This chargeback procedure identifies chargeable services and details the means and methods that ESSR will implement to collect chargeback costs.

II. Affected Departments and Services

A. Self-Support Organizations:

The following departments and services are self-support at the University of Maryland:

Academic Affairs
Education Abroad
Nyumburu Center

Administration and Finance

Facilities Management – Design, construction and renovation projects
Motor Transportation Services
Photo and Print Services

College of Education

Center for Young Children
Institute for Child Study
Maryland English Institute

College of Mathematical and Natural Sciences

Physics Shop
Spec Mathematics

Extended Studies

Freshmen Connection
Office of Extended Studies
Professional Program

Libraries

Photocopy

President's Office

Intercollegiate Athletics

Robert H. Smith School of Business

Center for Executive Education
Smith Store
Snider Center

School of Engineering

Wind Tunnel

Shady Grove

Student Affairs

Administrative Services
Campus Recreation Services
Conference & Visitor Services
Department of Transportation Services
Dining Services
Golf Course
Resident Life
Residential Facilities
Shuttle UM
Stamp Student Union
University Health Center (some sub departments)

All ESSR services (labor and other direct costs) to support these units are billable except as described elsewhere in this procedure.

B. Construction, Renovation, Demolition and Real Estate Transaction/Development Projects:

ESSR provides fire and life safety code/plan review and inspection services for construction, renovation and demolition projects. Labor associated with these services is typically funded through a Facilities Management fee charged to the project. However, those projects that do not collect a Facilities Management fee, such as public/private ventures, and non-UMD entities/organizations within UMD space, will be charged for labor and other direct costs.

In addition to fire and life safety services, ESSR provides environmental and safety review of plans and specifications, consultation, environmental site assessments, environmental remediation, and regulated waste handling and disposal in support of construction, renovation, demolition and real estate projects. All labor and other direct costs will be charged to the project budget per the Schedule of Charges.

C. Insurance Services:

Any UMD organization that files an at-fault insurance claim with the State through ESSR is billed for each claim.

D. Workers Compensation Management Services:

A processing fee will be charged to any self-support UMD department that files a *First Report of Injury* form as a result of an employee workplace injury. The injury report is then processed to the Injured Workers' Insurance Fund and managed by ESSR.

E. Contracted Services:

Contracted EH&S services are occasionally arranged and coordinated by ESSR for campus organizations. Examples include, but not limited to: indoor air quality investigations, environmental assessments, sampling and testing, decontamination and clean-up and professional consulting. Contract costs, plus associated ESSR labor, are billed to the affected University organizations.

F. Regulated Waste Handling/Disposal Services:

ESSR normally does not charge for costs associated with the pickup, processing, transportation and disposal of regulated waste materials except for the following exceptions:

1. Labor and other direct costs for all self-support organizations;
2. Labor and other direct costs for spill cleanup and decontamination services;
3. Labor and other direct costs if ESSR staff characterize, label, decontaminate and/or process removal of regulated wastes from facilities (e.g., laboratory cleanouts);

4. Characterization, pickup and disposal of any unknown waste chemical or gas cylinder; and
5. Labor and other direct costs for regulated waste removal, processing, transportation and disposal associated with laboratory/building clean-outs; quantities and items that exceed normal generation rates; and construction, renovation, demolition and real estate projects.

NOTE: Regulations prohibit ESSR from collecting and disposing hazardous and universal waste from Non-University Users.

G. Fire Marshal Inspection/Drill Services:

The UMD Fire Marshal is required to provide fire/evacuation drills and inspection services for buildings and public assembly/special events. Staffing levels are determined by the UMD Fire Marshal. All fees are subject to change with prior notification.

H. EH&S Training Services:

ESSR provides training services for UMD organizations. Where available, online training programs are provided at no charge. ESSR also schedules and conducts regularly-scheduled EH&S training as advertised online. There is no charge for regularly scheduled training.

