



2017

MDE Organizational Guide



Larry Hogan, *Governor*

Boyd Rutherford, *Lieutenant Governor*

Ben Grumbles, *Secretary*

Introduction

Welcome to the Organizational Guide to the Maryland Department of the Environment (MDE). This document has been prepared to assist MDE customers in understanding the organizational structure and functions of Maryland's environmental protection and restoration agency.

MDE has about 900 employees. Its main office is in Baltimore City. MDE has eight field offices across the state. MDE's primary products and services include permitting/licensing and inspections for 89 functions and different regulatory facilities, extending financial assistance, overseeing environmental cleanups, technical assistance for compliance and pollution prevention, public education and outreach, and responding to emergencies.

MDE's primary customers are the public whom we protect. Services are also provided to businesses and other types of customers that we regulate. MDE has six key requirements for those customers:

- Timely and cost effective permitting
- Quality and enforceable permitting
- Timely and appropriate enforcement actions
- Timely and appropriate complaint response
- Timely and effective cleanups
- Timely and quality environmental data

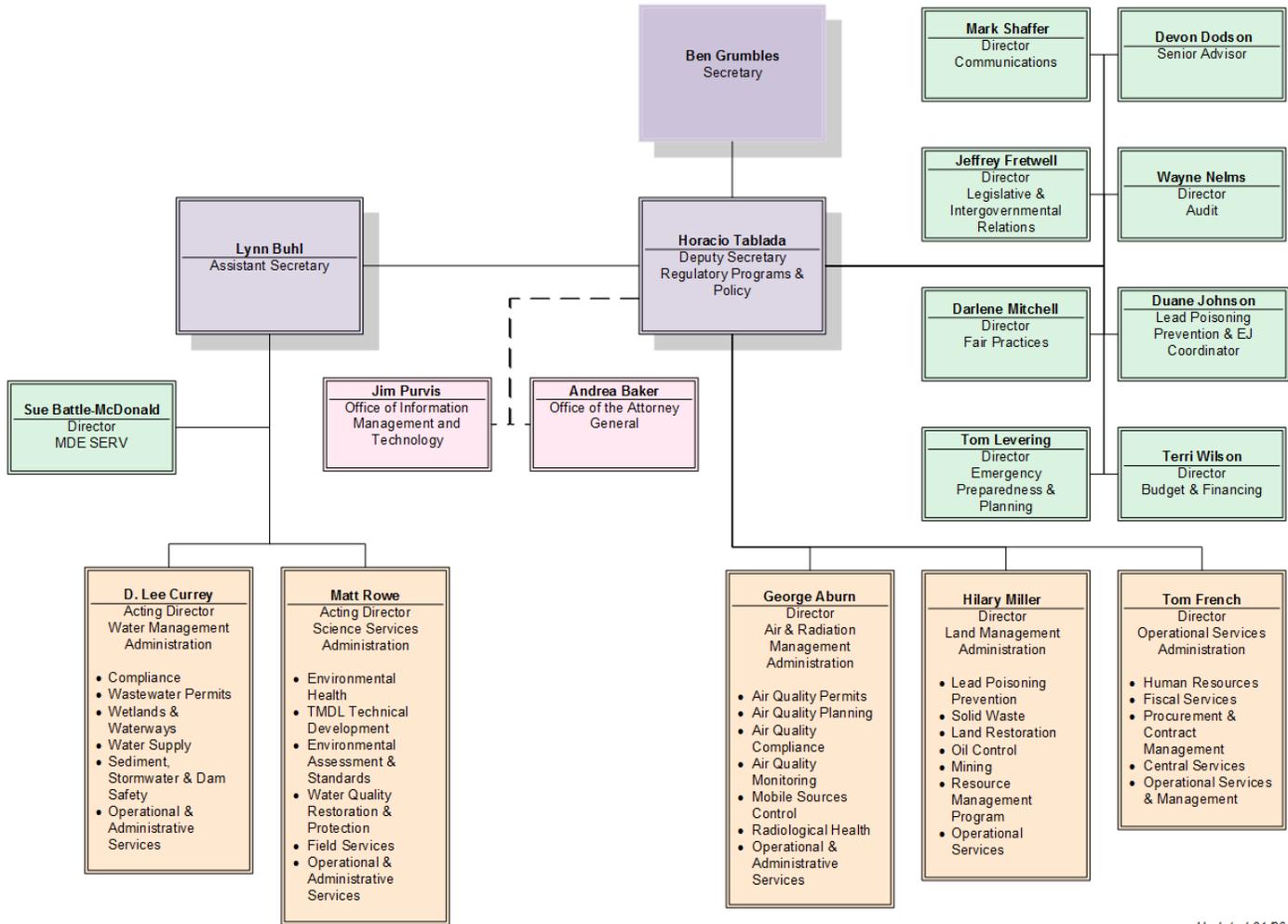
MDE's workforce is primarily comprised of field inspectors, permit writers, engineers, and scientists. MDE also has administrative, clerical, management, information technology and financial personnel, planners, lawyers, and other professionals.

The Department is working to ensure that we achieve the State's environmental goals by enhancing customer service and building strong partnerships with our stakeholders and customers, which includes an open dialogue with all Maryland citizens, federal and local governments, business, and environmental communities.

MDE is committed to continuous improvement in environmental quality and services for the citizens of Maryland. We hope this guide to MDE is a useful resource.

