

# NYC Department of Environmental Protection Recycling Plan & 2016 Annual Report

## ~TABLE OF CONTENTS~

REQUIREMENTS	1
<a href="#">ROLES &amp; RESPONSIBILITIES</a>	1
RECYCLING IMPLEMENTATION GUIDELINES	3
WASTE PREVENTION & REUSE IMPLEMENTATION GUIDELINES	6
<a href="#">REPORTING</a>	9
<a href="#">AGENCY SITE INFORMATION</a>	10
<a href="#">AGENCY WASTE PREVENTION, REUSE, AND RECYCLING PLAN</a>	13
ANNUAL UPDATE: Fiscal Year (FY) 2016 Submission dated June 30, 2016	13

## REQUIREMENTS

According to Local Law 36 (2010), NY City Mayoral and Non-Mayoral Agencies are required to establish a Waste Prevention, Reuse, and Recycling Plan to bring the agency into compliance with the Recycling Law (Local Law 19 of 1989).

## ROLES & RESPONSIBILITIES

### Recycling or Sustainability Coordinators

Each Agency has designated a Lead Recycling or Sustainability Coordinator to oversee implementation of this plan. If the agency occupies more than one building, an Assistant Recycling or Sustainability Coordinator is designated for each building.

It is the responsibility of the Recycling/Sustainability Coordinators to:

- Review the Implementation Guidelines for Recycling and for Waste Prevention and Reuse in order to adapt an effective Waste Prevention, Reuse, and Recycling Plan for YOUR building.
- Then fill out Page 12 **Agency Waste Prevention, Reuse, and Recycling Plan** based on your building's **actual recycling setup** and **waste prevention and reuse** activities.
- Work with **Facilities Management** to implement an effective recycling program.
- Ensure that employees, visitors, and vendors receive information about recycling procedures and best practices for waste reduction and reuse through appropriate means, e.g. memos, emails, newsletters, decals, posters, signage.
- **Assistant Recycling/Sustainability Coordinators** report to the **Lead Agency Recycling/Sustainability Coordinator** for their Agency regarding what actions were taken to implement the waste prevention, reuse, and recycling plan; and any proposed actions, updates, and changes.
- **Lead Recycling/Sustainability Coordinators** must submit an annual report to the head of their agencies and to the Commissioner of Sanitation (DSNY), summarizing actions taken to implement the Waste Prevention, Reuse, and Recycling Plan, and any proposed actions to improve this plan. This reporting should include activities required by law and any additional activities implemented by the NYC Agency and its facilities. [Reporting instructions](#) (Page 9) explain how to submit the plan.

## Facilities Management

- Work with building's **Recycling or Sustainability Coordinator** to implement an effective recycling program and required waste prevention measures.
- Regularly provide maintenance staff with information and training.

## RECYCLING IMPLEMENTATION GUIDELINES

### WHAT TO RECYCLE

New York City agencies and institutions serviced by the Department of Sanitation (DSNY) are required to recycle the same items as NYC residents:

- **Mixed Paper and Cardboard**  
newspapers, magazines, catalogs, white and colored paper (staples OK), mail and envelopes (windows or clasps OK), paper bags, wrapping paper, soft-cover books (paperbacks, comics, etc.; no spiral bindings), cardboard egg cartons and trays, smooth cardboard (food and shoes boxes, tubes, file folders, cardboard from product packaging), corrugated cardboard boxes
- **Beverage Cartons, Bottles, Cans, Metal, and Foil**  
**emptied and rinsed, if possible:** milk cartons & juice boxes (or any such cartons and aseptic packaging for drinks: ice tea, soy milk, soup, etc.), plastic bottles & jugs (and no other plastic items), glass bottles & jars (and no other glass items), metal cans (soup, pet food, empty aerosol cans, dried-out paint cans, etc.), aluminum foil wrap & trays, anything mostly metal (staplers, wire hangers, tools, curtain rods, small appliances, etc.), bulk metal (large metal items such as furniture, cabinets, large appliances, etc.)

Go to <http://www.nyc.gov/recycle> for detailed information on what to recycle.

**Note about Sites with Private Carter Service:** Sites that are serviced by Private Carters fall into two categories, with the following requirements:

- Sites that are **eligible for DSNY collection** but contract with a private carter must recycle the same materials as NYC residences, and must comply with annual reporting requirements. See <http://www.nyc.gov/recycle>.
- Sites that are **located in leased commercial space** are not eligible for NYC Department of Sanitation collection and are serviced by a private carter. These sites follow Commercial Recycling Regulations. Information on [Recycling in Businesses](#) is posted online at <http://www.nyc.gov/recycle> and on the Business Integrity Commission website under "Trade Waste" at <http://www.nyc.gov/bic>.

