



CITY OF NEW YORK  
**OFFICE OF THE COMPTROLLER**  
SCOTT M. STRINGER

MARJORIE LANDA  
DEPUTY COMPTROLLER FOR  
AUDIT

BUREAU OF AUDIT

June 7, 2017

**By Electronic Mail**

Mr. Michael McSweeney  
City Clerk & Clerk of the City Council  
New York City Office of the City Clerk & Clerk of the Council  
141 Worth Street, First Floor  
New York, NY 10013

**Re: Final Letter Report on the New York City Office of the City Clerk & Clerk of the City Council's Compliance with Local Law 36 Regarding Waste Prevention, Reuse and Recycling by City Agencies (Audit Number SZ17-116AL)**

Dear Mr. McSweeney:

This Final Letter Report concerns the New York City Comptroller's audit of the New York City Office of the City Clerk & Clerk of the Council's (City Clerk's) compliance with Local Law 36, which governs waste prevention, reuse and recycling by New York City agencies. The objective of this audit was to determine whether the City Clerk is complying with the local law, which is intended to make City agencies, and ultimately the City as a whole, more sustainable through efforts that promote a clean environment, conserve natural resources and manage waste in a cost-effective manner. In addition, in the course of the audit, we noted efforts made by the City Clerk to follow recycling rules established by the New York City Department of Sanitation (DSNY) pursuant to Local Law 36. Our audit of the City Clerk is one in a series of audits we are conducting on the City's compliance with the local law.

**Background**

In 1989, New York City established Local Law 19, codified at Administrative Code §16-301, *et seq.*, to establish an overarching "policy of the city to promote the recovery of materials from the New York City solid waste stream for the purpose of recycling such materials and returning them to the economy." The law mandates recycling in New York City by residents, agencies, institutions and businesses, and includes a series of rules to guide implementation. Local Law 19 requires the City to establish environmental policies to conserve natural resources and manage waste in a sustainable and cost-effective manner.

In 2010, the City enacted Local Law 36, which amended the recycling provisions of Local Law 19 (Administrative Code §16-307) to require each City agency to develop a Waste Prevention, Reuse and Recycling Plan and submit the plan to DSNY for approval by

July 1, 2011. Local Law 36 also requires each agency to designate a lead recycling or sustainability coordinator for the agency and, where the agency occupies more than one building, to designate an assistant coordinator for each building. By July 1, 2012, and in each year thereafter, the lead recycling coordinator for each agency is required to submit a report to the agency head and to DSNY “summarizing actions taken to implement the waste prevention, reuse, and recycling plan for the previous twelve-month reporting period, proposed actions to be taken to implement such plan, and updates or changes to any information included in such plan.”

In addition, Local Law 36 requires the DSNY Commissioner to adopt, amend and implement regulations governing recycling by City mayoral and non-mayoral agencies. DSNY is also responsible for consolidating the information contained in agency reports and including this information in the agency’s annual recycling report.

### Findings and Recommendations

Our audit found that the City Clerk did not fully comply with Local Law 36. The City Clerk, as required by the law, has designated a lead recycling coordinator for its Manhattan office and additional assistant coordinators for offices in each of the other four boroughs. The City Clerk also source separates its recyclable materials. But we found that it did not establish a Waste Prevention, Reuse, and Recycling Plan for its agency, nor did it submit an annual report for Fiscal Years 2012 through 2016 to its agency head or to DSNY, as required by Local Law 36. Our findings are outlined in the table entitled Compliance Summary below.

<b>COMPLIANCE SUMMARY</b>		
<b>Local Law 36 Criteria</b>	<b>Compliance</b>	<b>Notes</b>
Recycles designated materials	Yes	The City Clerk generally complies.
Designated a lead recycling coordinator and assistant coordinators	Yes	The City Clerk has designated a lead recycling coordinator for its Manhattan office and additional assistant coordinators for its offices in each of the other four boroughs.
Established a Waste Prevention, Reuse, and Recycling Plan by July 1, 2011	No	The City Clerk did not establish a Waste Prevention, Reuse, and Recycling Plan.
Submits annual report to the agency head and DSNY Commissioner	No	The City Clerk did not submit annual report to its agency head or DSNY Commissioner for Fiscal Years 2012 through 2016.

In addition to these findings, however, we note that the City Clerk has made efforts to address waste prevention, reuse, and safe handling of hazardous waste beyond the requirements of the local law. Specifically, the City Clerk has set its printers to duplex printing as a default to reduce paper usage. The City Clerk also participates in a citywide contract for the removal of its electronic waste and follows the City's policy and procedures for the disposal of its surplus items. Those measures have been taken in accordance with DSNY's rules enacted pursuant to Local Law 36. During the audit the City Clerk provided us with documents to illustrate its efforts (see Exhibits A, B, C, and D).

We recommend that the City Clerk establish a Waste Prevention, Reuse, and Recycling Plan for its agency, and submit the required annual report to its agency head and DSNY by July 1st of each year as required by Local Law 36.

### **Scope and Methodology**

We conducted this performance audit in accordance with generally accepted government auditing standards. Those standards require that we plan and perform the audit to obtain sufficient, appropriate evidence to provide a reasonable basis for our findings and conclusions based on our audit objectives. We believe that the evidence obtained provides a reasonable basis for our findings and conclusions based on our audit objectives. This audit was conducted in accordance with the audit responsibilities of the City Comptroller as set forth in Chapter 5, §93, of the New York City Charter.

The scope period for this audit was July 1, 2011, the date Local Law 36 went into effect, through April 28, 2017, the last day of our fieldwork. Our methodology for this audit consisted of the following steps:

- We reviewed applicable laws, rules, policies and procedures to determine our criteria in accordance with Local Law 36, including Local Law 19, DSNY's agency Waste Prevention, Reuse, and Recycling Plan template and DSNY's recycling reporting requirements for City agencies;
- We sent an electronic survey to the City Clerk to determine whether the agency met the key provisions of Local Law 36, reflected as the core criteria in the table below, and analyzed the survey results and other additional materials provided by the City Clerk;
- We requested the City Clerk's Waste Prevention, Reuse, and Recycling Plan, list of coordinators, and the agency's annual reports for 2012 through 2016; and
- We conducted interviews with the City Clerk's recycling/sustainability coordinator to discuss the agency's recycling and waste prevention efforts and visited the City Clerk's facility to verify its compliance with Local Law 36.

Based on our understanding of the Local Law 36 requirements, we outlined all the criteria necessary for agencies to be in compliance. The table below outlines agencies' core criteria required to achieve compliance under Local Law 36. A summary of these core criteria forms the basis for the compliance summary reported for each audited agency.