MDE Organizational Command

Maryland Department of the Environment
1800 Washington Boulevard, Baltimore, MD 21230



Updated 01/06/2017

Mission, Vision & Goals

Mission

To protect and restore the environment for the health and well-being of all Marylanders.

Vision

Healthy, vibrant and sustainable communities and ecosystems in Maryland.

MDE Goals

GOAL # 1: Service. Providing value to citizens, customers, colleagues, and communities by being responsive, inclusive, respectful, and resourceful; and transparent in how we operate programs and invest the public's money.

GOAL # 2: Science and Technology. Using science-driven regulation and policy to protect the environment more effectively, and information technology to serve customers more efficiently.

GOAL # 3: Innovation. Embracing creativity to achieve better results, while encouraging the use of market-based and partnership-driven tools and strategies for improvements in environmental technologies, regulation, and finance.

GOAL # 4: Integration. Integration of air, water, land, and science programs for more effective and efficient results, and better use of ecosystem-based permitting to increase efficiency, offer better consistency and improve environmental protection.

GOAL # 5: Partnership. Increasing outreach and openness to broaden the range of public and private sector participants and strategies that foster better solutions through broader stakeholder involvement in environmental challenges.

GOAL # 6: Performance. Focusing on results and tracking outcomes to accelerate progress in how to manage for cleaner air, water, and land and to reduce risks from pollution, climate change, environmental emergencies, and other threats.

GOAL # 7: Employees. Cultivating and fostering a talented and diverse workforce and providing opportunities for development of professionalism, innovation, productivity, teamwork and leadership.

Office of the Secretary

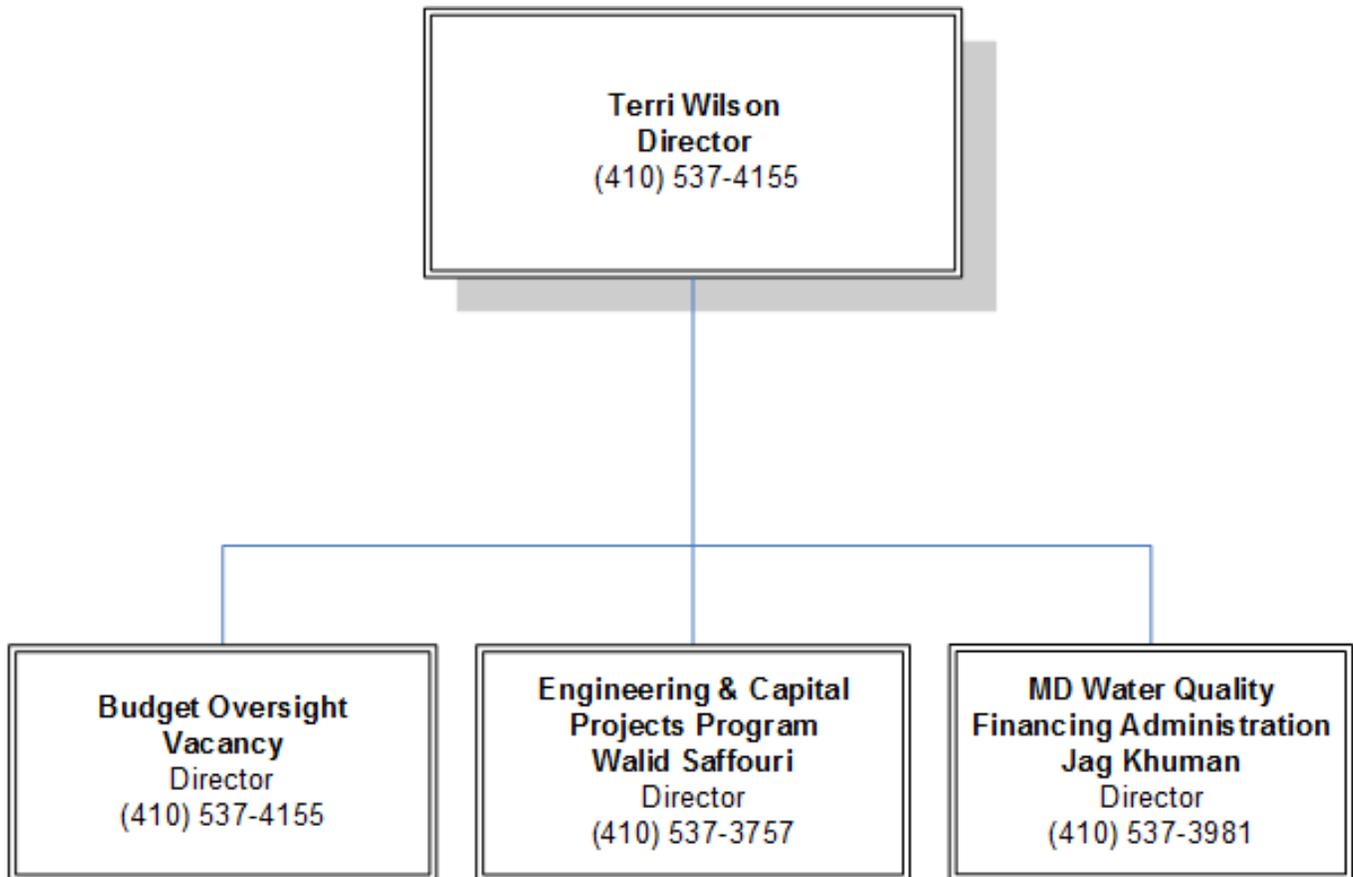
Ben Grumbles, Secretary (410) 537-3084

Vacant, Deputy Secretary for Operations (410) 537-3893

Horacio Tablada, Deputy Secretary for Regulatory Programs and Policy (410) 537-3893

