

Local Law 36 of 2010:
Waste Prevention, Reuse, and Recycling Plan For New York City Agencies and Institutions
New York City Department of Sanitation (DSNY)
FY20 Annual Report

As the City Agency responsible for the collection of all municipal recycling and refuse, as well as recycling and waste prevention education in New York City, the Department of Sanitation (DSNY) is committed to keeping New York City healthy, clean, and sustainable. The report that follows outlines DSNY's efforts to further recycling and sustainability during Fiscal Year 2020, as required by Local Law 36 of 2010.

RECYCLING

Per Local Law 36 of 2010, DSNY has named a Lead Recycling Coordinator for the Agency, as well as an Assistant Recycling Coordinator for each building. **A list of facilities owned and/or managed by DSNY with their corresponding recycling coordinators is attached, as the Agency Site Information sheet.**

Responsibilities for the Assistant Recycling Coordinators include:

- Notifying employees of the recycling programs;
- Informing employees of what designated recyclables are required to be separated and the proper procedures for recyclables prior to placement into appropriate containers;
- Ensuring that separate containers are readily available to employees and visitors for the designated recyclable materials;
- Ensuring the containers are clearly labeled and labels are updated as needed;
- Informing facility personnel about specific recycling procedures.

The Assistant Recycling Coordinators at each site ensure there are a correct number and types of containers and bags for recyclables, including labels and signage.

Recycling bins are located in lobbies and entranceways, common areas, kitchens, and office areas, wherever practical. Signage is posted in common areas highlighting the types of materials to be recycled and where recycling bins are located within the facility.

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Collection & Setout

Recycling containers inside facilities have the appropriate green and blue decals affixed to them and, if possible, posters above them. Deskside receptacles are discouraged; at most locations, employees bring their recyclables to labeled recycling containers that are available in common areas. All personnel, including contractors and visitors, are expected to place recyclable materials into the appropriate receptacles.

WASTE PREVENTION AND REUSE

- **Reduce Paper Usage:** The waste prevention directives to reduce paper from 1993's executive order are still in effect (e.g. set printers to default to double side; the Department phone directory is online vs distributed on paper).
- **Reduction of Single Use Plastics Usage:** DSNY is in Compliance with Executive Order 42 of 2019, that eliminates the unnecessary purchase and distribution of single use plastics utensils.
- **Single Use Plastic Beverage Bottle Elimination and Reduction Plan:** DSNY is in compliance with Executive Order 54 of 2020, eliminating the unnecessary purchase and distribution of bottled water.
 - Prior to 2017, when the temperature exceeded 80 degrees, Sanitation Workers assigned to field functions in equipment without air conditioning were issued two (2) 32oz. bottles of water. At that time, DSNY was distributing upwards of 1000 cases per day. Since then, DSNY has adapted a more sustainable method of distributing water to ALL employees. DSNY has invested in a water cooler filtration systems and installed at least one in every location citywide. DSNY then issued reusable water bottles to all employees in an effort to reduce waste. Cooler filters are changed as needed and employees can fill up water for themselves at any point, not just when the temperatures are higher than 80 degrees. DSNY does not sell any water bottles or reusable plastic items that may hold water. Currently as an agency of approximately 10,000 employees, DSNY now uses approximately 60 cases of water every two (2) to three (3) months. DSNY purchases cases of water for use as required under the following circumstances:
 - When there are no water coolers available / functioning for employees to fill up department issued reusable water bottles.

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- Field functions were staff reported straight to the field where running water is not available.
 - If any of the above pieces of equipment do not have working air conditioning and their location does not have functioning water cooler at that moment AND temperatures dictate (above 80 degrees), bottles of water being distributed.
 - Employees do not have/ forgot/ lost/ misplaced their department issued reusable water bottles to fill up water from a working water cooler and the temperatures dictate (above 80 degrees) water being distributed
 - Drug and Alcohol mobile testing site: to provide employees with water to drink so they can produce a urine sample quicker.
 - Emergency water main shut down where water is not available and temperatures dictate (above 80 degrees): bottles of water being distributed.
- **Meet Green Purchasing Requirements:** DSNY follows citywide requirements for procurement of EPA-approved lower toxicity cleaning and maintenance supplies.

