

# DHMH POLICY

<http://dhmh.maryland.gov/pages/op02.aspx>

OPERATIONS - OFFICE OF CAPITAL PLANNING, BUDGETING & ENGINEERING SERVICES  
DHMH POLICY 02.07.02  
Effective: February 5, 2016

## NAMING SITES / BUILDINGS

### I. EXECUTIVE SUMMARY

The Secretary of the Department of Health and Mental Hygiene (DHMH) recognizes the fact that there may be a desire by interested persons to give a site, building, or other permanent type structure an elegant name for euphonic and/or aesthetic value or the name of a specific person or persons in order to honor and perpetuate the deeds of those who have given of their life and/or treasure to humanity and/or the State of Maryland.

The Board of Public Works (BPW) must approve all requests to name a site, building, or other permanent type structure. Under no circumstances shall any requests go directly to the BPW from the requesting unit and/or requesting person.

All requests that are submitted to the BPW for approval shall adhere to the policy outline herein.

### II. BACKGROUND

This policy was originally issued in December, 1972 as DHMH Policy 5. On February 5, 1998, it was modified to reflect current practices and recodified as DHMH Policy 02.07.02 (originally codified as 02.03.01)

This version, dated February 5, 2016, makes the following routine updates: 1) brings the policy into compliance with DHMH Policy 02.10.03 Policy on Policies by adding a Background section; 2) corrects the name of the responsible unit from Planning and Capital Financing (OPCF) to Office of Capital Planning, Budgeting and Engineering Services (OCPBES), and 3) updates the hyperlink.

### III. POLICY STATEMENTS

A. All requests submitted to the BPW for approval must be processed through the Office of Capital Planning, Budgeting and Engineering Services (OCPBES).

B. All requests that originate below the level of Director of Program Administration within DHMH must be submitted for approval through the applicable Director of Program Administration.

**Department of Health & Mental Hygiene**

**OFFICE OF REGULATION AND POLICY COORDINATION (ORPC)**

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- C. All requests that originate outside of DHMH will be submitted for approval to the Secretary of Health and Mental Hygiene, and addressed to the attention of the Director of OCPBES.
- D. All requests to the BPW must be sent under the signature of the Secretary of Health and Mental Hygiene. Director, OCPBES, will be responsible for writing the letter that requires the Secretary's signature and attaching all pertinent papers to it.
- E. All requests shall be handled through the following proper channels - head of the requesting unit or his designee to the applicable Director of Program Administration; to the Director, OCPBES; to the Office of the Secretary; and, then to the BPW. Individual agencies or units may make rules and regulations regarding the channeling of the proper papers pertaining to this policy insofar as it affects their internal relationship only.
- F. All requests will be in quadruplicate. The requests must state the reason or reasons for the choice of name. If the name to be used is the name of a person, a vita in quadruplicate must accompany the request.
- G. All requests to name a site, building, and/or other permanent type structure for a person or persons, approval to use the name must be received from the person or persons, if living, or the heirs if the person or persons are deceased, after receiving BPW's approval. Heirs shall mean legally competent spouse, parents, and/or children.
- H. All requests to name new buildings must be received by the Director, OCPBES, at least six (6) months in advance of the scheduled dedication date.

**IV. RESPONSIBILITY OF THE REQUESTING PERSON, PERSONS, OR UNIT**

- A. Provide a tentative name for the site, building, or permanent structure.
- B. Develop vita type information and reasons for request to honor individual(s), if the name of the site, building, or permanent structure is to honor an individual(s).
- C. Provide explanation, if naming the site, building, or permanent structure for euphonic and/or aesthetic value.
- D. Send letter of request with all pertinent back-up papers to the Director, OCPBES through the applicable Director of Program Administration. If requester is from outside of DHMH, requestor should address letter to the Secretary of Health and Mental Hygiene, attention Director, OCPBES.
- E. Obtain the proper approval, if the site, building, or permanent structure is to be named to honor an individual(s), from the person, persons, and/or heirs of the person(s) after BPW grants approval.

<sup>R</sup>  
This version, effective February 5, 2016 replaces February 5, 1998 (originally codified as 02.03.01) and DHMH Policy 5 –Issued December, 1972.

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F. Send original and three copies of approval to use the name(s) of the individual(s) to the Director, OCPBES, through the applicable Director of Program Administration. If requester is outside of DHMH, the requester should send approval to use the name(s) of the individual(s) to the Secretary of Health and Mental Hygiene, attention Director, OCPBES.

**V. RESPONSIBILITY OF THE DIRECTOR OF PROGRAM ADMINISTRATION**

- A. Verify that all pertinent papers are available.
- B. Obtain all missing pertinent papers.
- C. Approve or disapprove request. If request is disapproved, give reason(s), and reply, in writing, to the requester.
- D. Forward request to the Director, OCPBES.
- E. Verify that the originator of request obtained approval to use the name(s) from the person(s) or heir(s), if the site, building, and/or other permanent type structure is to be named to honor an individual(s).
- F. Forward approval to use the individual(s) name to the Director, OCPBES.

**VI. RESPONSIBILITY OF THE DIRECTOR, OCPBES**

- A. Verify that all pertinent papers are included in request submitted.
- B. Obtain all missing pertinent papers.
- C. Discuss with the Office of the Secretary the request submitted.
- D. Notify the requester, in writing, of the decision of the Office of the Secretary. Copy of the decision shall be sent to the applicable Director of Program Administration.
- E. Prepare all needed letters of transmittal for the Secretary's signature, providing that approval is granted.
- F. Send letter of transmittal and all pertinent papers to BPW and information copies to DGS.
- G. Notify all concerned parties, in writing, of approval or disapproval of the request by the BPW. If the request is approved by BPW and the name honors an individual(s) notify, in writing, the originator of the request to obtain, in writing, approval to use name(s) from the person(s) or heir(s).

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- H. Send copy of notification to obtain approval to use name(s) of individual(s) to applicable Director of Program Administration.
- I. Send all pertinent papers and necessary information to DGS.
- J. Director, OCPBES shall keep the Department of General Services (DGS) apprised of all requests to BPW and of the action taken by BPW. In the case of new buildings, the DGS must be notified of the approved name at least 90 days before installation of the bronze dedication, identification plaque. This will permit the placing of the approved name on the bronze dedication, identification plaque. All arrangements with DGS will be in writing.
- K. Order all plaques, signs, and/or other proper marking devices in conjunction with DGS.
- L. Check all spelling on plaques, signs, and/or other marking devices and the placement of same.
- M. Organize proper arrangements for dedication ceremonies in conjunction with all concerned parties.
- N. Advise the Deputy Secretary for Operations of any funding requirements needed for the dedication of site, building, and/or permanent structure.

**APPROVED:**



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**Van T. Mitchell, Secretary, DHMH**

**February 5, 2016**  
**Effective Date:**