<b>CORE CRITERIA</b>	
<b>Compliance</b>	<b>Detailed Criteria</b>
<b>Recycling</b>	Agency source-separates recyclable materials
<b>Coordination</b>	Agency has a lead coordinator
	Agency has assistant coordinator(s) as applicable
<b>WPRR Plan</b>	Agency has a Waste Prevention, Reuse, and Recycling Plan
<b>Report to Agency Head and DSNY Commissioner</b>	Agency submitted annual report for Fiscal Years 2012 through 2016

Because many agencies may have pursued initiatives beyond these core requirements, we recognized agencies' additional actions regarding recycling and sustainability. Our observations are based on the additional actions established by DSNY in its Waste Prevention, Reuse, and Recycling Plan implementation guidelines and other efforts taken by agencies.

The issues covered in this report were discussed with the City Clerk officials during and at the conclusion of this audit, and City Clerk officials agreed no exit conference was necessary. On May 9, 2017, we submitted a draft report providing the City Clerk with the opportunity to formally respond. The City Clerk's response was received on May 23, 2017. In its written response, the City Clerk agreed with the report's findings and stated that "[t]he City Clerk will establish a plan by the close of Fiscal Year [2017]" and "shall submit an annual report to its agency head and to DSNY by July 1 as required by Local Law 36." The City Clerk also resubmitted documentation (Exhibits A, B, C, and D) in its written response. Those documents were part of our examination into the agency's compliance with Local Law 36. We recognized those efforts that were taken by the City Clerk beyond the core requirements of Local Law 36 and have already acknowledged them as the agency's additional actions.

The full text of the City Clerk's comments is included as an addendum to this report.

Sincerely,



Marjorie Landa

- c: Damaris B. Acosta, Deputy City Clerk
- Alisa Fuentes, Deputy City Clerk
- Emmanuel Michalos, Director of Administration
- Mindy Tarlow, Director, Mayor's Office of Operations
- George Davis, III, Deputy Director, Mayor's Office of Operations



**THE CITY OF NEW YORK  
OFFICE OF THE CITY CLERK  
141 WORTH STREET  
NEW YORK, N.Y.10013**

May 23, 2017

**VIA FIRST CLASS MAIL**

Marjorie Landa  
Deputy Comptroller for Audit  
Office of the Comptroller  
One Centre Street, Room 1100  
New York, New York 10007-2341

**Re: Comptroller's Draft Letter Report on the Office of the City Clerk's Compliance  
with Local 36 (Audit Number SZ17-116AL)**

Dear Deputy Comptroller Landa:

Thank you for the opportunity to respond to your May 9, 2017 draft Letter Report on the Office of the City Clerk & Clerk of the Council's ("City Clerk's") Compliance with Local Law 36 which governs waste prevention, reuse and recycling by City Agencies. We acknowledge the findings and recommendations of the Comptroller with respect to areas of compliance and recommendations regarding areas of non-compliance. The specific findings are addressed in further detail below. In addition, we appreciate the Comptroller's acknowledgement that the City Clerk has made efforts to address waste prevention, reuse, and safe handling of hazardous waste beyond the requirements of the local law.

**Comptroller's Findings:**

The City Clerk recycles designated materials pursuant to Local Law 36 criteria.

**City Clerk Response:**

The City Clerk works closely with DCAS maintenance personnel to assist in proper recycling and disposition of waste. Labeled recycling containers are currently available in all public areas and separated into three separate streams: (1) mixed paper and cardboard, (2) metal, glass, plastic and cartons, and (3) garbage. Whenever possible, the Office of the City Clerk utilizes waste prevention, green purchasing, and reuse practices. Paper recycling bins are placed next to all bulk copiers and printers. A large majority of paper waste is shredded and recycled accordingly by DCAS personnel. We readily provide scanners for members of the executive staff and the Lobbying Bureau of the City Clerk and encourage the electronic distribution of documents whenever possible. For instance, the Lobbying Bureau is responsible for the enforcement of the City's lobbying law and the regulation of approximately 2,000 lobbyists and

4,000 lobbying clients. Since 2006, all filings which were previously completed on paper have been filed electronically and, to the extent practicable, all bulk correspondence is distributed electronically. In addition, to cut down on paper use, the Lobbying Bureau utilizes an electronic content management system called "Open KM".

**Comptroller's Findings:**

The City Clerk has designated a lead recycling coordinator for its Manhattan Office and additional assistant coordinators for offices in each of the other four boroughs.

**City Clerk Response:**

Damaris Acosta, Deputy City Clerk, currently serves as the agency's Lead Recycling and Sustainability Coordinator. The City Clerk has designated an assistant coordinator for each office as follows: Bronx – Shirley Saunders; Brooklyn – Edison Stewart; Queens – Helen Sears; and Staten Island – Robin Aryakia.

**Comptroller's Findings:**

The City Clerk did not establish a Waste, Prevention, Reuse, and Recycling Plan as required by Local Law 36.

**City Clerk Response:**

Although the City Clerk has not formally adopted a waste prevention, reuse and recycling plan, we currently have several policies and procedures in place that comply with the goals and directives of Local Law 36 of 2010. The City Clerk will establish a plan by the close of Fiscal Year 2016.

**Comptroller's Findings:**

The City Clerk did not submit an annual report for Fiscal Years 2012 to 2016 to its agency head and to DSNY as required by Local Law 36.

**City Clerk Response:**

The City Clerk shall submit an annual report to its agency head and to DSNY by July 1 as required by Local Law 36.

Although the Office of the City Clerk has not fully complied with Local Law 36, we have made several efforts to address waste prevention, reuse, and the safe handling of hazardous waste in furtherance of the goals and directives of Local Law 36 of 2010. Whenever possible, the Office of the City Clerk purchases green products. The majority of our products are certified as non-toxic. For example, at the launch of our official "Right to Know" training program, we commenced utilizing lubricant sheets for shredders rather than shredder oil which is designated a toxic product. See Exhibit A. In addition, our office follows the environmentally safe disposal procedures mandated by COSH, PESH and OSHA. See Exhibit B.

In order to reduce paper use, our office utilizes multipurpose recycled paper. In addition, all of our printers are set to default duplex printing and we encourage staff to copy all documents double sided whenever possible. We encourage the reuse of all office products and always re-use rather than purchase new items. For instance, we collect all unused office supplies and stock them in our supply closet for distribution and re-use.