Specialized training, additional offerings, and scheduled trainings that are not cancelled at least 24-hours in advance, may incur a charge for labor and other direct costs.

ESSR will provide each training program up to 4 times per year at no cost to self-support organizations at times/locations of their convenience if all necessary audiovisual equipment is provided by the organization. Other direct costs (training manuals, copying, handouts, etc.) will be charged to cover time and materials. In all other instances, labor and other direct costs will be billed to self-support organizations.

ESSR will charge all participating organizations all direct and indirect costs for coordinating training classes that are conducted by an outside contractor or agency.

Development of specialized training or requests for training to be conducted off-site is beyond the scope of core services and will be charged per the Schedule of Charges. ESSR is solely responsible for determining the content and duration of training.

I. Radiation Safety Management Services:

ESSR provides routine radiation safety management services to organizations that use or possess radioactive materials or radiation-producing machines. Services that exceed routine frequency or require contracted services as well as all services

(labor and other direct costs) for UM self-support organizations and Non-University Users as defined in Section 1.C. will be charged per the attached fee schedule.

State-funded organizations are directly responsible for all costs and fees associated with the disposal of their radioactive material sources (e.g. sealed sources within Liquid Scintillation Counters, Electron Capture Devices and any orphaned/unwanted sealed sources); costs associated with NRC Trustworthy & Reliable determinations; materials and fees associated with shipping radioactive materials; fees incurred due to lost or late returned dosimetry.

J. First Aid/CPR/AED Training and AED Services:

The Office of the Fire Marshal and Emergency Management provides First Aid/CPR/AED training and manages the University's AED program. Fees for training are necessary to cover the cost of materials and instructors. Consultation for placement and management of AEDs is at no cost.

- K.** Regulatory agencies charge permit and other user fees for certain facilities, equipment and operations. In addition, they impose penalties for non-compliance with requirements. ESSR will charge such costs to the responsible party.

III. Service Requests

Individuals requesting ESSR services (excluding insurance claims, employee injury reporting/management, required contracted inspections and established contract services) must complete the *Service Request Form* available on the ESSR website at:

<http://essr.umd.edu/>

This form requires requesters to identify the desired service, the funding source and an appropriate contact person for business matters. ESSR will not provide requested services unless the form is completed and submitted as described in the instructions.

Upon completion of the requested service, the ESSR Business Manager will transfer funds from the KFS identified by the service requester, and will notify the business contact person with details of the charges.

IV. Memorandum of Understanding (MOU)/Negotiated Contracts

ESSR may enter into Memorandum of Understanding (MOU) and other negotiated, written agreements with UMD organizations and Non-University Users for services at rates other than defined in this procedure.

V. Cost Determination and Billing

Upon completion of the requested service, the ESSR staff in charge of the project will submit an itemized account of labor and other direct charges to the ESSR Business Manager through the online Service Request System. The Business Manager will coordinate transfer of funds from the identified source into ESSR accounts.

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Labor charges will be rounded to the nearest quarter hour and itemized for each person, but will be no less than one hour per service. Other direct costs will be actual costs to ESSR (or established fee).