Organics Recycling Program

DSNY Headquarters at 125 Worth St, Manhattan, has been participating in Organics Collection since 2015. Three additional DSNY sites were added in FY2020 under the Agency Organics Collection Pilot LL22 (2019).

- 125 Worth St (Since 2015)
- DSNY BK1 BK4 Garage, Brooklyn North Borough Office, 161 Varick Ave (Added Sept 2019)
- 44 Beaver St (Added Oct 2019)
- DSNY BK11 Garage, 1824 Shore Pkwy (added Oct 2019)

Sites were visited for a walk-through and provided with enough brown organics bins to handle the food scraps and yard waste generated at each site. The brown bins were placed at the curb for regular DSNY organics collection, and brought back inside by the building maintenance staff. All employees at these sites were trained with a Powerpoint presentation to explain how to separate their food scraps, and how to maintain the bins properly.

The organics collection program was suspended in May 2019 due to the COVID-19 pandemic.

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DSNY FUTURE PLANS FOR WASTE PREVENTION AND REUSE ACTIVITIES

- Remove all the receptacles at individual desks and workstations at all DSNY sites citywide to encourage placement of recycling containers in common areas. This setup has been shown to reduce the use and cost of plastic bags, and reduces labor of regular collection and maintenance of deskside bins.
- Create a DSNY-specific Recycling Educational / How-To Video, to be shared amongst staff.

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PHOTOS

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44 Beaver St – labeled recycling and trash bins with labeled lids in central location on each floor



44 Beaver St: staff training about recycling and organics

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44 Beaver St: brown DSNY organics bin labeled "Organics Only" inside lid, lined with clear plastic bag, and filled with food scraps and soiled paper napkins; placed near trash bin and labeled paper & MGP bins outside pantries



44 Beaver St: DSNY Medical Division – labeled recycling and trash bins

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125 Worth St – labeled recycling, trash, and brown organics bin in central hallway location on each floor

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125 Worth St: Centrally located recycling and trash bins with brown organics bin.

Most, Mary (DSNY)

From: HDQTRSOP <dsnymessaging@d sny.nyc.gov>
Sent: Wednesday, June 26, 2019 8:16 AM
Subject: DSNY CMS: RECYCLING IN THE WORKPLACE

Dept Msg #: DM2019-3060

Sent By: HDQTRSOP

Date: 6/26/2019 8:15 AM

Code: RECY6 (rev 5/11/13)

Subject: RECYCLING IN THE WORKPLACE

We, as an agency, must set the example as to how recycling should be carried out in the workplace. It is imperative that Supervisors ensure that all recyclable materials are diverted from their location's waste stream.

Location Supervisors are responsible for providing separate receptacles for:

1. Refuse.
2. Mixed paper (white, colored and glossy paper; mail and envelopes; smooth cardboard; paper bags; soft cover books; wrapping paper, newspapers, magazines, catalogs, telephone books and corrugated cardboard.)
3. Metal, Glass (glass bottles, jars and jugs) and Plastic (plastic bottles, jugs, beverage containers, drink boxes, cans, aluminum foil wraps, trays, wire hangers pots and pans) and as of May 2, 2013, Rigid Plastics. Plastic Bulk Items are to be placed in the same truck as the metal, glass, plastic and rigid plastics.

****NOTE:** All cardboard boxes used to package the mechanical broom segments and pick up brooms will be recycled by placing them in recycling trucks and NOT in regular household trucks. Mechanical broom segments will be discarded in a regular refuse truck.

All offices should be furnished with several separate bins for paper recycling, preferably at each employee's desk. Kitchen and lunch room areas should contain separate and clearly marked receptacles for paper and clearly marked receptacles for metal, glass, plastics (including rigid plastics); in addition to refuse. Paper as well as metal/glass/plastics/rigid plastics should be bagged in clear bags and set out separately from black bagged refuse for collection on the scheduled day. The recycling should be clean and free from contaminants, including paper towels in the paper.