The Office of the City Clerk follows the Department of Sanitation's contract to remove and dispose of agency generated electronic, lighting, mercury and sharp waste. See Exhibit D. With respect to obsolete office furniture, we follow DCAS's Office of Surplus Activities policies and procedures. See Exhibit C.

Thank you very much for your professionalism and attention during this audit. We appreciate the information that you have provided and will make best efforts to remain in full compliance with Local Law 36. Please feel free to contact my office if you have any further questions or require additional information.

Sincerely,

A handwritten signature in black ink, appearing to read "Michael McSweeney", written over a faint circular stamp.

Michael McSweeney  
City Clerk

DBA

EXHIBIT-A

STAPLES

# LUBRICANT SHEETS

## FOR ALL SHREDDERS

Reduces blade friction for optimal shredder performance

item / article 602400

# FEUILLES DE LUBRIFICATION

## POUR TOUS LES DÉCHIQUETEURS

Diminue la friction de la lame pour un rendement de déchiquetage optimal

**12 sheets/feuilles**  
6 in x 8-1/2 in (152 mm x 210 mm)  
152 mm x 210 mm (6 po x 8 1/2 po)



Made with sugarcane pulp, vegetable oil (soybean oil) and recycled paper.  
Fabriqué à partir de pulpe de canne à sucre, d'huile végétale (huile de soja) et de papier recyclé.

**CAUTION: EYE IRRITANT**  
Read other cautionary material on back panel  
**MISE EN GARDE : IRRITANT POUR LES YEUX**  
Lire les précautions sur le verso





STAPLES®

## SHREDDER LUBRICANT SHEETS FOR ALL SHREDDERS

### It's as easy as shredding a piece of paper!

#### Directions:

- For optimal performance, use shredder lubricant sheet after shredding for a total of 30 minutes or a minimum of twice per month.
- Do not open or tear individual shredder lubricant sheet prior to use.
- Feed a single shredder lubricant sheet directly into paper feed entrance.

NOTE: If the intake opening of the shredder is wider than the sheet (8.5 in.), shred one sheet, aligning it to the left of the shredder, and a second sheet, aligning it to the right of the shredder.

- After shredding the sheet, run the shredder in reverse for 10 seconds.
- Recycle shredded lubricant sheets along with paper whenever possible or dispose of in normal trash.

Store in a cool, dry place.  
For shredder use only.

Keep out of reach of children.

Contains: Sugarcanne pulp, Vegetable oil (soybean oil) and recycled paper

Avoid eye contact.

Wash hands after use.

First aid for eye contact: Flush eyes with ample amounts of water. Contact a physician if irritation persists.

STAPLES®

## FEUILLES DE LUBRIFICATION POUR DÉCHIQUETEUR POUR TOUS LES DÉCHIQUETEURS

### C'est aussi simple que de déchiqueter un morceau de papier !

#### Mode d'emploi :

- Pour un rendement optimal, utiliser une feuille de lubrification après avoir utilisé votre déchiqueteur pour un total de 30 minutes ou au moins deux fois par mois.
- Ne pas ouvrir ni déchirer la feuille individuelle de lubrification pour déchiqueteur avant emploi.
- Alimenter une feuille de lubrification pour déchiqueteur directement dans l'ouverture d'alimentation de papier.

NOTE : Si l'ouverture du déchiqueteur est plus large que ce papier (8,5 pol), il faudra utiliser deux feuilles pour assurer la lubrification de la lame entière. Alimenter la première feuille en l'alignant sur le côté gauche de l'ouverture et la deuxième feuille en l'alignant sur le côté droit.

- Après avoir déchiqueté la feuille, mettre le déchiqueteur en mode arrière pendant 10 secondes.
- Recycler les feuilles de lubrification déchiquetées avec le papier chaque fois que cela est possible ou vous en débarrasser normalement.

Conserver dans un endroit frais et sec.  
A utiliser uniquement sur un déchiqueteur.

Garder hors de la portée des enfants.

Contient: Pulpe de canne à sucre, d'huile végétale (huile de soja) et de papier recyclé.

Éviter le contact avec les yeux.

Se laver les mains après emploi.

Premiers soins en cas de contact avec les yeux : Rincer les yeux à l'eau abondante. Contacter un médecin si l'irritation persiste.

Product Support and MSDS information:  
1-866-790-8026

Online:  
[www.product-support-staples.com](http://www.product-support-staples.com)

Soutien au produit et renseignements  
techniques santé-sécurité :  
1-866-790-8026

Site web :  
[www.product-support-staples.com](http://www.product-support-staples.com)

Staples® Brands Group

500 Staples Drive, Framingham, MA 01702 USA

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Staples The Office Superstore, LLC

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 store  catalogue  online  
magasin en ligne

Patent pending / Brevet en instance



# EXHIBIT-B

**Acosta, Damaris (CityClerk)**


**From:** Rowena Aquino (DCAS)  
**Sent:** Friday, April 11, 2014 11:02 AM  
**To:** Acosta, Damaris (CityClerk)  
**Subject:** Emailing: NYCWasteLess - Spring 2014 SAFE Disposal Events

<b>NYC</b>	NYC Resources	311	Office of the Mayor
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## NYC Recycles


NEWSLETTER SIGNUP    PRINTER FRIENDLY    EMAIL A FRIEND    TRANSLATE THIS PAGE    TEXT SIZE: A A A

 NYC Department of Sanitation  
Bureau of Waste Prevention, Reuse and Recycling

Sent: \_\_\_\_\_

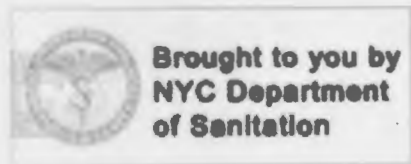
To:  **Translate This Page**  
Subject: \_\_\_\_\_

Select a Language [- Select - V]

 [Translate] [Cancel]


**NOTE:** Our mention of these resources and organizations does not constitute an endorsement. If you find any outdated info, or want to suggest additional listings, please use the [NYCWasteLess Listing Request](#).

To: \_\_\_\_\_ [Close]



### Spring 2014 SAFE Disposal Events

 Share / Save

**NYC** 

**SAFE DISPOSAL**

**EVENTS**

SOLVENTS | AUTOMOTIVE | FLAMMABLE | ELECTRONICS



This Spring, the NYC Department of Sanitation is holding five SAFE Disposal Events (or in each borough) to provide NYC residents with a one-stop method to get rid of potential harmful household products. If you cannot attend any of the events, see [harmful household products](#) for year-round disposal options.

Commonly used household products can be [harmful](#) to you, your family, your pets, city workers, and the environment if improperly stored, used, or discarded.