<u>Function</u>	<u>Director</u>	<u>Phone</u>
Audit	Wayne Nelms	(410) 537-3429
Communications	Mark Shaffer	(410) 537-3003
Emergency Preparedness & Planning	Tom Levering	(410) 537-4460
Fair Practices	Darlene Mitchell	(410) 537-3964
Information Management & Technology	James Purvis	(410) 537-3114
Lead Poisoning Prevention & Environmental Justice	Duane Johnson	(410)537-3471
Legislative & Intergovernmental Relations	Jeff Fretwell	(410) 537-3537
MDE-SERV	Susan Battle-McDonald	(410) 537-4111
Senior Advisor	Devon Dodson	(410) 537-4499

Office of Budget and Infrastructure Financing



Office of Budget and Infrastructure Financing

Terri Wilson, Director (410) 537-4155

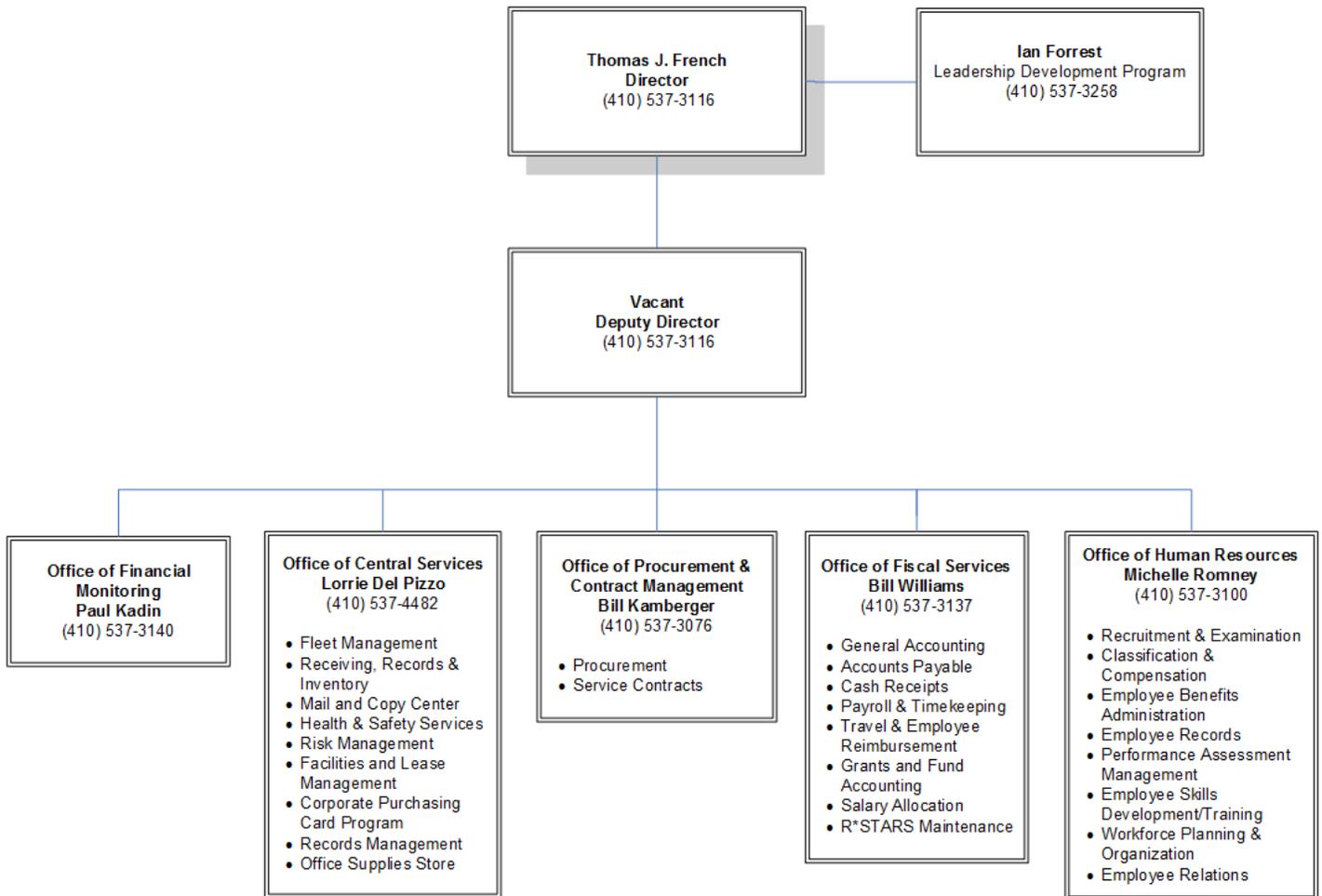
Mission:

To coordinate MDE's capital and operating budgets and function as MDE's central point of contact regarding Departmental budgetary matters; to coordinate activities associated with the Board of Public Works (BPW); and to manage the Maryland Water Quality Financing Administration (MWQFA, and the Engineering and Capital Projects Program (ECPP)

Functions:

- Plan, manage and oversee the Department's annual operating and capital program budgets. Direct the Department's Capital Improvement Program process.
- Provide a "global" overview of the Department's expenditures and revenues to ensure that the Department is functioning within its budgetary boundaries.
- Provide technical assistance and guidance to the administrations on all financial activities as needed.
- Coordinate departmental Board of Public Works activities.
- Oversee the activities of MWQFA including the preparation of the annual Intended Use Plans, preparation of all financial statements, arrangement for annual audits, and submission of periodic reports to Environmental Protection Agency. Also oversee the issuance of revenue bonds to leverage the EPA Capitalization Grants and Bay Restoration Fund funds, and provide below market rate of interest loans for clean water and drinking water projects.
- Oversee the activities of the ECPP including providing engineering and project management services for capital projects funded by MDE, and issuing construction permits for major water and sewerage systems as required by COMAR 26.03.12.