This Department Message shall be read at all roll calls on Thursday, June 27, 2019.

In addition, all roll call Supervisors will sign the blotter attesting that the above message was read at roll call.

Borough Chiefs, Superintendents and Supervisors shall sign the blotter attesting that they have read and understood this directive.

Steven W. Costas
Acting Commissioner

Most, Mary (DSNY)

From: HDQTRSOP <dsnymessaging@d sny.nyc.gov>
Sent: Friday, October 4, 2019 10:00 AM
Subject: DSNY CMS: RECYCLING MONTHLY MESSAGE

Categories: Agencies

Dept Msg #: DM2019-4656

Sent By: HDQTRSOP

Date: 10/4/2019 9:59 AM

Code: RECY2 (REV 9/27/19)

Subject: RECYCLING MONTHLY MESSAGE

All New York City residents are required to recycle newspapers, magazines, catalogs, telephone books, flattened corrugated cardboard and mixed paper such as glossy paper, envelopes, mail, wrapping paper and smooth cardboard. Corrugated cardboard must be tied together in bundles of no more than 18 inches high. Newspapers, magazines, catalogs, and phone books may continue to be bundled with corrugated cardboard. Mixed paper must be placed in a clear plastic bag or a recycling container with a Department recycling program decal with a green background.

All New York City Residents are also required to recycle glass jars, glass bottles and jugs, plastic bottles and jugs, beverage cartons and drink boxes, metal cans, aluminum foil wrap and trays, metal bulk items. As of May 2, 2013, rigid plastics became recyclable.

Examples of rigid plastic:

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Bottle Caps and To-Go Cup lids

Food Containers (yogurt, deli, hummus, dairy tubs, plastic take out containers)

Plastic Packaging

Rigid Plastic Housewares (flower pots, mixing bowls, plastic appliances, etc.)

Bulk Rigid Plastic (crates, buckets, pails, furniture, large toys, large appliances)

All items must be empty, rinsed and placed together in a container with a Department recycling program decal with a blue background or a clear plastic bag. Large metal items that are too big to fit in a container or bag, such as furniture and large appliances, are to be placed at the curb on the regular recycling day.

All public buildings must be in compliance with recycling regulations. Local government facilities should be an example to all residents by their active participation in recycling. District Officers will monitor their compliance.

The Special Waste Site in each borough accepts special waste from New York City residents every Saturday, from 1000 to 1700. They are open on the last Friday of each month to accommodate Sabbath observers. The Special waste sites are not open on holidays.

New York City residents may bring the following materials to the Department Special Waste Drop-Off Sites:

Motor Oil	Alkaline Batteries	Passenger Car Tires
Fluorescent Light Bulbs	Lead Acid Batteries (Auto)	Motor Oil Filters
Transmission Fluid	Rechargeable and Lithium	Latex Paint
Thermostats	Batteries	

As of December 6, 2015, New York City residents may bring the following Electronic Waste(E-waste) items to the Department Special Waste Drop-Off Sites:

T.V.'s	Monitors	Computers	Laptops
Small Servers	Printers/Scanners	Tablets/e-readers	Mobile
Phones			
MP3 Players	VCR/DVD/DVR Players	Video Game Consoles	Hard Drives
Cable/Satellite Box	Fax Machines	Keyboards	Computer
Mouse			

NOTE: ONLY THE BRONX, BROOKLYN NORTH, BROOKLYN SOUTH, QUEENS WEST, QUEENS EAST AND STATEN ISLAND PARTICIPATE IN THE RESIDENTIAL CURBSIDE E-WASTE PROGRAM.

The D.S. 350 and the D.S. 1637 are the key documents for verifying material collected, loads and tonnage. They must be the appropriate color for the assigned material and be completely filled out. Special attention shall be paid to the material type to ensure accuracy. The District Superintendent shall check the recycling D.S. 350's and the D.S. 1637 vendor receipts each day for the completeness and accuracy. All loads must be claimed and allocated to the correct function.