See [press release](#). 

▶ [when & where](#)

- ▶ [who can participate](#)
- ▶ [what to bring](#)
- ▶ [how to package materials](#)
- ▶ [what happens to this stuff](#)
- ▶ [poison help hotline](#)
- ▶ [SAFE events go social](#)
- ▶ [event organizers](#)
- ▶ [SAFE events in the news](#)








[order flyers here](#)

**ALSO SEE:**  
[harmful household products](#)  
[electronics recycling](#)

## When & Where

All events will be held from **10am to 4pm** (rain or shine).  
*For safety reasons, attendees may not unload their vehicles outside of the event area.*

Date & Time	Borough	Location
Saturday, April 26 10AM-4PM	Queens	<b>Cunningham Park</b>  <a href="#">MAP</a> Cars enter on Francis Lewis Blvd between Union Turnpike & Grand Central Pkwy <a href="#">Watch Video Directions</a>
Sunday, May 4 10AM-4PM	Brooklyn	<b>McCarren Park, Bedford Ave</b>  <a href="#">MAP</a> between N 12th St & Lorimer St Cars approach from Driggs Ave & Lorimer St <a href="#">Watch Video Directions</a>

<p><b>Saturday, May 10</b> 10AM-4PM</p>	<p><b>Bronx</b></p>	<p><b><u>Orchard Beach Parking Lot</u></b>  <b>MAP</b> <i>Follow Park Dr to the end</i> <a href="#">Watch Video Directions</a></p>
<p><b>Sunday, May 11</b> 10AM-4PM</p>	<p><b>Manhattan</b></p>	<p><b><u>Union Square, North Plaza</u></b>  <b>MAP</b> <i>south side of 17th St between Park Ave &amp; Broadway; cars approach from Park Ave &amp; 20th St</i> <a href="#">Watch Video Directions</a></p>
<p><b>Saturday, May 17</b> 10AM-4PM</p>	<p><b>Staten Island</b></p>	<p><b><u>Midland Beach Parking Lot</u></b>  <b>MAP</b> <i>Father Capodanno Blvd &amp; Hunter Ave</i> <i>cars approach from Midland Ave</i> <a href="#">Watch Video Directions</a></p>

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## Who Can Participate

Only NYC residential waste will be accepted. No commercial vehicles allowed. Residents MUST provide proof of NYC residency (NYS driver's license, utility bill, etc.).

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## What to Bring

Below is a partial list of the types of items that will be accepted at the NYC SAFE Dispos Events. When deciding what items to bring, look for products labeled with the following signal words: DANGER, POISON, or CAUTION. Products labeled DANGER represent the highest hazard level. Please also bring any other materials stored in your home that you know may be harmful.

### automotive

antifreeze  
auto batteries \* x  
motor oil \* x  
oil filters \*

### personal care

medications \*  
medications - controlled x  
mercury thermometers \* x  
nail polish remover  
mothballs  
nail polish  
nail polish remover  
syringes/sharps \*

### housewares

fluorescent lamps and CFLs \*  
fuel (lighter fluid, gasoline, kerosene)

### household cleaners

ammonia  
bleach  
cleaners (strong)  
metal polish  
oven cleaner  
rubbing (isopropyl) alcohol

### hobby supplies

glues  
photo chemicals

### electronics

cell phones \*  
computers & peripherals \*  
mice/keyboards \*  
monitors \*  
printers \*  
scanners \*  
portable devices \*

[household batteries](#) \*  
[mercury thermostats](#) \* x  
[paint \(latex\)\\*](#)  
[paint \(oil-based\)](#)  
[paint thinner and paint products](#)  
[pesticides/herbicides/insecticides](#)  
[pool chemicals](#)  
[rechargeable batteries](#) \* x  
[smoke detector](#)  
[turpentine](#)

[e-readers](#) \*  
[mp3 players](#) \*  
[tablets](#) \*  
[televisions & peripherals](#) \*  
[cable/satellite receivers](#) \*  
[DVD players](#) \*  
[DVRs](#) \*  
[VCRs](#) \*  
[video game consoles](#) \*

**LEGEND**  
\* click the link for alternative disposal options  
x cannot be discarded in the trash or recycling

For all items, please read [how to package materials](#) below.

Items such as [alkaline batteries](#) and [latex \(water-based\) paint](#) no longer contain harmful materials and can be discarded in the trash. Latex paint must be dried out before the empty can is recycled; or you can pursue [reuse options](#).

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## How to Package Materials

1. Look for items with DANGER, POISON, or CAUTION labels.



2. READ labels carefully for safe handling.



3. Do NOT mix products.



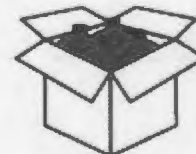
4. Ensure all products are labeled clearly.



5. Tightly seal containers. No open containers.\*



6. Place containers upright in a sturdy box.



\* If an item is leaking, pack in a larger container and use an absorbent material, such as kitty litter or newspaper, to soak up excess fluid.

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## What Happens to This Stuff

Depending on the product, materials collected will either be recycled, blended for fuel, or sent to licensed hazardous waste treatment facilities for safe disposal.

Electronics will be responsibly recycled or refurbished for reuse through e-cycleNYC.

Cell phones will be donated to the Mayor's Office to Combat Domestic Violence, through Hopeline® from Verizon.

All data will be removed from electronics and cell phones before processing.

Unwanted medications will be managed by environmental police and incinerated to prevent accidental poisonings or entry into the water supply.

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## Poison Help Hotline



If you think a family member (or pet) has been exposed to a harmful product, call the NYC Poison Control Center **EXIT** Hotline at **1-800-222-1222** or **212-764-7666**. The Hotline is available 24 hours a day, 7 days a week.

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## SAFE Events Go Social

Share photos, ask us questions, and tell us your thoughts! What are you planning to bring?



RSVP to these events and view photos.  
[facebook.com/NYCrecycles](https://www.facebook.com/NYCrecycles)



#SAFEdisposal  
[twitter.com/NYCrecycles](https://twitter.com/NYCrecycles)



Check-In!  
[foursquare.com/NYCrecycles](https://foursquare.com/NYCrecycles)

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## Event Organizers

These events are organized and funded by the DSNY Bureau of Waste Prevention, Reuse and Recycling.

We rely on several partners and contractors including Covanta Energy, Electronic Recycling International, Hopeline® from Verizon, the Mayor's Office to Combat Domestic Violence

and Veolia ES Technical Solutions.

Special thanks to our site partner: NYC Department of Parks and Recreation.