Operational Services Administration



Operational Services Administration

Thomas J. French, Director (410) 537-3116

Vacant, Deputy Director (410) 537-3116

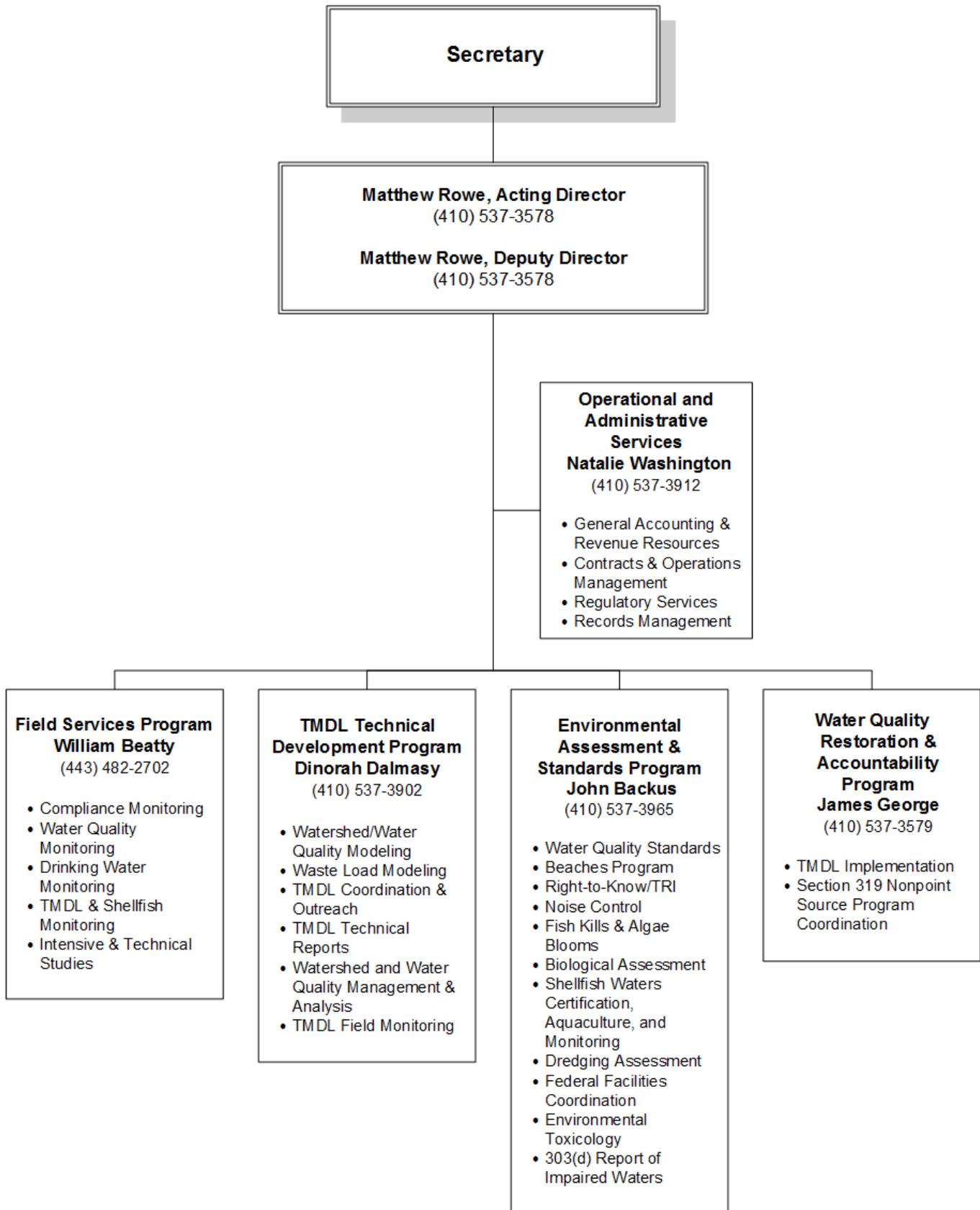
Mission:

To support the Department's mission by providing the highest quality administrative, employee, and fiscal services to its employees including general accounting and reporting, payroll and salary cost distribution, grant and loan financial reporting, personnel and staff development, procurement, facilities, information technology and health and safety.

Functions:

- Provide fiscal and accounting services including general accounting, payroll, timekeeping, accounts payable, accounts receivable, cash receipts, travel management, employee expense reimbursement, salary allocation, and grant and capital project accounting.
- Provide services to employees and the Administrations, vendors, minority business enterprises, and other State agencies relative to procurement, fleet management, receiving, supplies and warehousing, mail operations and copy center, and inventory management and control.
- Provide facilities management and employee health and safety programs.
- Coordinate charity campaign programs.