Steven W. Costas
First Deputy Commissioner

Most, Mary (DSNY)

From: HDQTRSOP <dsnymessaging@dsny.nyc.gov>
Sent: Friday, October 4, 2019 9:58 AM
Subject: DSNY CMS: RECYCLING PROCEDURES

Categories: Agencies

Dept Msg #: DM2019-4655

Sent By: HDQTRSOP

Date: 10/4/2019 9:57 AM

Code: RECY1 (REV 9/27/19)

Subject: RECYCLING PROCEDURES

District Superintendents and Supervisors shall insure that the following procedures are adhered to:

District Superintendents, Garage Officers and Field Officers shall ensure that collection trucks are completely emptied of garbage and washed before a truck is assigned to a recycling or organics route. Truck operators will be held accountable for checking the body and hopper of the collection truck prior to leaving the garage to insure that the truck is completely clean and free of garbage.

NOTE: Garage officers must ensure that all replacement trucks are clean and empty of all debris before dispatching them to an organics or recycling route.

All D.S. 350's issued to truck operators assigned to metal, glass and plastic recycling routes shall be blue (DS 350C).

All DS 350's issued to truck operators assigned to paper recycling and EZ pack paper routes shall be green (DS 350D).

All DS 350's issued to truck operators assigned to Roll-Off trucks will utilize the salmon color (DS 350E) indicating the proper material type.

All DS 350's issued to truck operators assigned to Residential food waste, school food waste and greenmarket routes shall be Almond (DS 350H) indicating the proper material type.

Dual hopper districts are to issue two(2) 350's to each crew, one for paper (green) & one for metal, glass and plastic (blue).

The correct material type must appear in the material type box on the DS 350. They are as follows:

- 27 - RO/RO (AFF) NEWS/MAGS/CORRUGATED
- 28 - RO/RO (AFF) METAL BULK
- 31 - NEWSPAPERS/MAGAZINES/CORRUGATED
- 37 - METAL BULK
- 38 - NEWS/MAGS/CORRUGATED (EZ-Pack)
- 45 - RESIDENTIAL FOOD WASTE
- 46 - SCHOOL FOOD WASTE (RECYCLING)
- 51 - GREENMARKET FOOD WASTE (RECYCLING)
- 48 - SCHOOL TRUCK PAPER
- 33 - METAL/GLASS/PLASTIC
- 78 - SCHOOL TRUCK METAL/GLASS/PLASTIC

Garage Officers will personally inform relay drivers of the material on the vehicle that they are assigned to dump and the recycling vendor or facility to which they shall deliver the load. Copies of written directions to vendors shall be made available to Garage Officers on all shifts so that they may be given to truck operators or relay drivers, if necessary.

Recycling crews shall collect mixed paper and cardboard boxes in clear bags and receptacles with a green Department issued decal.

The targeted paper and cardboard items are as follows:

PAPER
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- 1. Newspapers, magazines, catalogs
- 2. White and colored paper (lined, copier, computer, staples OK)
- 3. Mail and envelopes (any color, window envelopes OK)
- 4. Paper bags
- 5. Wrapping paper

CARDBOARD
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- 1. Soft-cover books, telephone books (paperbacks, comics, etc.; no spiral bindings)
- 2. Cardboard egg cartons and trays
- 3. Smooth cardboard (food and shoes boxes, tubes, file folders, cardboard from product packaging)
- 4. Corrugated cardboard boxes (flattened and tied)

Recycling crews shall collect metal, glass and plastic recyclables in clear or blue bags and receptacles with a blue Department issued decal.

The targeted metal, glass or plastic items are as follows:

METAL (all kinds)
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- 1. Metal cans (soup, pet food, empty aerosol cans, dried-out paint cans, etc.) aluminum foil wrap & trays metal caps & lids
- 2. Household metal (wire hangers, pots, tools, curtain rods, knives, small appliances that are mostly metal, certain vehicle license plates, etc.)