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## SAFE Disposal Events in the news

- [Epoch Times](#) - April 3, 2014

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 [VIEW SITE MAP](#)

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## EXHIBIT - C

**Michalos, Emmanuel (CityClerk)**

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**From:** Michalos, Emmanuel (CityClerk)  
**Sent:** Tuesday, January 26, 2016 4:08 PM  
**To:** Gladys McCauley (DCAS)  
**Subject:** RE: e-waste

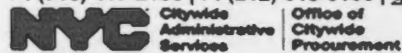
Hi Gladys, Don Lepore gave me contact information for a Deputy Commissioner at Sanitation 3-4 years ago and he gave me the okay to use Veolia contract even though the City Clerk's office is a non-mayoral agency. Thanks for your help.

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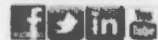
**From:** Gladys McCauley (DCAS)  
**Sent:** Tuesday, January 26, 2016 3:53 PM  
**To:** Michalos, Emmanuel (CityClerk)  
**Subject:** RE: e-waste

Also, please keep in mind that only mayoral agencies have access to the DSNY-ASHC.

Gladys Genoves-McCauley | Manager, Office of Surplus Activities  
P: (718) 417-2156 | F: (212) 313-3136 | [gmccauley@dcas.nyc.gov](mailto:gmccauley@dcas.nyc.gov)



Follow us on:

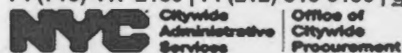


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**From:** Gladys McCauley (DCAS)  
**Sent:** Tuesday, January 26, 2016 3:50 PM  
**To:** Michalos, Emmanuel (CityClerk)  
**Subject:** e-waste

Hi,  
See attached.

Gladys Genoves-McCauley | Manager, Office of Surplus Activities  
P: (718) 417-2156 | F: (212) 313-3136 | [gmccauley@dcas.nyc.gov](mailto:gmccauley@dcas.nyc.gov)



Follow us on:





**Michalos, Emmanuel (CityClerk)**

---

**From:** Donald Lepore (DCAS)  
**Sent:** Thursday, January 22, 2015 9:55 AM  
**To:** Michalos, Emmanuel (CityClerk)  
**Subject:** FW: Disposal questions  
**Attachments:** OSA Policy Procedures Manual\_010713\_Rev 050514.pdf

Good Morning Manny,

Sorry for the delay in getting this to you. As we discussed, you can request disposal authorization for your agency's surplus items in accordance with the attached OSA Policy & Procedures. In this document, you will find specific template wording that can be copied and paste to auctions (electronic relinquishments) for items needing scrap or destroy authorization. In section 3, Destroy Determination, you will find the process and template wording for metal content item disposal. You will also find the DSNY Operations contact number to arrange for bulk metal disposal.

Please feel free to give me a call if you have any further questions.

Don Lepore | Director, Office of Surplus Activities  
P: (212) 386-0472 | F: (212) 313-3135 | [dlepore@dcas.nyc.gov](mailto:dlepore@dcas.nyc.gov)



Citywide  
Administrative  
Services | Office of  
Citywide  
Procurement

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**From:** Donald Lepore (DCAS)  
**Sent:** Friday, January 16, 2015 2:28 PM  
**To:** Michalos, Emmanuel (CityClerk)  
**Cc:** Gladys McCauley (DCAS); Elaine Richardson (DCAS); Radames Ortiz (DCAS)  
**Subject:** RE: Disposal questions

Manny,

Please see the below DSNY link for guidance on what should be considered electronic equipment. This can be a bit of a grey area and as you can see from the list, time clocks (I believe you were referring to the type that punch a date/time on documents) and shredders are not listed. As electronic equipment is generally defined as any item having a circuit board and operating by electricity, I would say time clocks and shredders are not to be considered electronic equipment. Such items fall more into the category of appliance/mechanical devices. I have conferred with DSNY and they are in agreement.

[http://www.nyc.gov/html/nycwasteless/html/stuff/infofor\\_agencies\\_electronics\\_def.shtml](http://www.nyc.gov/html/nycwasteless/html/stuff/infofor_agencies_electronics_def.shtml)

Don Lepore | Director, Office of Surplus Activities  
P: (212) 386-0472 | F: (212) 313-3135 | [dlepire@dcas.nyc.gov](mailto:dlepire@dcas.nyc.gov)



**Citywide  
Administrative  
Services**

**Office of  
Citywide  
Procurement**

Follow us on:



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**From:** Michalos, Emmanuel (CityClerk)  
**Sent:** Thursday, January 15, 2015 3:07 PM  
**To:** Donald Lepore (DCAS)  
**Subject:** Disposal questions

Hi Don, please confirm that shredders and time clocks are electronic. Is there a list of electronic equipment?



**OFFICE OF CITYWIDE PURCHASING  
POLICIES & PROCEDURES**

**OFFICE OF SURPLUS ACTIVITIES**

Form Name/No.	Description
	documenting scrap contractor pick-ups

**Section 3.0 ELECTRONIC-WASTE RELINQUISHMENT** - Electronic Waste (E-Waste) is any electronic device, or their associated parts. Computers, printers, televisions, VCRs, stereos, copiers, and fax machines are common electronic products. Many of these products can be reused, refurbished, or recycled. However, many components of these products are toxic and not biodegradable.

In 2010, the New York Department of Sanitation (DSNY) awarded an Agency Safe Handling Contract (ASHC). As a result of the implementation of this "Contract to Remove, Handle, and Process Agency-Generated Electronic, Lighting and Mercury Waste, and Sharp Waste," OSA no longer accepts relinquishment for materials/items covered under ASHC (i.e., E-Waste having no reuse or resale value).

**Note:** CPUs having their hard drive removed but all other integral components intact may be considered functioning items and therefore having a reuse or resale value.

ASHC is accessible to Mayoral agencies based on the EPA Regulatory Law that stipulates Mayoral agencies only; Non-Mayoral agencies do not have access to ASHC and therefore must handle their E-Waste disposal needs via 3rd party vendors knowledgeable in the recycling/disposal of such material. For information on the contract, please go to: <http://cityshare.nycnet/ashcontract>

Your agency Information Technology Officer shall make a "hazardous waste determination" for all items covered under the DSNY Contract. Items determined by this officer as having reuse and/or resale value must be relinquished to DCAS/OSA in accordance with the "Relinquishment Process" explained in Section 1 above. Depending on each agency's hazardous waste determination, items not requiring relinquishment should include:

*Universal Waste*

- Mercury-containing lamps, including all fluorescent lamps, high intensity discharge (HD), neon, mercury vapor, high pressure sodium, and metal handle lamps;
- Mercury containing equipment such as thermostats, or blood pressure cuffs;
- Batteries (excluding alkaline batteries which are to be disposed of as trash);
- Used electronic equipment such as televisions, computers and associated hardware, fax machines, printers, etc.