VI. Schedule of Charges – See *Attached Schedule*

ESSR STANDARD SCHEDULE OF CHARGES

	Service	Charge
General		
Biosafety Labor	Biosafety staff support	\$95.71/hour
Environmental Affairs Labor	EA staff support	\$92.25/hour
Fire Marshall Labor	Fire Marshall staff support	\$91.14/hour
Laboratory Safety Labor	Laboratory Safety staff support	\$88.91/hour
Occupational Safety Labor	Occupational Safety staff support	\$84.10/hour
Radiation Safety Labor	Radiation Safety staff support	\$83.82/hour
Incident /spill response	Contractor services and materials	Vendor charge + applicable hourly unit rates
Regulatory Violations/Penalties	Agency charge and staff support	Penalty +applicable hourly unit rates
Regulatory Permit/Equipment Fees	Agency permit/license fee	Agency fee
Outside Contracted Services	Consultants and other contracted services	Vendor charge
Environmental Affairs		
Regulated Waste	Packaging/transportation/disposal	Vendor Charge + \$92.25/hour
Spill Response Materials	Supplies	Vendor Charge
Unknown Wastes:		
Standard containers	Characterization and disposal	\$125/container
Gas cylinders	Sampling, analysis, packaging, transportation and disposal	Vendor Charge +\$92.25/hour
Fire and Life Safety		
Residential Fire/Evacuation Drills:		
Resident Life/Residential Facilities	Evacuation drill implementation	\$6,000
University Courtyard/South Campus Commons	Evacuation drill implementation	\$50/building
Summer Camps	Evacuation drill implementation	\$50/building
Public Assembly/Special Events Services:		
Labor	Fire Marshall staff support	\$68.71/hour with 3 hr minimum
Fourth of July Fireworks	Fire Marshall staff support	\$1,000
Building Inspections:		
University Courtyard	Annual inspection	\$3,277
South Campus Commons	Annual inspection	\$3,277
Plan Review and Construction Inspections	Fire Marshall staff support and materials	\$94.63/hour

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Insurance and Worker's Compensation		
Insurance Claims		
Claim amount up to \$50,000	Case management services	\$150/claim
Claim amount greater than \$50,000	Case management services	\$400/claim
Workers Compensation Claims		
First Report of Injury	Case management services	\$150/claim
Occupational Safety & Health		
Training:		
Offsite training	Training services	\$84.10/hour
Additional training with <10 attendees	Training services	\$84.10/hour
ESSR providing AV equipment	AV equipment	\$50/presentation
Specialized/department specific training <2hrs.	Training services	\$1,300/training (presentation costs additional)
Specialized/department specific training 4 hrs.	Training services	\$2,200/training (presentation costs additional)
Specialized/department specific training 8 hrs.	Training services	\$4,400/training (presentation costs additional)
Travel to offsite training	Transportation for trainers	Current State mileage rate
Asbestos Sampling	Sampling and analysis	Laboratory cost + \$84.10/hour
Asbestos Survey - pre-construction project	Sampling and analysis	Sample cost + \$84.10/hour
Ergonomic Workstation Evaluation	Ergonomic evaluation by special request – not MSD/medically related	\$84.10/hour
Other Ergonomic Evaluations	Ergonomic evaluation by special request – not MSD/medically related	\$84.10/hour
IAQ Survey >4hrs.	Sampling and analysis	\$75 equip. fee + \$84.10/hour
IH Sample Monitoring (welding, chemical exposure, etc.)	Sampling and analysis	Laboratory cost + shipping
Mold Abatement Scope of Work	OSH staff support	\$84.10/hour
Plan Review	OSH staff support	\$84.10/hour
Safety Signage (custom)	Design support and sign printing and shipping	Cost of Sign + shipping
XRF Screening	Sampling and analysis	\$75 equip. fee + \$84.10/hour
Respirator Fit Testing Off-Site	Equipment rental and OSH staff support	\$200/day equipment fee + \$84.10/hour

Radiation Safety		
Radioactive Sources (Self-Support; Non-UMD User; Legacy/Orphan)	Sampling, analysis, packaging, transportation and disposal	Vendor Charge + \$83.82/hour
NRC Trustworthy and Reliability Assessment	Assessment fee	NRC fee
Irradiator and Special Nuclear Material License	License fees	Agency fee
Lost or Late Dosimetry	Late fees and Radiation Safety staff support	Vendor Charge +\$83.82/hour
Non-Incidental Contamination Clean-up and Decommissioning Projects	Sampling, analysis, materials, vendor charges and Radiation Safety staff support	Vendor Charge +\$83.82/hour
X-Ray Registrations	Annual MDE registration fee and Radiation Safety staff support	MDE Fee + \$83.82/hour
Radioactive Material Shipments	Packaging, materials and transportation	Vendor Charge +\$83.82/hour