



Chargeback Procedures

I. Introduction

As per Policy Number: VI-21.00(A), [University of Maryland Policies and Procedures for Environmental, Safety and Health Management](#), the Department of Environmental Safety, Sustainability & Risk (ESSR) is the unit responsible for all official University contact with external governmental regulatory agencies concerned with workplace health, safety and environmental compliance.

ESSR provides technical environmental health and safety (EH&S) services, risk management, sustainability consultation, regulatory compliance support, and EH&S management services for the University of Maryland, College Park. There is no charge to state-supported units for these basic services. **Notwithstanding, ESSR reserves the right to charge for basic services that exceed the standard level of support.**

Costs associated with technical environmental health and safety, risk management, sustainability consultation, regulatory compliance support, and EH&S management services provided to organizations and activities under Categories I.A.-I.D. will be billed to the organization requesting the 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.

- A. Auxiliary-funded ("self-support") organizations;
- B. Construction, renovation, demolition or real estate transaction/development/use activities;
- C. Non-University Users - Separate legal entities, companies and individuals that are not controlled by the University;
- D. State-funded organizations requiring services that are outside ESSR's Basic Services and/or exceed the scope of support normally provided.

II. Basic Services - ESSR's services include but are not limited to

Environmental Health & Safety (EH&S)

Assessments/Evaluations

- Indoor Air Quality*
- Fire/Life Safety Code Review
- Industrial Hygiene
- Dosimetry
- Hearing Conservation/Noise Surveys
- Ergonomics

**sampling that exceeds the scope of support normally provided will incur a charge.*

Auditing/Inspections

- Fire Safety Inspections
- Laboratories
- Machine Shops
- Mechanical Spaces
- Maker Spaces
- Hazardous Materials Management
- Waste Management
- Environmental Programs & Permits
- Internal Permits (e.g. Hot Works, Confined Space Entry, Open Flames)



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Onsite Services and Consultation

- Representation to Regulatory Agency Inquiries, Inspection, and Investigation
- Research Safety
- SciShield Implementation and Management
- Regulated Waste Collection and Disposal for Research & Teaching Laboratories (unique high volume or specific waste types may incur additional fees)
- Fire Drills
- Emergency Incident Response
- Incident Investigation (Fire, Environmental Release, Exposure/Injury, Near-Miss)
- Autoclave Registration
- Laboratory Chemical Stock Relocation
- Respirator Fit-Testing

Community Services and Outreach

- Fire Safety Public Education
- Sustainability Outreach and Communications

Training

- EH&S Training (in-person, online, via video conferencing, videos)
- SciShield Training Courses

Risk Management

- Workers Compensation Program Management Services
- Work Related Injuries/Incident Investigation
- Insurance Coverage: General Liability, Auto Liability, State Property, Professional Liability, Fine Arts
- Special program insurance coverage placement
- Reporting of loss/damage to State property, state motor vehicles
- Reporting of liability claims
- Issuance of certificates both liability, property and workers compensation
- Accident investigation
- Contract review

Sustainability Services and Consultation

- Sustainability Fund Administration
- Green Labs
- Green Workspace Program
- Climate Action Plan development and coordination
- Carbon Offset Purchasing

III. Additional Services - ESSR also provides a variety of billable services.

- EH&S Consultations. Initial phone or email consultations will be provided at no charge. Consultations that require extended preparation or follow-up will be billed per the Schedule of Charges.
- Plan Reviews, Construction Support and Occupancy Reviews. Regulated Waste Cleanouts, spill response, decontamination, remediation.
- Specialized Training. Requests for specialized training, workshops, first aid, CPR, or AED training, or requests for training to be conducted off-site will be charged per the Schedule of Charges. ESSR is solely responsible for determining the content and duration of training.
- Permit Fees. Permit fees will always be charged to the department or project.



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- Radioactive Material Shipping. All fees for radioactive shipping and containers will be charged to the requesting department.
- Radioactive Material Procurement. Fees for procurement of radioactive materials will be charged to the requesting department.
- Compliance Reviews for Youth Programs, including Background Checks and Auditing.
- Other: Property Acquisition/Divest Due Diligence Support.

Additionally, any service that requires extended preparation, modified content, additional dates or follow-up will be billed per the Schedule of Charges.

IV. Service Requests

Service Requests are how ESSR recoups costs for services. 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.

V. Cost Determination & Billing

- A. 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).
- B. Deadlines/Late fees may apply to certain requests. Please refer to the ESSR standard schedule of charges.