Science Services Administration



Science Services Administration

Matthew Rowe, Acting Director (410) 537-3572

Matthew Rowe, Deputy Director (410) 537-3572

Mission:

SSA's mission is to provide multi-media scientific/technical leadership and coordination within MDE concerning existing or emergent environmental and public health issues, along with setting long-range goals and standards for State environmental protection and restoration. In executing its mission, SSA provides needed technical and scientific support to MDE regulatory programs as well as to external stakeholders.

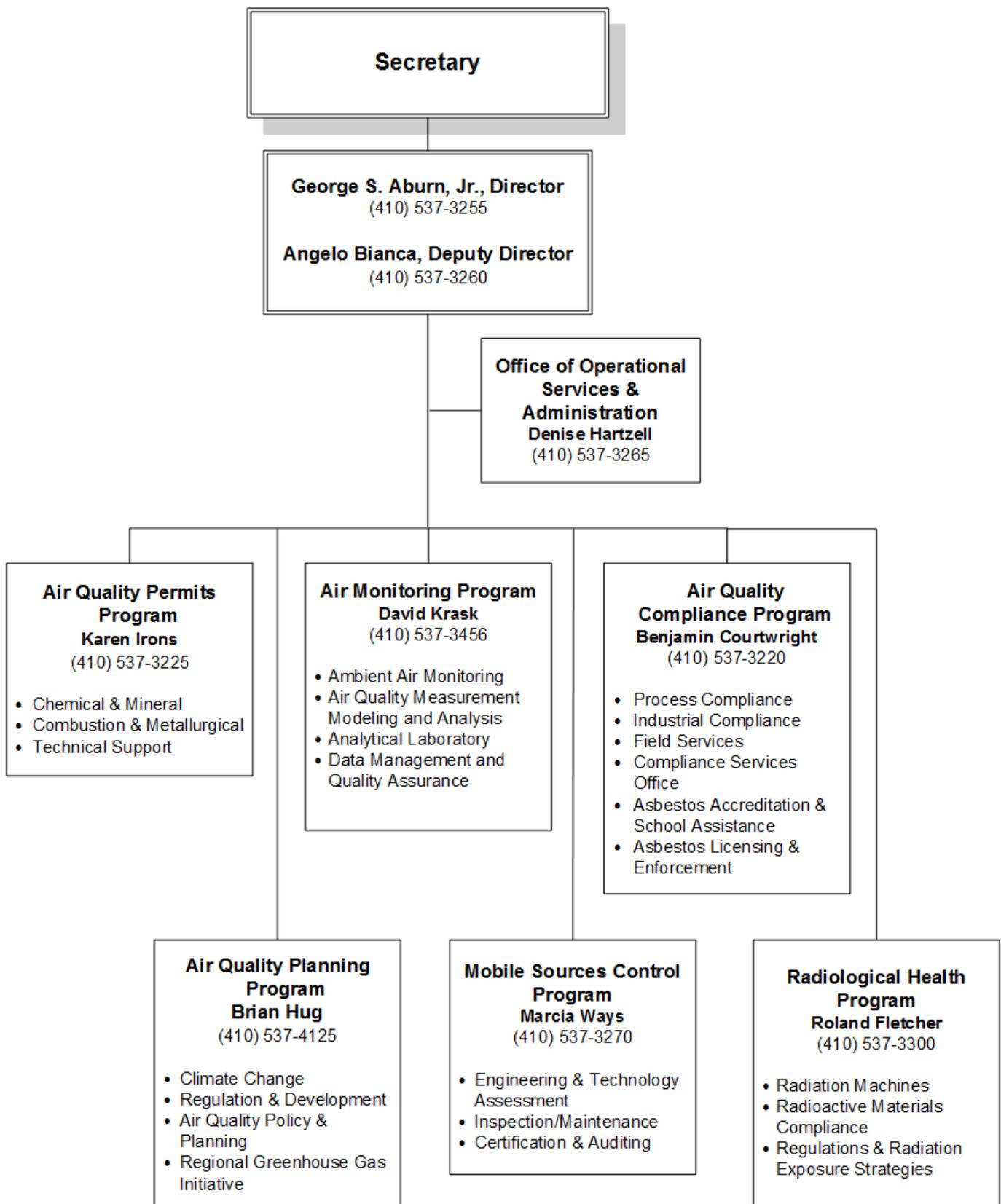
Functions:

- Work collaboratively to identify, evaluate, implement and track polices and projects that will restore Chesapeake Bay's dissolved oxygen, water clarity/submerged aquatic vegetation and chlorophyll a standards by 2025, as required under the Federal Clean Water Act.
- Ensure that water quality impairments are identified and documented.
- Ensure that "total maximum daily loads" (TMDLs) are developed for those impairments in need of such management action.
- Ensure protection for all high-quality (Tier 2) waters throughout Maryland.
- Promote local government involvement and private sector support of the achievement of water quality goals, placing special emphasis on the reduction of nonpoint source pollution to complement point source reductions being achieved through local Water Resource Elements, MDE's permit and compliance programs, or other means.
- Ensure that Maryland's water quality standards are properly maintained and that the public is involved in reviewing proposed changes.
- Ensure that environmental assessments are carried out for specific projects, including Port dredging and dredge material disposal activity.
- Safeguard the State's bathing beaches in partnership with local jurisdictions.
- Ensure that commercial shellfish harvesting is undertaken in waters that meet appropriate quality standards, working in partnership with MD's seafood and aquaculture industries and the U.S. Food and Drug Administration.
- Ensure an adequate level of responsiveness to inquiries regarding safeguarding public health that may be threatened by specific environmental conditions.
- Assist and promote industry compliance with Community-Right-to-Know and Hazardous Materials Security programs.

