

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

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**AGENCY SITE INFORMATION**

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

**Contact Info**

**Agency Name:**

**Form completed by:**

**Craig Bonney**  
**Director of Support Services**  
**718-422-8925**  
[cbonney@oem.nyc.gov](mailto:cbonney@oem.nyc.gov)

**Date Form Completed: 7/13/16**

**LEAD RECYCLING/SUSTAINABILITY COORDINATOR:**

Craig  
Bonney  
Director of Support Services  
718-422-8925  
[cbonney@oem.nyc.gov](mailto:cbonney@oem.nyc.gov)

**ASSISTANT RECYCLING/SUSTAINABILITY COORDINATOR (for Flushing Ave):**

Joe  
Gough  
Deputy Director of Support Services  
718-422-4852  
[jgough@oem.nyc.gov](mailto:jgough@oem.nyc.gov)

**FACILITIES MANAGER (for all sites):**

Craig  
Bonney  
Director of Support Services  
718-422-8925  
[cbonney@oem.nyc.gov](mailto:cbonney@oem.nyc.gov)

Site Address: 165 Cadman Plaza

Site Name: OEM Headquarters

City: Brooklyn

Zip Code: 11201

Block & Lot #: 85-6

Site Address: 930 Flushing Ave

Site Name: OEM 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)? <b>Y/N</b>	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. It is then placed in a white EZ-Pack container along Adams St each night. The container is emptied by DSNY once per week.
- **Beverage cartons & drink boxes, plastic bottles & jugs, glass bottles & jars, metal, and foil** can be recycled in a tall blue recycling container in each kitchenette or cafeteria on the floor. It is also placed in the white EZ-Pack container along Adams St each night.
- The emptying of trash cans and setting out trash is performed by DCAS 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 on the curb for recycling pickup.

**WASTE PREVENTION AND REUSE**

- OEM has made environmental responsibility a priority in all aspects of our operations. In 2006, OEM became the first NYC agency to build a LEED – Silver 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 plans to install three more in the next couple months.
- To reduce paper use, OEM encourages staff to only print documents when necessary. We have also set the printers to default to double-sided printing. All paper used at OEM is 30% 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 made strides toward becoming a non-toxic work place by eliminating the purchase of all toxic office supplies. This goal will be achieved as soon as we consume existing supplies of materials purchased in bulk in years past.
- OEM 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.
- OEM 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 staff are 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 wasted materials and very limited packaging.

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- An electronic purchase requisition system has been implemented that 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 OEM 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)