

## Small Business Services

### Agency Recycling Plan

July 1, 2014

The New York City Department of Small Business Services is currently located in offices at 110 William Street in Lower Manhattan. The agency occupies the entire 7<sup>th</sup> and 8<sup>th</sup> floors and part of the 2<sup>nd</sup> floor. In total, we occupy more than 110,000 sq feet of space with a headcount of approximately 270 people.

110 William Street is a privately held building managed by SWIG Equities and is serviced by a private waste carter. SBS is a sub-tenant of the New York City Economic Development Corporation. Our recycling plan has been developed with the cooperation and consent of the building management.

We have successfully implemented our 2013 plan which entailed purchasing blue recycling waste bins for each desk. Additionally, we have larger blue bins placed by every copier and communal printer throughout the 3 floors to capture waste paper and cardboard.

The 2013 plan also involved the purchase of recycling stations for the three pantries kitchens available to employees. These stations provide the separate disposal for, paper, bottles/cans, food waste and other garbage. The purchase and installation of these stations has been successfully completed and has operating as planned.

The agency continues to use the City-wide Requirements contract for electronic waste disposal and recycling for all of its electronic waste such as computers and monitors.

All hazardous waste, including CFLs, fluorescent lamps, and lighting ballasts are given to the building for collection and proper disposal.

#### Fixed Costs.

At this time, the agency does not intend to purchase any items for recycling efforts.

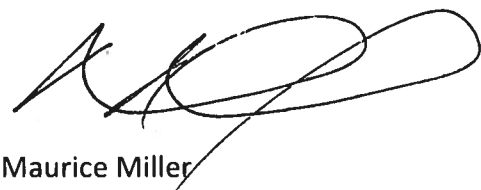
#### Operational Costs

Due to the fact that the Agency is upgrading its computer inventory, additional funds have been placed in the contract with Veolia for FY15 to handle the increased electronic disposal needs.



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Recycling Coordinator & Facility Manager



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