

June 30, 2014

Department of Sanitation (DSNY)
NYC Department of Finance
One Centre Street, 22nd Floor
New York, NY 10007

NYC DEP Recycling Plan Update

This letter confirms submission of the New York City Environmental Protection's annual update required by City agencies to comply with Local Law 36, which governs waste prevention, reuse and recycling by City agencies. This annual electronic submission updates the annual covered period of July 1, 2013 through June 30, 2014.

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Note: DEP Record of Submission (document electronic filing)

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

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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 must designate 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 (Pages 2-4) and for Waste Prevention and Reuse (Pages 5-7) 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 8) 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 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 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 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](http://www.nyc.gov/recycle) is posted online at www.nyc.gov/recycle and on the Business Integrity Commission website under “Trade Waste” at 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 separated 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.
- **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:

- 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.**

STORAGE AND SETOUT OF RECYCLABLES

Whoever is responsible for the building's maintenance can answer questions about how garbage and recyclables are collected throughout the building and set out for Sanitation pickup. Any problems or questions regarding Sanitation collection can be addressed to the local Sanitation garage by calling 311.

TYPES OF COLLECTION

There are three basic types of recycling collection provided by the NYC Department of Sanitation for all agencies and institutions that receive Sanitation service for garbage.

1. Curbside:

Recyclables are collected weekly in the same truck as the local neighborhood's recyclables.

To find out your neighborhood recycling day, use the Collection Schedule feature on the Sanitation website, www.nyc.gov/sanitation, or call 311.

Note: if materials are set out on a side street, your building's actual collection day may be different than the day shown for the street address.)

2. Dumpsters:

Some large buildings that use dumpsters or compactors for garbage may also have designated dumpsters for recycling *paper & cardboard*.

Note that *beverage cartons, bottles, cans, metal & foil* are collected curbside in clear bags from all sites.

3. Dual-bin school night truck:

The "school night truck" services most NYC schools and certain additional sites every weeknight with a dual-bin truck. This service is in addition to regular weekly neighborhood curbside recycling collection, and is determined by City Council funding and the particular needs of individual sites.

Each weekday, these sites set out only the materials that the dual-bin trucks will collect that night:

Mondays, Wednesdays, and Thursdays:

- *garbage* in one side,
- *mixed paper & cardboard* in the other

Tuesdays and Fridays:

- *garbage* in one side,
- *beverage cartons, bottles, cans, metal & foil* in the other

DECALS, SIGNAGE, AND ASSISTANCE

The Department of Sanitation Bureau of Waste Prevention, Reuse and Recycling (DSNY BWPRR) provides decals and literature, free of charge, to set up recycling. Go to www.nyc.gov/recycle and follow links to [recycling at agencies & institutions](#).

Use the **Site Visit Request** at www.nyc.gov/wasteless/sitevisit to receive a walk-through with practical advice from a DSNY BPWRR Recycling Outreach Specialist.

Use the **Contact BWPRR** form at www.nyc.gov/wasteless/contact for further questions about implementation or submission of these plans.

WASTE REDUCTION & 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 NYCWasteLess website's "Info for Agencies": www.nyc.gov/wasteless/agencies

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 [waste prevention](#) tips for [Office Paper](#) online at www.nyc.gov/wasteless/agencies.

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

[Purchasing Standards for NYC Agencies](#) and information on [implementing green purchasing](#) are posted on NYC WasteLess at www.nyc.gov/wasteless/agencies.

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

Go to [waste prevention at work](#) and take the [virtual agency tour](#) to find hundreds of waste prevention tips for different materials at various types of facilities, online at www.nyc.gov/wasteless/agencies.

Use the interactive [measurement tools](#) on NYC Wasteless to input your agency's estimated or actual usage and calculate your savings.

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.