### HOW TO RECYCLE

To capture the largest amount of designated recyclables with minimal contamination, each site is required to set up an effective recycling program, as follows:

- 1) Labeled recycling containers are placed wherever designated recyclables are commonly discarded, paired with receptacles for regular garbage to reduce contamination.
- 2) Recyclables are collected in clear bags.
- 3) Bags of recyclables are kept separate from garbage as they are collected throughout the building, stored, and placed out for pick-up.

#### IMPORTANT:

- Recyclables and garbage are NEVER placed together in the same bag.
- *For sites with carters who do not use single-stream recycling systems, paper & cardboard do not go in the same bag with beverage cartons, bottles, cans, metal & foil.*
- *Corrugated cardboard* (boxes) are flattened and bundled or bagged.

## RECOMMENDED RECYCLING SETUPS

### 1. Centralized Locations for Recycling, Food Waste, and Regular Trash Collection

#### Recycling Mixed Paper and Cardboard

Maintain labeled recycling containers wherever mixed paper and cardboard recyclables are commonly discarded, especially at high paper generation areas such as offices, mailrooms, copiers; shipping and receiving locations; and in or near common areas such as entranceways and meeting rooms.

Each of these recycling containers is set up with the following:

- Clearly labeled with “PAPER ONLY” or affixed with DSNY green recycling decals.
- Lined with clear bags (or no bag).
- Signs posted above each recycling container indicating what to recycle.
- Paired with clearly labeled trash container to reduce contamination.

#### Recycling Beverage Cartons, Bottles, Cans, Metal, and Foil

Maintain labeled recycling containers to collect beverage cartons (such as milk cartons & juice boxes), plastic bottles & jugs, glass bottles & jars, cans, metal, and foil wherever these designated recyclables are commonly generated, especially at food vending areas, cafeterias, pantries, and staff lunch areas; and in or near common areas such as entranceways and meeting rooms.

Each of these recycling containers is set up with the following:

- Clearly labeled with “BOTTLES & CANS ONLY” or affixed with DSNY blue recycling decals.
- Lined with clear bags.
- Signs indicating what to recycle posted above each recycling container.
- Paired with clearly labeled trash container to reduce contamination.

Containers for **food waste and trash** are lined with opaque black or brown bags (never blue or red.)

### 2. Desk-Side Recycling Options

Given that the majority of the typical office waste stream is paper, each desk has a labeled receptacle for paper recycling.

There are two typical scenarios for desk side recycling:

- 1) There is only one receptacle at each desk, designated for paper; workers bring their recyclable **bottles & cans** and their **trash** to centrally located recycling and trash bins.
- 2) There are two receptacles at each desk: one designated for paper, and one for garbage; workers bring recyclable **bottles & cans** to centrally located recycling bins.

## INTERNAL COLLECTION

### Facilities Management must

- Provide maintenance staff with information and training.
- Make sure all designated recycling receptacles are properly labeled and lined with clear bags.
- Keep designated recyclable materials separated as they are collected from recycling receptacles throughout the building and placed out for DSNY pick-up.
- Ensure that the site collects and disposes three separate streams in separate bags:
  - (1) **mixed paper and cardboard**
  - (2) **beverage cartons, glass bottles & jars, plastic bottles & jugs, metal and foil**
  - (3) **garbage.**

## DECALS, SIGNAGE, AND ASSISTANCE

The Department of Sanitation provides decals and literature, free of charge, to set up recycling. Go to <http://www.nyc.gov/recycle>

Use the **Site Visit Request** at <http://www1.nyc.gov/assets/dsny/contact/services/site-visit-request.shtml> to receive a walk-through with practical advice from a DSNY Recycling Outreach Specialist.

Use the form at <http://www1.nyc.gov/assets/dsny/contact/contact-us.shtml> for further questions about implementation or submission of these plans.

## WASTE PREVENTION & REUSE IMPLEMENTATION GUIDELINES

It is always best to reduce waste in any type of operation and at any facility, since these practices help to decrease costs and can reduce environmental impacts.

