

**Waste Prevention, Reuse, and Recycling Plan
for New York City Agencies and Institutions**

AGENCY SITE INFORMATION

Fill in info on these 3 pages, attach your agency site's Plan, and sign.

Contact Info

Agency Name: NYC Emergency Management

Form completed by:

Bilson Foster
Facilities Manager
718-422-4605
bfoster@oem.nyc.gov

Date Form Completed: 6/28/19

LEAD RECYCLING/SUSTAINABILITY COORDINATOR:

Craig
Bonney
Executive Director of Support Services
718-422-8925
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ASSISTANT RECYCLING/SUSTAINABILITY COORDINATOR/FACILITIES MANAGER (for Flushing Ave):

Joe
Gough
Director of Support Services
718-422-4852
jgough@oem.nyc.gov

ASSISTANT RECYCLING/SUSTAINABILITY COORDINATOR/FACILITIES MANAGER (Cadman Plaza E.):

Bilson
Foster
Facilities Manager
718-422-4605
bfoster@oem.nyc.gov

Site Address: 165 Cadman Plaza
Site Name: NYCEM Headquarters
City: Brooklyn
Zip Code: 11201
Block & Lot #: 85-6

Site Address: 930 Flushing Ave
Site Name: NYCEM Emergency Support Center (ESC)
City: Brooklyn
Zip Code: 11206
Block & Lot #: 3140-1

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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		A0	RESIDENCE <4 UNITS
0		A1	RESIDENCE 4+ UNITS
0		L9	LOFT
1	Yes	E1	WAREHOUSE
0		F1	FACTORY; INDUSTRIAL
0		G0	GARAGE; PARKING LOT, GAS STATION
0		I9	HEALTH CARE FACILITY, CLINIC
0		J1	THEATER, CONCERT HALL, AUDITORIUM
0		K1	STORE
0		M9	RELIGIOUS FACILITY, CHURCH, SYNAGOGUE, MOSQUE, RECTORY, CONVENT, ETC
1	Yes	O1	OFFICE BUILDING
0		P5	INDOOR PUBLIC ASSEMBLY, COMMUNITY CTR, LODGE, CLUB, PAL, YMCA ETC
0		P7	MUSEUM
0		P8	LIBRARY
0		Q1	OUTDOOR RECREATION FACILITY (INCL PARK, POOL, PLAYGROUND, STADIUM, BALL FIELD, TENNIS, MARINA)
0		T9	TRANSPORTATION FACILITY (TERMINAL, PIER, DOCK, AIRPORT, AIRFIELD)
0		W5	COLLEGE, UNIVERSITY
0		W3	OTHER EDUCATIONAL FACILITY, SCHOOL, ACADEMY, TRAINING SCHOOL, SEMINARY
0		Y1	FIRE HOUSE
0		Y2	POLICE PRECINCT
0		Y3	PRISON, JAIL, HOUSE OF DETENTION
0		Z1	COURT HOUSE
0			<i>OTHER: please specify, add lines as needed</i>

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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:

DCAS Custodial 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.

RECYCLING (Cadman Plaza)

- **Mixed paper and cardboard** is disposed of throughout the facility in specific rectangular bins that are located in 28 locations on the main bullpen floor, in most offices, next to all copiers and printers, in the cafeteria and scattered in common areas throughout the building. They are then placed in white EZ-Pack containers along Adams St. each night. The containers are emptied by DSNY once per week.
- **Beverage cartons & drink boxes, plastic bottles & jugs, glass bottles & jars, metal, and foil** can be recycled in tall blue recycling container in each kitchenette or cafeteria on the floor. They are also placed in the white EZ-Pack container along Adams St. each night.
- Trash cans are emptied and set outside for pick up by DCAS custodial staff.
- Recycling signs are posted in the copier areas and kitchenettes of each floor describing what can be recycled and where.

RECYCLING (930 Flushing)

- **Mixed paper and cardboard** is disposed of throughout the office areas of the facility in blue rectangular bins. Under normal circumstances, this waste is put on the curb for regular pickup. On special occasions, we have filled up an EZ-Pack container with cardboard and requested a recycling truck to pick up the waste.
- **Beverage cartons & drink boxes, plastic bottles & jugs, glass bottles & jars, metal, and foil** can be recycled in a tall blue recycling container in the kitchenette in the mezzanine area. These bags are put out on the curb for recycling pickup.

WASTE PREVENTION AND REUSE

- NYCEM has made environmental responsibility a priority in all aspects of our operations. In 2006, NYCEM became the first NYC agency to build a LEED – Silver certified headquarters. The agency began using fully electric vehicles back in 2002 and had six charging stations installed into the new facility. We have subsequently replaced those six with the new standard and have installed an additional 6 new charging stations as well as 4 solar charging stations bringing our total to 16 charging stations. We now have a fleet of 17 fully electric and 5 plugin hybrid vehicles.
- To reduce paper use, NYCEM encourages staff to only print documents when necessary. We have also set the printers to default to double-sided printing. All paper used at NYCEM is 100% post-consumer content.
- To meet green purchasing requirements, the agency follows the EPP procurement guidelines. We have also repeatedly offered to be a pilot location for the testing of green custodial products by our DCAS custodians. Finally, we have achieved our goal of being 100% non-toxic with the purchase of office supplies.
- NYCEM follows all Salvage policies implemented by the DCAS Office of Surplus Activities. We have even worked to develop environmentally responsible means of finding a final home to products for which DCAS issues a “Destroy Order.” The agency has a Waste Match account to list unwanted materials and a network of not for profit disaster response partners that we have urged to set up accounts as well.
- NYCEM has a Veolia account for the disposal of e-waste and other products and has been using it since the EPA Settlement. An annual budget for the disposal of e-waste has been set up.
- A Call-2-Recycle battery tube was set up in the main bull pen area and our staff is encouraged to use it for the disposal of expired batteries whether they were in use at work or in their homes.
- The agency reduced the number of printers and copiers from 65 to 27. Additionally, over half of the remaining units are the new green copier produced by Xerox that uses non-toxic wax-based ink and has virtually no waste materials and very limited packaging.

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- An electronic purchase requisition system has been implemented which reduces the quantity of paper created by our internal procurement process.
- A quarterly “Green Activities” meeting is held with members from Facilities, MIS, Procurement and any other interested NYCEM staff.

SIGNATURES

Print name, title, and date this plan was signed by:

- Facilities Manager
- Assistant Recycling/Sustainability Coordinator (for this site)
- Lead Recycling/Sustainability Coordinator (for this agency)]

Craig Bonney,

Lead Recycling/Sustainability Coordinator
Director of Support Services (NYCEM)
Date: 06/28/2019

Joseph Gough,

Assistant Recycling/Sustainability Coordinator / Facilities Manager (Flushing Ave.)
Deputy Director of Support Services (NYCEM)
Date 06/28/2019

Bilson Foster,

Assistant Recycling/Sustainability Coordinator (Cadman Plaza E.)
Facilities Manager (NYCEM)
Date: 06/28/2019