



OFFICE OF  
ADMINISTRATIVE  
TRIALS AND HEARINGS

100 Church Street, New York, NY 10007

March 18, 2015

## AGENCY RECYCLING PLAN

Local Law 36 of 2010 requires each city agency to develop and submit an agency waste prevention, reuse, and recycling plan. To be in compliance with the Local Law, OATH will be implementing the following agency wide recycling plan:

### 1. Centralized Locations for Recycling Paper:

- There will be labeled recycling containers wherever mixed paper and cardboard recyclables are commonly discarded, especially at high paper generation areas such as mailrooms, copiers, or near common areas such as entrance ways and meeting rooms.

### 2. Desk-Side Recycling:

- Given that the majority of the typical office waste stream is paper, there will two receptacles at each desk: one designated for paper, and one for garbage. Workers will bring recyclable bottles and cans to recycling bins located centrally.

### 3. Recycling Beverage Cartons, Bottles, Cans, Metal, and Foil:

- There will be labeled recycling containers to collect beverage cartons, plastic bottles, glass bottles, 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.

Also as part of Local Law 36, OATH is required to designate a lead recycling coordinator and an assistant recycling coordinator for each facility that OATH occupies. They will be responsible for insuring implementation and compliance.

Attached is a list of the agency's lead recycling coordinators and assistant recycling coordinators as of March 18, 2015. The lead recycling coordinator has been working with all the assistants to implement the agency plan at all locations.

**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: NYC Office of Administrative Trials and Hearings**

***Form completed by:***

First Name\* Peter  
Last Name\* Tumminelli  
Title/Position\* Assistant Commissioner, Agency Operations  
Phone\* 212 933 3037  
E-mail\* ptumminelli@oath.nyc.gov

**Date Form Revised: 3/18/2015**

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

First Name\* Peter  
Last Name\* Tumminelli  
Title/Position\* Assistant Commissioner, Agency Operations  
Phone\* 212 933 3037  
E-mail\* [ptumminelli@oath.nyc.gov](mailto:ptumminelli@oath.nyc.gov)

First Name\* Michael  
Last Name\* Ragolia  
Title/Position\* Facilities Manager  
Phone\* 212 933 3036  
E-mail\* [mragolia2@oath.nyc.gov](mailto:mragolia2@oath.nyc.gov)

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

First Name\* Troy  
Last Name\* Bundrant  
Title/Position\* Operations Manager  
Phone\* 212 933 3038  
Ext  
E-mail\* [tbundrant@oath.nyc.gov](mailto:tbundrant@oath.nyc.gov)

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

First Name\* Troy  
Last Name\* Bundrant  
Title/Position\* Operations Manager  
Phone\* 212 933 3037  
Ext  
E-mail\* [ptumminelli@oath.nyc.gov](mailto:ptumminelli@oath.nyc.gov)

**Site Address: 100 Church Street**

**Site Name: OATH Headquarters  
New York, NY 10007**

**Waste Prevention, Reuse, and Recycling Plan  
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**AGENCY SITE INFORMATION**

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

- 100 Church Street, NY, NY 10006
- 66 John Street, NY, NY 10038
- 9 Bond Street, Brooklyn NY 11201
- 144-06 94<sup>th</sup> Avenue, Jamaica NY 11435
- 350 St. Marks Place SI NY 10301
- 3030 Third Avenue, Bronx NY 10455
- 32-02 Queens Blvd, LIC NY 11101

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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:

- Agency staff
  - handles internal collection of:
    - trash
    - recycling
  - handles outside setout of:
    - trash
    - recycling
- Vendor
  - handles internal collection of:
    - x trash
    - x recycling
  - handles outside setout of:
    - x trash
    - x recycling

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**AGENCY WASTE PREVENTION, REUSE & RECYCLING PLAN**

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

**RECYCLING**

Describe how this site recycles *mixed paper and cardboard*; and how this site recycles *beverage cartons & drink boxes, plastic bottles & jugs, glass bottles & jars, metal, and foil*, in the following areas (as applicable):

- offices (Separate containers)
- meeting rooms (Separate containers)
- cafeterias or lounges (Separate containers)
- kitchen (Separate containers)
- common areas (entrance, hallways, auditorium, gymnasium, etc) N/A
- outdoor areas N/A
- other areas where recyclables are discarded (*please specify*) N/A

**Your description should answer the following questions:**

**Recycling Bins & Signage**

- What recycling bins are used?  
Plastic Containers are used throughout the facilities.
- Where are recycling bins located?  
Recycling bins are desk side and in common areas.
- How are recycling bins labeled?  
They are labeled Paper/ Plastic/Glass.
- What signage is posted?  
Plastic/Glass and Paper/Cardboard signage is posted.
- How are employees informed about recycling procedures?  
Commissioner relayed the policy to the Agency and this is reinforced by the coordinators.

**Collection & Setout**

- How are recyclables stored before collection?  
They are disposed of each day by cleaning contractor.
- How are recyclables set out for DSNY or private carter collection?  
Dumpsters.

**Include photos** of recycling setup throughout the building; and collection, storage, and set out, where possible.

Also describe **additional actions proposed** to implement an effective recycling program at this site. We will monitor the plan to see the effectiveness and make adjustment according with more signage and recycling bins if needed. We will continue to reach out to all coordinators to get their feedback on the effectiveness of the plan at each facility.

**WASTE PREVENTION AND REUSE**

Document the waste reduction and reuse activities that have been instituted and are planned for your agency. Describe specific actions your agency has implemented in the following areas:

- [reduce paper use –encourage double sided copies wherever possible](#)
- [meet green purchasing requirements](#)
- [encourage reuse](#)

Describe any **additional waste prevention and reuse actions** your agency has implemented. None at this time.

Describe your agency's **future plans for waste prevention and reuse activities**. None as this time.

**SIGNATURES**

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

- Facilities Manager

Michael Ragolia  
Facilities Manager

- Assistant Recycling/Sustainability Coordinator (for this site)

Troy Bundrant  
Operations Manager

- Lead Recycling/Sustainability Coordinators (for this agency)

Peter V. Tumminelli  
Assistant Commissioner for Agency Operations

Michael Ragolia  
Facilities Manager





March 18, 2015

Lead Recycling Coordinators

Peter Tumminelli  
100 Church Street, 12<sup>th</sup> floor, New York

Michael Ragolia  
100 Church Street, 12<sup>th</sup> floor, New York

Assistant Recycling Coordinators

Troy Bundrant  
100 Church Street, 12<sup>th</sup> floor, New York

Arisleyda Fernandez  
66 John Street, 9<sup>th</sup> & 10<sup>th</sup> floor, New York

Yahaira Rodriguez  
66 John Street, 11<sup>th</sup> floor, New York

Reginald Jordan  
9 Bond Street, 7<sup>th</sup> floor, Brooklyn

Adele Benn-Gregg  
9 Bond Street, 6<sup>th</sup> floor, Brooklyn

Michael Clark  
144-06 94th Avenue, Queens

Ivan Martin  
32-02 Queens Blvd., Queens

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3030 Third Avenue, Bronx

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350 St. Marks Place, Staten Island