Science Services Administration

- Manage environmental monitoring data used as the basis for scientific and technical analyses that support environmental assessments and regulatory decisions.
- Support MDE's customer service, regulatory streamlining, and citizen outreach efforts.
- Work in partnership with EPA, CDC, FDA, State and local government agencies, regional entities, nonprofits, interested citizens, and others in striving to restore and protect the quality of Maryland's air, water, and land resources, while fostering smart growth, economic development, healthy and safe communities, and quality environmental education for the benefit of the environment, public health, and future generations.

Air & Radiation Management Administration



Air & Radiation Management Administration

George (Tad) Aburn, Director (410) 537-3255

Angelo Bianca, Deputy Director (410) 537-3260

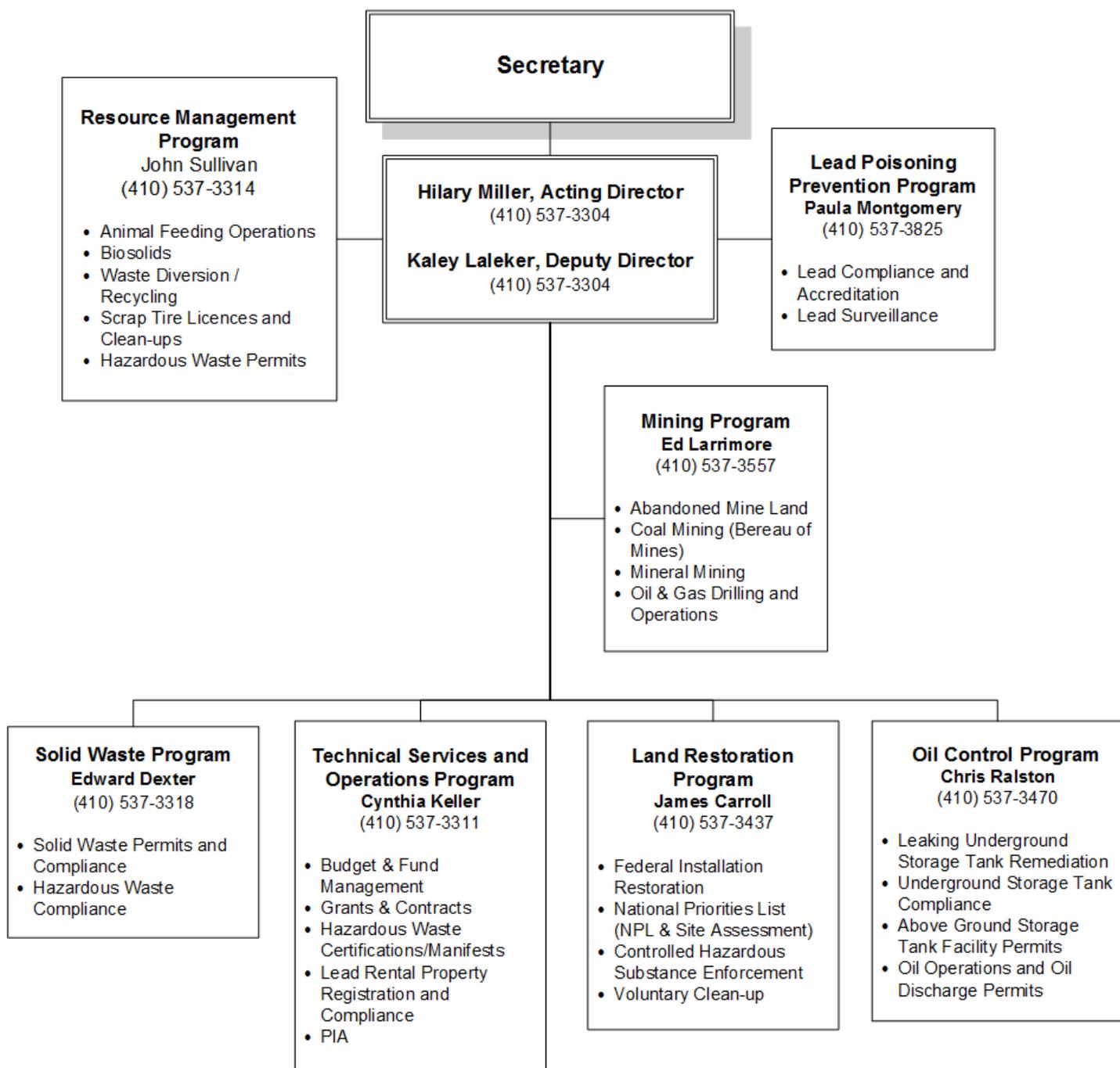
Mission:

To improve and maintain air quality and control sources of radiation in order to protect the health and welfare of the people and the environment of Maryland, while providing for enhanced community service and economic development.