City agency surplus property is relinquished to the Department of Citywide Administrative Services, [Office of Surplus Activities](#) (DCAS/OSA) via the Online Relinquishment System (ORS):
<<http://www.nyc.gov/html/dcas/html/resources/osa.shtml>>

For additional reuse requirements and tips for Agencies, see [Reuse Info for NYC Agencies](#) at www.nyc.gov/wasteless/agencies.

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.

TOXICS

AGENCY REQUIREMENTS FOR SAFE HANDLING OF UNIVERSAL AND ELECTRONIC WASTE

The law requires safe disposal of certain toxic or hazardous waste. See [Agency Safe Handling of Universal and Electronic Waste](#) at www.nyc.gov/wasteless/agencysafehandling.

Agencies must establish a system to coordinate collection and appropriate disposal of:

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

A citywide contract has been established for Agencies to [remove and dispose of universal and electronic waste](#) including electronics, lighting (including PCB ballasts), mercury waste, and sharps.

For [rechargeable batteries](#), a free collection and mail back system has been established through Call2Recycle.

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** 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 Recycling Plan Submission Form](#) on the DSNY BWPRR website at www.nyc.gov/wasteless/agencies.

NOTE: Additional reporting requirements for [Agency Safe Handling of Universal and Electronic Waste](#) are posted online at www.nyc.gov/wasteless/agencysafehandling.

**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: 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*

Ext

E-mail lukep@dep.nyc.gov*

Date Form Completed: June 30, 2014

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

Ext

E-mail* lukep@dep.nyc.gov

ASSISTANT RECYCLING/SUSTAINABILITY COORDINATOR (for this site):

First Name*

Last Name*

Title/Position*

Phone*

Ext

E-mail*

FACILITIES MANAGER (for this site):

First Name* Sue

Last Name* Dennis

Title/Position* Director of Facilities Management and Construction

Phone* 718-595-4385

Ext

E-mail* sdennis@dep.nyc.gov

Site Address: 59-17 Junction Boulevard

Site Name (if applicable):

City: Flushing

Zip Code: 11373

Block & Lot #:

**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.

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		<i>OTHER: Wastewater Treatment Plants</i>
19	Y		<i>OTHER: Repair and Maintenance Yards</i>

**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.

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.

RECYCLING

Please refer to the attached DEP Recycling Plan.

WASTE PREVENTION AND REUSE

The Agency has created a Recycling Committee which has been proactive in recycling efforts within DEP. 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](#)
- **meet [green purchasing](#) requirements**
- **encourage [reuse](#)**

Describe any **additional waste prevention and reuse actions** your agency has implemented.

Describe your agency's **future plans for waste prevention and reuse activities**.

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)

ANNUAL UPDATE: 2014 SUBMISSION

- Recycling is a priority for DEP and we have incorporated recycling initiatives into our agency's strategic planning process.
- The Recycling Committee has expanded to include members from the Bureau of Water Supply (BWS) as the program has been extended beyond the five NYC boroughs.
- From 2013 - 2014, DEP introduced our new centralized waste/recycling system to Lefrak Low Rise Floors 4 and 5, and High Rise Floors 3, 7, 11, 13, 18, 19, 20. Our Comptroller's Office conducted an audit of DEP's recycling program in Lefrak, and we await imminent feedback.
- We have continually improved our roll-out process in subsequent iterations and use extensive "coming soon" signage, communication through emails and intranet web postings, and DSNY signage and decals for the actual waste stations. DEP's Recycling Committee is in the process of planning future roll-outs so that all of our offices at Lefrak will eventually use the new system.
- This summer, DEP intends to release a new mandatory computer-based training that will provide information about the centralized waste/recycling centers. The training will also cover commonly asked questions about disposing of materials like furniture and electronics. We are committed to promoting recycling education throughout the agency, and we have worked to keep our materials both informative and entertaining. The new training will include an animated "recycling game" to provide an engaging method of teaching recycling/disposal of office and kitchen items that can cause confusion.
- DEP is committed to continual improvement of our recycling education and infrastructure and our Recycling Committee will regularly evaluate our program for optimal effectiveness moving forward.