New York City agencies are required by law to implement certain waste prevention, green purchasing, and reuse practices. These requirements and other helpful tips are listed below and on the Department of Sanitation NYC ZeroWaste website's "Nonprofits + Agencies":

<http://www1.nyc.gov/assets/dsny/zerowaste/nonprofits-and-agencies.shtml>

This document explains requirements and offers additional recommendations for the following:

- [reduce paper use](#)
- [green purchasing](#)
- [reuse](#)
- [toxics](#)

### REDUCE PAPER USE

#### AGENCY REQUIREMENTS TO REDUCE PAPER USE

NYC Agencies (and their vendors) must follow all of these paper reduction guidelines, in accordance with [Local Law 121 of 2005](#):

##### Print and copy double-sided

- **Any document**, graphic material, or solicitation printed by an agency or for an agency must be printed double-sided where practicable.
- Printers or copiers **purchased or leased** by an agency must be able to print double sided (with the exception of those copiers or printers which print or copy at less than 20 pages per minute).
- **Default to duplex**: Any printer or copier must be set to default to double-sided printing.

##### Use recycled paper

- **Buy recycled paper** and specify recycled paper for all outside print jobs.
- Use paper with the highest percentage of post-consumer recycled content that price preferences allow. Based on the standard set by the federal government, New York City has established a standard of **30 percent post-consumer recycled content** for purchases of printing and writing paper.

#### RECOMMENDATIONS TO REDUCE PAPER USE

NYC Agencies (and their vendors) should direct staff to follow any or all of these general recommendations to reduce paper use:

- Only print documents when necessary.
- Change the document format to fit more text on each page (such as narrower margins, smaller fonts, or printing two-pages-per-sheet).
- Spell check and proofread documents carefully before printing.
- Maintain files digitally in network locations accessible to all users, rather than printing paper copies to store in individual paper files.
- Reduce junk mail and duplicate mailings; review your mailing lists; share periodicals.

Get more strategies to reduce waste from <http://www1.nyc.gov/assets/dsny/zerowaste/nonprofits-and-agencies.shtml>

## GREEN PURCHASING

### AGENCY REQUIREMENTS FOR GREEN PURCHASING

Green or Environmentally Preferable Purchasing (EPP) refers to the practice of buying products with beneficial environmental attributes (such as reduced packaging or made from recycled content).

**All NYC agencies are required to follow certain EPP procurement guidelines** pertaining to:

- energy efficiency
- recycled content
- reducing hazardous materials
- duplex-capable photocopiers
- green cleaning products

Latest requirements are detailed on the Mayor's Office of Contract Services (MOCS) webpage for [Environmentally Preferable Purchasing \(EPP\)](#).

Any Contract Supervisor shall ensure that vendor contract specifications integrate relevant EPP standards for all of the goods and materials being specified. If a specific standard does not exist, the general specifications must reference the minimum standards of the EPP laws.

### RECOMMENDATIONS FOR GREEN PURCHASING

**NYC Agencies (and their vendors) should direct staff to follow any or all of these general green purchasing guidelines** by selecting products that are:

- made with less toxic components
- manufactured with recycled content
- recyclable through local programs
- durable and reusable rather than disposable
- available in bulk to reduce packaging waste

**Remind vendors** to be conscientious about the NYC's commitment to reducing waste and using recycled content and recyclable materials wherever possible. Make sure to include these details in your contract specifications.

## REUSE

### AGENCY REQUIREMENTS FOR REUSE

City agencies are required to **submit any reusable items to DCAS** through standard relinquishment procedures used for any surplus property.

For additional reuse requirements and tips for Agencies, see [Reuse Info for NYC Agencies](https://www1.nyc.gov/assets/dsny/zerowaste/nonprofitsagencies/nyc-agency-recycling-reporting-requirements.shtml) at <https://www1.nyc.gov/assets/dsny/zerowaste/nonprofitsagencies/nyc-agency-recycling-reporting-requirements.shtml>

### RECOMMENDATIONS FOR REUSE

**NYC Agencies (and their vendors) should direct staff to follow any or all of these general reuse recommendations:**

- Set up an internal system for sharing or transferring reusable items such as office supplies, vehicles, furniture, & electronics.
- Use reusable shipping crates for repeated deliveries, rather than disposable boxes.
- Plan ahead to give DCAS ample time to find another agency or an interested party to reuse your goods.

**Vendors used by NYC agencies** are also expected to implement reuse practices wherever feasible, such as shipping in reusable containers. Remember to include these requirements in your contract specifications.