*Hazardous Waste*

- Broken mercury-containing lamps, including all fluorescent lamps, high intensity discharge (HD), neon, mercury vapor, high pressure sodium, and metal handle lamps.
- Broken and obsolete electronic equipment such as televisions, computers and associated hardware, fax machines, printers, etc. (CRT and LCD monitors smaller than

17" and CPU models older than Core 2 Duo/Core Dual are considered to be obsolete.)

**NOTE:** Electronic-Waste determination as to whether or not items have utilization or revenue value must be accurate to avoid unnecessary relinquishment processing and cancellations.

1. **Mayoral Agencies** - Generally, electronic items (as defined above) no longer needed by a Mayoral Agency, are to be disposed of via ASHC. Exceptions are:
  - a. Unique electronic items or electronic items deemed by the agency IT Officer to have reuse and/or resale value; these may be submitted to DCAS/OSA in accordance with the "Relinquishment Process" explained in Section 1 above.
  - b. In the event that no transfer or sale is accomplished for such items, OSA will place the following statement in the "Notes" section: "E-Waste Disposal - Items received no internal claim interest or bids and are therefore deemed to have no reuse and/or resale value. In accordance with E-Waste policy and procedures, your agency is to dispose of the subject items via the ASHC."
  - c. The "Notes" field update will be received by the agency salvage officer (i.e., PSG automatically generates the notice). At this point, the agency has authorization to dispose of the subject items.

Electronic items deemed by an agency's IT Officer to have no reuse and/or sale value must be disposed of via ASHC; OSA will not accept them. If an agency submits an Electronic-Waste Item(s) that it deems to have no reuse or sale value, OSA will release and immediately retract the subject online auction updating the "Notes" field with the following statement: *"E-Waste Disposal - Items deemed to have no reuse and/or sale value. In accordance with E-Waste policy and procedures, your agency is to dispose of the subject items via the ASHC."*

2. **Non-Mayoral Agencies** - The same policy and procedures as detailed above for Mayoral agencies shall apply to electronic item disposal for Non-Mayoral agencies with the exception that Non-Mayoral agencies do not have access to the ASHC and must dispose of such items via 3<sup>rd</sup> party vendors knowledgeable in the recycling/disposal of E-Waste and all relevant Federal, State, and Local environmental laws for such materials. DSNY provides a list of such vendors at the following website:

[http://www.nyc.gov/html/nycwasteless/html/resources/prod\\_serv\\_electronics\\_computers.shtml](http://www.nyc.gov/html/nycwasteless/html/resources/prod_serv_electronics_computers.shtml)

**3. Exceptions**

- a. Unique electronic items or electronic items deemed by the agency IT Officer to have reuse and/or resale value; these may be submitted to DCAS/OSA in accordance with the "Relinquishment Process" explained in Section 1 above.
- b. In the event that no transfer or sale is accomplished for such items, OSA will place the following statement in the "Notes" section: "E-Waste Disposal - Items received no internal claim interest or bids and are therefore deemed to have no reuse and/or resale value. In accordance with E-Waste policy and procedures, your agency is to dispose of the subject items via a 3rd party vendor knowledgeable in the recycling/disposal of such items."
- c. The "Notes" field update will be received by the agency salvage officer (i.e., PSG automatically generates the notice). At this point, the agency has authorization to dispose of the subject items.
- d. DSNY's Bureau of Waste Prevention, Reuse and Recycling provides general recycling and disposal information (which you may find helpful in determining and soliciting the necessary services) at the following websites:

[http://www.nyc.gov/html/nycwasteless/html/stuff/infofor\\_agencies.shtml](http://www.nyc.gov/html/nycwasteless/html/stuff/infofor_agencies.shtml)

<http://www.nyc.gov/wasteless/vendors>

- e. Electronic recycling information for agencies can be found at:

[http://www.nyc.gov/html/nycwasteless/html/stuff/harmful\\_hh\\_prod\\_electronics\\_agencies.shtml](http://www.nyc.gov/html/nycwasteless/html/stuff/harmful_hh_prod_electronics_agencies.shtml)

- f. Information on what is considered electronic items can be found at:

<http://www.dec.ny.gov/chemical/8788.html>

**FORMS REQUIRED/REFERENCED**

Form Name/No.	Description
Disposal Company Qualifications	OSA's Sale Offering of any electronic items would require that Disposal Company Qualifications be incorporated into terms of sale.

**Section 4.0 SEALED-BID SALES** - With the transition to the PSG online auction service, the issuance of sealed bid sales, once used for public offerings of all goods (i.e., non-automotive materials), is now used only for specific types of offerings. Those offerings include any sale by weight in the case of scrap metal, or any removal sale contract (i.e., term contract) such as ballistic vests.

Material sold by sealed-bid requires a coordinated effort between OSA, the agency in possession of the property, and the ultimate purchaser. The OSA Salvage Appraiser (SA)



## CERTIFICATE OF ACCEPTANCE FOR RECYCLING AND/OR DISPOSAL

By accepting the waste products described by the document number below on this certificate, Veolia ES Technical Solutions L.L.C. (Veolia ES) certifies to the generator that the transportation, storage or processing methods employed are in accordance with the Veolia ES permit parameters and all applicable federal, state and local laws.

BILL TO	GENERATOR
CITY CLERK 141 WORTH STREET, GROUND FLOOR (NON MAYORAL) NEW YORK, NY 10013	OFFICE OF CITY CLERK 851 GRAND CONCOURSE ROOM B 131 BRONX, NY 10451

Product Code	Description	QTY	UOM
EL-CMP-24	Recycle - Misc Electronic Scrap	155.0	P

**KEY: P = POUNDS, LFT = LINEAR FEET, LMP = LAMP, EA = EACH.**  
 Questions regarding this certificate should be directed to customer service, toll free at 1-800-556-5267.