VI. Schedule of Charges



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ESSR STANDARD SCHEDULE OF CHARGES

| General | Service | Charge |
|-------------------------------------|---|---|
| Biosafety Labor | Biosafety staff support | \$98.08/hour |
| Environmental Affairs Labor | EA staff support | \$93.21/hour |
| Fire Marshal Labor | Fire Marshal staff support | \$103.78/hour |
| Laboratory Safety Labor | Laboratory Safety staff support | \$89.82/hour |
| Occupational Safety Labor | Occupational Safety staff support | \$90.51/hour |
| Radiation Safety Labor | Radiation Safety, Laser Safety, Non-ionizing Radiation Safety staff support | \$89.62/hour |
| Scientific Diving Labor | Dive safety support | \$74.41/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 | Service | Charge |
| Regulated Waste | Packaging/transportation/disposal | Vendor Charge +\$93.21/hour |
| Spill Response Materials | Supplies | Vendor Charge |
| Unknown Wastes: | Characterization and disposal | \$125/container |
| | Gas cylinders: Sampling, analysis, packaging, transportation and disposal | Vendor Charge +\$93.21/hour |
| Fire and Life Safety | Service | Charge |
| Residential Fire/Evacuation Drills: | | |



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| Resident Life/Residential Facilities | Evacuation drill implementation | \$7,600 |
| University Courtyard/South Campus Commons | Evacuation drill implementation | \$65/building |
| Summer Camps | Evacuation drill implementation | \$65/building |
| Public Assembly/Special Events Services: | | |
| Labor | Fire Marshal staff support | \$103.78/hour with 3 hr minimum |
| Building Inspections: | | |
| University Courtyard | Annual inspection | \$4,150 |
| South Campus Commons | Annual inspection | \$4,150 |
| Greek Housing Inspections | Biannual inspection | \$275/house |
| Plan Review and Construction Inspections | Fire Marshal staff support and materials | \$118.91/hour |
| CPR/First Aid/AED | | |

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| Risk Management | | |
| Insurance Claims: | | |
| Property Claims amount up to \$75,000 | Claim management fee | \$150/claim |
| Property Claim amount greater than \$75,000 | Claim management fee | \$400/claim Or 1% fee based on recovery |
| Workers Compensation: | | |
| First Report of Injury (report only & medical only claims) | Case management services | \$150/claim |



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| Lost time Cases | Case Management Services | \$400/claim |
| Summer Camps | Auditing/Compliance | \$60/camp |
| Occupational Safety & Health | | |
| Training: | | |
| Off Site training | Training services | \$90.51/hour |
| Additional training with <10 attendees | Training services | \$90.51/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 +\$90.51/hour |
| Asbestos Survey - pre-construction project | Sampling and analysis | Sample cost +\$90.51/hour |
| Ergonomic Workstation Evaluation | Ergonomic evaluation by special request – not MSD/medically related | \$90.51/hour |
| Other Ergonomic Evaluations | Ergonomic evaluation by special request – not MSD/medically related | \$90.51/hour |



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| IAQ Survey >4hrs. | Sampling and analysis | \$75 equip. fee +\$90.51/hour |
| IH Sample Monitoring (welding, chemical exposure, etc.) | Sampling and analysis | Laboratory cost + shipping |
| Mold Abatement Scope of Work | OSH staff support | \$90.51/hour |
| Plan Review | OSH staff support | \$90.51/hour |
| Safety Signage (custom) | Design support and sign printing and shipping | Cost of Sign + shipping |
| XRF Screening | Sampling and analysis | \$75 equip. fee +\$90.51/hour |
| Respirator Fit Testing Off-Site | Equipment rental and OSH staff support | \$200/day equipment fee +\$90.51/hour |

Revised 5/2024

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| Radiation Safety | | |
| Radioactive Sources (Self-Support; Non-UMD User; Legacy/Orphan) | Sampling, analysis, packaging, transportation and disposal | Vendor Charge +\$89.62/hour |
| NRC Trustworthy and Reliability Assessment | Assessment fees | 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 +\$89.62/hour |
| Non-Incidental Contamination Clean up and Decommissioning Projects | Sampling, analysis, materials, vendor charges and Radiation Safety staff support | Vendor Charge +\$89.62/hour |
| X-Ray Registrations | Annual MDE registration fee and Radiation Safety staff support | MDE Fee + \$89.62/hour |



Chargeback Procedures

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| Radioactive Material Shipments | Packaging, materials and transportation | Vendor charges and/or materials + \$89.62/hour |
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