### AGENCY REQUIREMENTS FOR SAFE HANDLING OF UNIVERSAL AND ELECTRONIC WASTE

DEP has established a system to coordinate collection and appropriate disposal of:

- lighting and ballasts
- electronic waste
- mercury waste
- vehicle products (auto batteries, antifreeze, motor oil)
- rechargeable batteries
- other toxics

Please see the following link for DEP's Universal and Electronic Waste Management Policy: [http://pipeline/subsections/health\\_and\\_safety/pdf/universal\\_waste\\_management/Universal%20and%20Electronic%20Waste%20Management/Moore\\_Universal\\_Electronic\\_Waste\\_Policy081611.pdf](http://pipeline/subsections/health_and_safety/pdf/universal_waste_management/Universal%20and%20Electronic%20Waste%20Management/Moore_Universal_Electronic_Waste_Policy081611.pdf)

Please see the following link for information on the City's mandatory waste management programs for businesses: <http://www1.nyc.gov/assets/dsny/zerowaste/nonprofits-and-agencies.shtml>, on the "Disposing Electronics" tab.

### Tenants and Landlords of the City (Non-City entities)

City agencies are required to send a written directive to any non-city entity that occupies, houses, leases, or otherwise uses one of their facilities instructing them not to dispose of any spent bulbs or used computers in the general waste stream, and that these items must be managed in accordance with applicable state and federal laws.



## REPORTING

To meet annual reporting requirements, complete and submit Pages 9-11 **Agency Site Information** and Page 12 **Agency Waste Prevention, Reuse, and Recycling Plan**. Either of the following reporting methods is acceptable:

- **The Assistant Recycling/Sustainability Coordinator for each building or building section** fills out the Agency Site Information and Agency Recycling Plan, and submits these to their Agency Lead Recycling/Sustainability Coordinator, who forwards these individual Agency Site documents to the NYC Department of Sanitation (DSNY).
- **The Lead Recycling/Sustainability Coordinator for the Agency** compiles and submits to DSNY one Agency Information and Agency Recycling Plan detailing the recycling plans for all Agency sites in the entire Agency.

**Submit your plan to DSNY** by uploading your documents using the Agency Plan Submission Form on the DSNY website at <http://www1.nyc.gov/assets/dsny/contact/programs/nyc-agency-recycling-plan-submission.shtml>

NYC Mayoral and Non-Mayoral Agencies are [required to submit](#) a **Waste Prevention, Reuse, and Recycling Plan** and fiscal year-end **Annual Report**.

*NOTE: Additional reporting requirements for [Agency Safe Handling of Universal and Electronic Waste](#) under “Products Requiring Special Handling” are posted online at <http://www1.nyc.gov/assets/dsny/zerowaste/nonprofitsagencies/recycling.shtml>*

## AGENCY SITE INFORMATION

### Contact Info

**Agency Name: Department of Environmental Protection**

***Form completed by:***

***First Name\* Persis***

***Last Name\* Luke***

***Title/Position\* Assistant Commissioner, Office of Environmental, Health and Safety***

***Phone\* 718-595-5266***

***E-mail\* lukep@dep.nyc.gov***

***Date Form Completed: June 30, 2016***

**LEAD RECYCLING/SUSTAINABILITY COORDINATOR (for this Agency):**

First Name\* Persis

Last Name\* Luke

Title/Position\* Assistant Commissioner, Office of Environmental, Health and Safety

Phone\* 718-595-5266

E-mail\* lukep@dep.nyc.gov

**ASSISTANT RECYCLING/SUSTAINABILITY COORDINATOR (for this site):**

First Name\* Kevin

Last Name\* Goyette

Title/Position\* Compliance Support Specialist

Phone\* 718-595-5727

E-mail\* kgoyette@dep.nyc.gov

**FACILITIES MANAGER (for this site):**

First Name\* Sue

Last Name\* Dennis

Title/Position\* Director of Facilities Management and Construction

Phone\* 718-595-4385

E-mail\* sdennis@dep.nyc.gov

**Site Address: 59-17 Junction Boulevard**

**Site Name NYC DEP**

**City: Flushing**

**Zip Code: 11373**

**Block & Lot #:**

## AGENCY SITE INFORMATION

### Building Facility Type

Select all building facility types that are covered by this plan.