<b>DOCUMENT #:</b> D8309576 <b>SALES ORDER #:</b> 1640592 <b>RECEIVED DATE:</b> 7/1/16 <b>PROCESSING FACILITY EPA ID:</b> MAC300017498 <b>RETURN TRACKING#:</b> <b>CUSTOMER MANIFEST:</b> <b>STATE MANIFEST:</b> BOL190589 <b>LINE NOTE:</b>	<b>PROCESSING FACILITY:</b> VEOLIA ES TECHNICAL SOLUTIONS, L.L.C. 90 PLEASANT STREET WEST BRIDGEWATER, MA 02379	
---	--	--

*Under civil and criminal penalties of law for making or submission of false statements or representations (18 U.S.C 1001 and 15 U.S.C. 2615), I certify that the information contained in or accompanying this document is true, accurate and complete. As to the identified information in this document, for which I cannot personally verify truth and accuracy, I certify as the company official having supervisory responsibility for the persons who, acting under my direct instructions, made verification that this information is true, accurate and complete.*

Kevin Shaver, Branch Manager  
 July 05, 2016

COMMODITY PURCHASE ORDER	DO1-Delivery Order <input type="checkbox"/>	POC-Commodity Purchase Order <input checked="" type="checkbox"/>	SI-Ship Inst <input type="checkbox"/>	Blanket Order <input type="checkbox"/>	NON-COMMODITY PURCHASE ORDER	PON1-Non Commodity PO <input type="checkbox"/>	PAGE 1 OF 1
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THE CITY OF NEW YORK FINANCIAL MANAGEMENT SYSTEM  <b>PURCHASE ORDER</b>  FISA FORM ENC 200 (12/09)	DATE PREPARED	Jun 22, 2016	PERIOD/FY	12/16	CHECK ONE NEW <input checked="" type="checkbox"/> MODIFICATION <input type="checkbox"/> CANCEL <input type="checkbox"/>	DEPT CD	103	ORDER NO.	20162034472
	DATE APPROVED	Jun 22, 2016	DATE SENT TO VENDOR		DELIVERY DATE				
	CONTRACT #		INSPECTION DIV TEL. #		TERMS				

VEND CUST #	0003041554-1	TEL. #	508-341-0625	DEPT	City Clerk	RM. #		DEPT	City Clerk	RM. #	n/a
VENDOR NAME	Veolia Environmental Services			ADDRESS 1	various			ADDRESS 1	141 Worth Street, Ground Floor		
ATTENTION				ADDRESS 2				ADDRESS 2			
ADDRESS	P.O. Box 73709			CITY, STATE & ZIP				CITY, STATE & ZIP	New York, N.Y. 10013		
CITY, STATE & ZIP	Chicago, IL. 60673-7709			ATTN				ATTN	E. Michalos TEL. # 212-669-8093		

1	9687100000	Electronic Equipment Disposal	1	each	1,262.14	1,262.14
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ACCTG LINE NO.	BFY	FUND	DEPT	APPR. UNIT	BUDGET CODE	DETAIL OBJECT	SUB OBJECT	REPTCAT/QUICK	CAPITAL PROJECT ID	UNIT	SUB UNIT	TASK
1	16	001	103	002	0101	6860						

REFERENCE REQUISITION	REF LINE #	LINE AMOUNT \$	1,262.14	REFERENCE CODE
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**EXTENDED DESCRIPTION**  
 Electronic equipment disposal- 5 borough offices. Cost for 4 outer borough offices-\$227.60( \$62.07+\$62.07+\$103.46) x 4= \$910.40. Cost for Manhattan office-2 boxes-\$351.74 (\$62.07 x 4+\$103.46). Pickup locations- Manhattan: 155 Worth Street, Ground Floor, New York, N.Y. 10013, E. Michalos(212)669-8093, Queens: 120-55 Queens Blvd., Kew Gardens, N.Y. 11424, Room G-100, Ground Floor, Helen Sears,(718)286-2847, Bronx: 851 Grand Concourse, Bronx, N.Y. 10451, Room B-131, Ground Floor, Shirley Saunders(718)590-5307, Brooklyn: Municipal Building, 210 Joralemon Street, Brooklyn, N.Y. 11201, Room 205,Marie Lennon(718)802-4101, Staten Island: Borough Hall- St. George, 10 Richmond Terrace, Staten Island, N.Y. 10301, Room 311, Edison Stewart (718)816-2292

COMMENTS	TOTAL ORDER AMOUNT \$	1,262.14
----------	-----------------------	----------





# INVOICE

ADDENDUM II  
Page 18 of 38

**REMIT TO LOCK BOX:** Veolia ES Technical Solutions, L.L.C.  
Electronics Recycling Division  
28900 Network Place • Chicago, IL 60673-1289  
Tel: 262 243 8900  
us.vna.erdaccounting.mailbox@veolia.com

Invoice No: EW1171441  
Sales Order: 1640590

Invoice Date: 07/08/2016  
Due Date: 08/07/2016

FEIN 13-4038062

Order To: CITY CLERK  
141 WORTH STREET, GROUND FLOOR  
(NON MAYORAL)  
NEW YORK, NY 10013

Ship To: MANHATTAN CITY CLERKS OFFICE  
155 WORTH STREET  
GROUND FLOOR  
NEW YORK, NY 10013

**ACH PAYMENTS ACCEPTED  
CREDIT CARDS ACCEPTED**

Contact/Phone: E. Michalos Michalos 212 669 8093

ORDER DATE	CUSTOMER NUMBER	TERMS	SHIP VIA	CUSTOMER PURCHASE ORDER
23-JUN-16	376698/1	1% 10, NET 30 DAYS		20162034472

LINE	WS#/GENERATOR/DESCRIPTION/MANIFEST#/BOL#	ORDER QUANTITY	NET UNIT PRICE	EXTENDED PRICE
RECEIVED 7/6/16				
1	657513 - MANHATTAN CITY CLERKS OFFICE - Recycle - Misc Electronic Scrap - BOL190590	Each	\$62.0700	\$248.28
2	- Transportation -	Each	\$103.4600	\$103.46
3	- Supply NON-DOT Cubic Yard Box -	Each	\$62.0700	\$248.28
<b>Total Amount:</b>				<b>\$600.02</b>

**PAID**

OFFICE OF THE CITY CLERK  
MANHATTAN CITY CLERKS OFFICE

I hereby certify that the above items  
have been received and  
by the receipt of this invoice

*E. Michalos* 7/19/16

<b>Generator Name and Mailing Address</b>  <b>MANHATTAN CITY CLERKS OFFICE</b>  <b>155 WORTH STREET</b>  <b>NEW YORK NY 10013</b>	<b>Location Address (if different)</b>	<b>Emergency Contact</b> 1-877-818-0087 Contracted by VES-TS
		Purchase Order # <b>1640590</b>
		Document #
		Sales Order#

**Designated Facility**

Veolia ES Technical Solutions  
 5736 West Jefferson Street  
 Phoenix, AZ 85043

Veolia ES Technical Solutions  
 1275 Mineral Springs Dr.  
 Port Washington, WI 53074

Veolia ES Technical Solutions  
 90 Pleasant Street  
 West Bridgewater, MA 02379

Veolia ES Technical Solutions  
 342 Marpan Lane  
 Tallahassee, FL 32305

Per 40 CFR 273.18(d), 40 CFR 273.38(d), and 40 CFR 264.12(b), the Designated Facility noted within this section agrees to receive the below listed shipment of Universal Wastes from the Generator.