Functions:

- Operate a statewide network of air quality monitors that continuously measure air quality.
- Provide information to the public about the quality of the air and the nature and extent of both regional and local air pollution problems.
- Assist businesses in understanding and meeting requirements of state and federal air quality and radiological health laws and regulations.
- Investigate and resolve air pollution and radiation complaints received from Maryland's citizens and make both regular and unannounced inspections of equipment that discharge air emissions or radiation. Take timely and appropriate enforcement action against companies or individuals who violate air quality or radiological health laws and regulations.
- Review and approve or disapprove applications for permits and licenses required for medical, industrial, commercial and institutional radiation uses or air pollution sources, ensuring that these activities do not create air pollution or unnecessary exposure to radiation or asbestos. Provide opportunities for the public to understand and comment on permit activities.
- Reduce air pollution from motor vehicles in the State by establishing and enforcing jointly with the Motor Vehicle Administration, a vehicle emissions inspection program, encouraging the use of alternative-fueled and low-emission vehicles, and by educating Marylanders in the use and maintenance of their vehicles.
- Develop coordinated plans, programs and standards to prevent and reduce air pollution and control sources of radiation so as to protect public health while minimizing costs to the public and Maryland business.
- Certify and approve training courses for asbestos workers and supervisors, provide training to State employees in asbestos-related work, and provide technical support on asbestos management to state agencies, school systems, and county health departments.

Land Management Administration



Land Management Administration

Hilary Miller, Acting Director (410) 537-3304

Kaley Laleker, Deputy Director (410) 537-3304

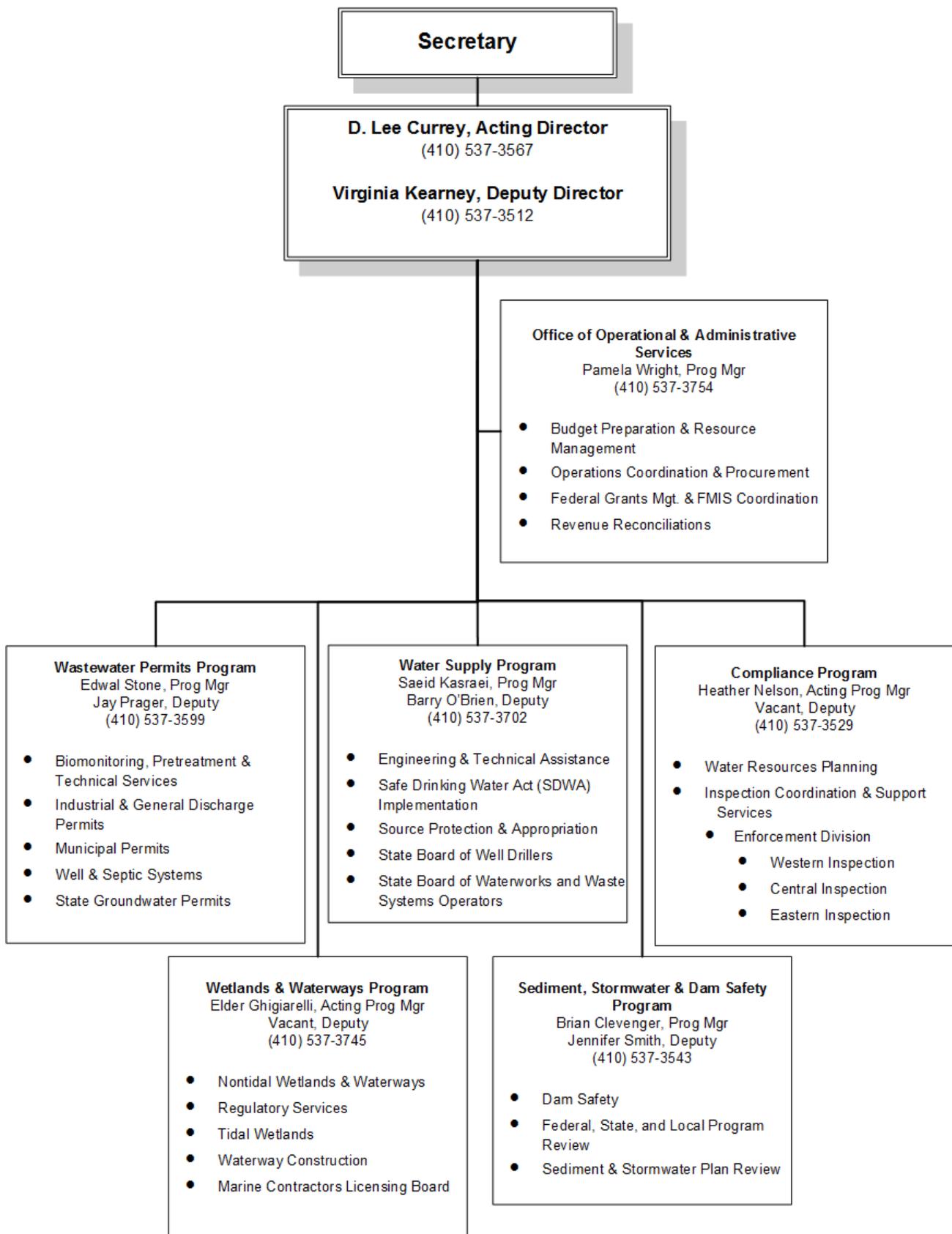
Mission:

To protect human health and preserve and restore land and water resources by reducing the quantity and toxicity of generated wastes through recycling and source reduction, ensuring the control and proper disposal of waste, managing lead paint compliance activities, assuring that oil is handled in an environmentally safe manner, and overseeing the remediation of contaminated sites for viable economic development. This is achieved by maintaining a highly visible presence in the regulated community, providing assistance to stakeholders, and developing long-term strategies for waste management needs.