# of this type	Does this site have food service (kitchen or cafeteria)? Y/N	SubCode	SubDescription
0	N	A0	RESIDENCE <4 UNITS
0	N	A1	RESIDENCE 4+ UNITS
0	N	L9	LOFT
1	N	E1	WAREHOUSE
0	N	F1	FACTORY; INDUSTRIAL
0	N	G0	GARAGE; PARKING LOT, GAS STATION
0	N	I9	HEALTH CARE FACILITY, CLINIC
0	N	J1	THEATER, CONCERT HALL, AUDITORIUM
0	N	K1	STORE
0	N	M9	RELIGIOUS FACILITY, CHURCH, SYNAGOGUE, MOSQUE, RECTORY, CONVENT, ETC
10	Y	O1	OFFICE BUILDING
0	N	P5	INDOOR PUBLIC ASSEMBLY, COMMUNITY CTR, LODGE, CLUB, PAL, YMCA ETC
0	N	P7	MUSEUM
0	N	P8	LIBRARY
0	N	Q1	OUTDOOR RECREATION FACILITY (INCL PARK, POOL, PLAYGROUND, STADIUM, BALL FIELD, TENNIS, MARINA)
0	N	T9	TRANSPORTATION FACILITY (TERMINAL, PIER, DOCK, AIRPORT, AIRFIELD)
0	N	W5	COLLEGE, UNIVERSITY
0	N	W3	OTHER EDUCATIONAL FACILITY, SCHOOL, ACADEMY, TRAINING SCHOOL, SEMINARY
0	N	Y1	FIRE HOUSE
0	N	Y2	POLICE PRECINCT
0	N	Y3	PRISON, JAIL, HOUSE OF DETENTION
0	N	Z1	COURT HOUSE
14	Y		OTHER: Wastewater Treatment Plants
19	Y		OTHER: Repair and Maintenance Yards

## AGENCY SITE INFORMATION

### Recycling Collection Service

GARBAGE handled by:

- ☒ DSNY
- ☐ Private Carter

PAPER recycling handled by:

- ☒ DSNY
- ☐ Private Carter

BEVERAGE CARTONS, BOTTLES, CANS, METAL & FOIL recycling handled by:

- ☐ DSNY
- ☐ Private Carter

**Type of service** (select all that apply)

- ☐ recyclable materials set out curbside
- ☐ paper dumpster
- ☐ garbage set out curbside
- ☐ garbage dumpster

**Building Maintenance Service** provided by:

☐ Agency staff

- ☐ handles internal collection of:
  - ☐ trash
  - ☐ recycling
- ☐ handles outside setout of:
  - ☐ trash
  - ☐ recycling

☒ Vendor

- ☐ handles internal collection of:
  - ☐ trash
  - ☐ recycling
- ☐ handles outside setout of:
  - ☐ trash
  - ☐ recycling

## AGENCY WASTE PREVENTION, REUSE & RECYCLING PLAN

*Submit with Agency Site Information by June 30, annually.*

The Agency has created a Recycling Committee which has been proactive in recycling efforts within DEP.

### **ANNUAL UPDATE: FY 2016 SUBMISSION JUNE 30, 2016**

- DEP is committed to providing ready access to proper recycling infrastructure at our facilities, and to supporting the appropriate handling and disposal of recyclables. We continue to pursue new recycling education initiatives and to evaluate the waste and recycling infrastructure at our headquarters site at LeFrak, Queens, and throughout our facilities in New York City and upstate.
- DEP has continually refined our roll-out process for additional recycling infrastructure in subsequent iterations, and uses extensive “coming soon” signage, communication through emails and intranet web postings, and DSNY signage and decals for recycling/waste stations.
- Employees can access extensive recycling resources and additional materials by visiting the DEP Recycling Program page on our intranet website. The webpage includes answers to frequently asked recycling questions, lists of designated “Recycling Coordinators” for each bureau, floor, or offsite facility, an educational video, and information about handling universal and electronic waste.
- In 2014, DEP released a mandatory computer-based training (CBT) to provide information about separating metal, glass, plastic, and paper materials at DEP facilities, and included specific instructions on using DEP’s centralized waste/recycling centers.
- In June of this year, DEP incorporated recycling training into an annual Hazard Communications course, which is provided in both online and offline training formats to accommodate the diverse nature of work sites across our agency.
- In addition to general information about recycling paper and metal, glass, and plastics, the training addresses commonly asked questions about disposing of materials like furniture and electronics. The Hazard Communications training ensures that current staff will receive a recycling refresher each year.
- In addition, DEP’s New Hire Orientation Training features a recycling module to acquaint all new employees with the protocols for proper waste separation at our facilities. DEP is dedicated to continual improvement of our recycling education and infrastructure, and our Recycling Committee meets quarterly to evaluate the program’s effectiveness.
- This year, DEP is also introducing a new audit program to gauge the state of recycling infrastructure and educational awareness across our headquarters site. Recycling Coordinators will be assessing their centralized waste and recycling stations and the successful separation of materials on their floors at least twice annually, and results will be evaluated by the agency’s Recycling Committee.