3. Bulk metal (large metal items, such as furniture, cabinets, large appliances, etc.)

GLASS (bottles & jars)

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PLASTIC (rigid plastics)

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1. Plastic bottles, jugs & jars
2. Rigid plastic caps & lids
3. Rigid plastic food containers (yogurt, deli, hummus, dairy tubs, cookie tray inserts, "clamshell" containers, other plastic take-out containers)
4. Rigid plastic non-food containers
5. Rigid plastic packaging ("blister-pak" and "clamshell" consumer packaging, acetate boxes)
6. Rigid plastic housewares (flower pots, mixing bowls, plastic appliances, etc.)
7. Bulk rigid plastic (crates, buckets, pails, furniture, large toys, large appliances, etc.)

CARTONS

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1. Food & beverage cartons & drink boxes (or any such cartons and aseptic packaging that hold beverages and food: ice tea, soy milk, soup, etc.)

ORGANICS

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1. Food Scraps of any kind (fruit, meat, bread, pasta, vegetables, dairy, prepared foods, bones)
2. Soiled paper plates, napkins, coffee filters, tea bags, paper towels.
3. Yard Waste(plants, garden trimmings, leaves, grass)

If a clear or blue bag, or a receptacle with a blue or green Department issued decal

contains any items that are not targeted Recycling metal, glass, plastic or paper/cardboard (i.e. refuse) the recycling crew shall leave the bag or receptacle

at the curb informing their Supervisor at the earliest opportunity via GPS Barrage

phone indicating the location of the bag in the comments section of DS350.

Refuse Crews shall collect the clear or blue bag or receptacle with a blue or green Department issued decal if the bag or receptacle is contaminated (contains non-recyclable items - refuse).

Refuse crews shall collect the following "paper-based" items: hardcover books, paper with a lot of tape and glue, plastic or wax coated paper (take out containers), and photographic paper. All of these items are non-recyclable and will be treated as refuse.

Refuse crews shall collect the following items: plastic foam items (foam cups, foam egg cartons, foam trays, foam packing peanuts, foam sporting equipment, etc.), plastic bags, wrappers, shower curtains, and all kinds of plastic "film", plastic tubes, single-serve food and drink squeezable pouches (juice pouches, baby food squeeze pouches, yogurt to go pouches, etc.), cassette and VHS tapes, garden hoses, luggage (plastic or textile), sports balls (basket balls, bowling balls, soccer balls, footballs, yoga balls, etc.), any glass items other than glass bottle & jars (mirrors, light bulbs, ceramics, glassware, etc.), extension cords, Christmas tree lights, and diapers. All of these items are non-recyclable and will be treated as refuse.

NOTE:

As of January 5, 2015, DSNY no longer collects electronic waste placed out by residents for collection with curbside refuse or recycling material. This includes common household e-waste items such as televisions, computers, printers, and monitors. Pursuant to New York State Environmental Conservation Law, article 27, Title 26, residents are no longer permitted to dispose of electronic waste through the normal waste stream. Refer to DM2019-2774, Code EWASTE1, for the Department procedure in dealing with residential e-waste.

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To avoid excessive wear to the bottom of receptacles bearing the blue and green recycling decals, recycling crews shall not slide or drag them along the pavement after they are emptied. The recycling receptacles shall be treated in the same manner as refuse receptacles. They shall be returned to the sidewalk in an upright position and not thrown.

Supervisors shall inspect recycling routes periodically during their shifts for late put-out, or improper put-out of recyclables. Crews shall be re-directed to collect these stops. Supervisors shall contact residents, Building Superintendents or Managers and instruct them as to the proper time and method of placing recyclables out for collection.

All missed Recycling and Collection New York City Citizen Service Center complaints require a personal interview. The interview must be noted in the response.

RECYCLING STARTS WITH US

All Districts, garages, and other Department facilities shall have clearly marked recycling receptacles for metal, glass, plastic and paper. These receptacles should be emptied into recycling trucks or placed out for recycling collection weekly.

All Location Supervisors are reminded that recycling containers shall not be used for any purpose other than recycling. All Districts, garages and other Department facilities should have a sufficient number of recycling and refuse receptacles at the locations accessible to all personnel.

*** REDUCE, RE-USE, RECYCLE ***

Steven W. Costas
First Deputy Commissioner