



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.



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- Permit Fees. Permit fees will always be charged to the department or project.
- 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.

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VI. Schedule of Charges

ESSR STANDARD SCHEDULE OF CHARGES

General	Service	Charge
Biosafety Labor	Biosafety staff support	\$99.00/hour
Environmental Affairs Labor	EA staff support	\$112.00/hour
Fire Marshal Labor	Fire Marshal staff support	\$106.00/hour
Laboratory Safety Labor	Laboratory Safety staff support	\$85.00/hour
Occupational Safety Labor	Occupational Safety staff support	\$120.00/hour
Radiation Safety Labor	Radiation Safety, Laser Safety, Non-Ionizing Radiation Safety staff support	\$117.00/hour
Scientific Diving Labor	Dive safety support	\$96.00/hour
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 +\$112.00/hour
Incident /spill response	Contractor services and materials	Vendor charge +applicable hourly unit rates
Spill Response Materials	Supplies	Vendor Charge
Unknown Wastes:	Characterization and disposal	\$125/container
	Gas cylinders: Sampling, analysis, packaging, transportation and disposal	Vendor Charge +\$112.00/hour



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Fire and Life Safety	Service	Charge
Residential Fire/Evacuation Drills:		
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:		\$124.00/hour per person
Labor	Fire Marshal staff support	\$106.00/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	\$126.00/hour
CPR/First Aid/AED Training	NSC training course and certification	\$100.00 per student

Risk Resilience		
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
Lost time Cases	Case Management Services	\$400/claim



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Youth Programs:		
	Auditing/Compliance	\$111.00/camp
Occupational Safety & Health		
Training:		
Off Site training	Training services	\$120.00/hour
Additional training with <10 attendees	Training services	\$120.00/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 +\$120.00/hour
Asbestos Survey - pre-construction project	Sampling and analysis	Sample cost +\$120.00/hour
Ergonomic Workstation Evaluation	Ergonomic evaluation by special request – not MSD/medically related	\$120.00/hour
Other Ergonomic Evaluations	Ergonomic evaluation by special request – not MSD/medically related	\$120.00/hour
IAQ Survey >4hrs.	Sampling and analysis	\$75 equip. fee +\$120.00/hour
IH Sample Monitoring (welding, chemical exposure, etc.)	Sampling and analysis	Laboratory cost + shipping

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Mold Abatement Scope of Work	OSH staff support	\$120.00/hour
Plan Review	OSH staff support	\$120.00/hour
Safety Signage (custom)	Design support and sign printing and shipping	Cost of Sign + shipping
XRF Screening	Sampling and analysis	\$75 equip. fee + \$120.00/hour
Respirator Fit Testing Off-Site	Equipment rental and OSH staff support	\$200/day equipment fee + \$120.00/hour

Radiation Safety		
Radioactive Sources (Self-Support; Non-UMD User; Legacy/Orphan)	Sampling, analysis, packaging, transportation and disposal	Vendor Charge + \$117.00/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 + \$117.00/hour
Non-Incidental Contamination Clean up and Decommissioning Projects	Sampling, analysis, materials, vendor charges and Radiation Safety staff support	Vendor Charge + \$117.00/hour
X-Ray Registrations	Annual MDE registration fee and Radiation Safety staff support	MDE Fee + \$117.00/hour
Radioactive Material Shipments	Packaging, materials and transportation	Vendor charges and/or materials + \$117.00/hour

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