Functions:

- Permit development and compliance inspections at over 30,000 locations in Maryland for proper management in areas of solid waste, hazardous waste, sewage sludge, petroleum products, medical waste, mining operations, animal feeding operations, lead, and scrap tires.
- Remediate leaking underground storage tank sites and enforce laws pertaining to proper installation and operation at over 12,000 sites across the State.
- Implement a "Superfund" program to assess suspected hazardous waste sites, including federal facilities, to eliminate environmental and public health threats through removal and remedial actions.
- Administer a voluntary program to encourage the increased rate of cleanup, reuse and redevelopment of abandoned industrial and commercial properties with contamination.
- Enforce Maryland's lead paint abatement regulations, investigate lead poisonings, maintain the childhood lead poisoning registry, and track lead poisonings in Maryland.
- Assess solid waste management needs, generation and disposal capacity and recycling market opportunities in the State, and facilitate regional partnerships for long-term management of solid waste through training and outreach to local governments.
- Provide information to the regulated community on pollution prevention and incorporate pollution prevention into permits and inspection activities.
- Provide oversight of animal feeding operations (AFOs); issue AFO permits and perform compliance and enforcement functions.
- Issue coal and non-coal mining permits and gas well permits. Ensure compliance and monitor reclamation of disturbed lands and abandoned coal mines. Abate impacts of acid mine drainage.

Water Management Administration



Water Management Administration

D. Lee Currey, Acting Director (410) 537-3567

Virginia Kearney, Deputy Director (410) 537-3512

Mission:

To restore and maintain the quality of the State's ground and surface waters, protect wetland habitats throughout the State, and manage the utilization of Maryland's mineral and water resources.

Functions:

- Inspect and maintain compliance at facilities and activities including industrial and municipal wastewater discharges, agriculture, and construction involving major water and sewerage facilities, sediment control, stormwater management, wetlands and waterways.
- Protect public health and water quality through NPDES permits for surface water discharges – both industrial and municipal – and control of discharges to groundwaters of the State through State Groundwater Discharge Permits.
- Maintain a strong pretreatment program to control industrial wastewater discharges into municipal sewer systems.
- Protect, create, restore and enhance wetlands and streams through permits, Water Quality Certifications, and other activities, such as providing training and technical assistance and assisting in the development of watershed management plans by local government.
- Ensure that proposed federal activities are consistent with the State's federally approved Coastal Zone Management Program.
- Perform dam safety inspections and the structural, hydrologic and hydraulic analyses associated with new dam permit applications or modification to existing permits, and downstream warning plans for high-hazard dams.
- Provide timely review of water-related permits and enhanced customer access to the permit system through the Environmental Permits Service Center.
- Conduct sanitary surveys and comprehensive engineering evaluations of public water systems to ensure that water systems are optimized and reduce the risks of passing pathogens into the drinking water.
- Ensure public water system compliance with the national primacy drinking water regulations adopted under the Safe Drinking Water Act including public notification procedures.
- Assist local governments in developing local wellhead protection and watershed protection programs for their public water supply sources.

Water Management Administration

- Ensure responsible management, conservation, and equitable development of Maryland's water resources on an aquifer, watershed, or other appropriate geographical basis.
- Provide financial and technical assistance in the form of grants, loans and project management services for capital projects to improve water quality, protect public health and support Maryland's smart growth and neighborhood revitalization efforts.
- Manage environmental health functions delegated to local health Departments.
- Provide guidance and technical assistance on County Water and Sewerage Plans to foster smart growth and the regionalization of facilities where appropriate and beneficial.
- Train public water and wastewater treatment operators and provide on-site technical assistance to support the State's operator certification program.
- Provide a range of outreach services to Maryland businesses and industries offering compliance assistance and encouraging pollution prevention as well as other voluntary approaches that contribute in positive ways to the environment.

Office of the Attorney General

Andrea Baker, Principal Counsel (410) 537-3049

Mission:

To provide all legal advice to, and support for, the Maryland Department of the Environment

Functions:

- Research, investigate, prepare, review, and defend all litigation on behalf of the Department and in the Department's best interest.
- Assist in preparation and review of legal documents and enforcement actions, such as corrective orders, penalty assessments, memoranda of understandings, permits, etc.
- Follow, interpret and provide legal advice to the Secretary and Department on federal, state or local legislation, statutes, acts, laws, regulations, etc.

Office of the Attorney General, *Environmental Crimes Unit*

D'Arcy Talley, Acting Division Chief (410) 537-3333

Mission:

The Attorney General's Environmental Crimes Unit (ECU) endeavors to promote compliance with the environmental regulatory system through the judicious use of the criminal enforcement powers of the Attorney General.

ECU is a criminal investigation and prosecution unit under the direction of the Criminal Investigations Division of the Attorney General's Office. ECU combines the prosecutorial authority of the Attorney General, and the law enforcement authority of the Maryland State Police and the Baltimore City Police Department. ECU investigates environmental violations and, when appropriate, files criminal charges, prosecuting both corporate and individual offenders.

Functions:

- Investigates potential violations of Maryland's environmental statutes and regulations report by MDE inspectors, citizens, and other governmental and law enforcement agencies.
- Determines if violations occurred and if violations are criminal in nature.
- Prosecutes in the criminal courts of Maryland violations of environmental statutes and regulations when appropriate.