HM	Container		Quantity	DOT Description	Common Name	Profile Number/ NMFC Code
	Count	Type	Cnt or Wt			
				UN3506, Mercury contained in manufactured articles, 8 (6.1), PG III, RQ ERG#172	Mercury Containing Articles (Refer to State Regulations)	
				UN2809, Mercury, 8 (6.1), PG III, RQ ERG#172	Mercury	
				UN3077, Environmentally Hazardous Substance solid, n.o.s., 9, PGIII, RQ (PCB) ERG# 171	TSCA Exempt PCB Lamp Ballasts	
				UN3077, Environmentally Hazardous Substance, solid, n.o.s., 9, PGIII, (Mercury) ERG#171	Mercury Batteries	
				UN2800, Batteries, wet, nonspillable, 8, PGIII ERG#154	Lead Acid Batteries - Sealed	
				UN2794, Batteries, wet, filled with acid, 8, PGIII ERG#154	Lead Acid Batteries	
				UN3090, Lithium Batteries, 9, PGII ERG#138	Lithium Batteries	
				UN2795, Batteries, wet filled with alkali, 8, PGIII ERG# 154	NiCad Batteries - Wet	
				Batteries, dry, sealed, n.o.s.	NiCad Batteries - Dry	
				Batteries, dry, sealed, n.o.s.	Alkaline Batteries	
				Batteries, dry, sealed, n.o.s.	Mixed Batteries	
				Lamps, Non-DOT Regulated (per 49 CFR 173.164(e))	Fluorescent Lamps 4' and under	
				Lamps, Non-DOT Regulated (per 49 CFR 173.164(e))	Fluorescent Lamps 5' and over	
				Lamps, Non-DOT Regulated (per 49 CFR 173.164(e))	Circular/U-tube Lamps	
				Lamps, Non-DOT Regulated (per 49 CFR 173.164(e))	Compact Lamps	
				Lamps, Non-DOT Regulated (per 49 CFR 173.164(e))	Shattershield/Shielded	
				Lamps, Non-DOT Regulated (per 49 CFR 173.164(e))	HID Lamps	
				Lamps, Non-DOT Regulated (per 49 CFR 173.164(e))	Mercury Vapor/UV Lamps	
				Lamps, Non-DOT Regulated (per 49 CFR 173.164(e))	Incandescent Lamps	
				Lamps, Non-DOT Regulated (per 49 CFR 173.164(e))	Broken Lamps	
	4	CW		Non-DOT Regulated Electronic Equipment for Recycling/Reuse/Remanufacture	Electronics	
				Non-DOT Regulated Ballasts for Recycling	Non PCB Light Ballasts	

**Generator/Shipper Certification**

This is to certify that the above named materials are properly classified, described, packaged, marked and labeled and are in proper condition for transportation according to the applicable regulations of the Department of Transportation. All containers of waste are fully described above and are presumed to be full, unless the Generator has provided a detailed, verifiable breakdown of the wastes being picked up or delivered. Actual quantities will be determined upon receipt at the Designated Facility.

Signature: *Emil Medich* Date: *6/30/16*

Initials: \_\_\_\_\_ Date: \_\_\_\_\_  
Please initial to confirm counts are correct

Container Counts	Drums	Pallets
Loading Times	Time In	Time Out

Transporter 1 Name: <b>VEOLIA ES TECHNICAL SOLUTIONS</b> Phone: <b>577-816-0087</b> Signature: <i>Eric Wanner</i> Date: <i>6-30-16</i>	Transporter 2 Name: _____ Phone: _____ Signature: <i>J. Groh</i> Date: <i>7/6/16</i>
Designated Facility: Received, subject to the classifications and regulations in effect on the date of the issue of this Bill of Lading, the property described above in apparent good order, except as noted.	
Notes:	

PICKUP/SALES ORDER: 1640590 Created/Updated by SASHAUGHNESSY\_WBMA on 23-JUN-16.

PRINT DATE: 6/23/16

BILL TO COMPANY#: 376698 1  
CITY CLERK  
141 WORTH STREET, GROUND FLOOR  
(NON MAYORAL)  
NEW YORK NY 10013

PICKUP LOCATION: 412528 1  
MANHATTAN CITY CLERKS OFFICE  
155 WORTH STREET  
GROUND FLOOR  
NEW YORK NY 10013

PICKUP NOTES:

PURCHASE ORDER: 20162034472  
SALESPERSON: NE TERRITORY  
MARKET ZONE: National Client  
GENERAL NOTE:  
8:30 TO 4:30

EPA ID#: CESQG  
CONTACT NAME/PHONE:  
E. MICHALOS 212 669 8093

EFFECTIVE: 6/23/16  
SCHEDULE:  
SCHEDULED NOTES:  
PICK UP DELIVER BEFORE 6/30

DESCRIPTION:

FACILITY INSTRUCTIONS:

8313642

LINE	PROFILE	PRODUCT	DESCRIPTION	QTY	UM	SIZE	TYPE	CONT.	SO NOTE
1	657513	EL-CMP-24	Recycle - Misc Electronic Scrap	2	EA	4	DF	2	
2		TRANS	Transportation	1	EA				
3		SUPPLY-094	Supply NON-DOT Cubic Yard Box	2	EA	4	DF	2	

LOADING TIME: \_\_\_\_\_ QUANTITY LOADED: \_\_\_\_\_

DELAY EXPLANATION: \_\_\_\_\_

CUSTOMER SIGNATURE: EM

DRIVER: PLEASE HAVE THE GENERATOR INITIAL BESIDES THE SUPPLIES TO INDICATE THEY HAVE RECEIVED THE SUPPLIES (THIS WILL BE USED INSTEAD OF THE BILL OF LADING)

DRIVER SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

Sales Order No. 1640590

To:  
MANHATTAN CITY CLERKS OFFICE  
155 WORTH STREET  
NEW YORK, NY 10013

From:  
Veolia ES Technical Solutions, L.L.C.  
90 Pleasant Street  
West Bridgewater, MA 02379

<u>Units</u>	<u>Size</u>	<u>Kind of Packaging</u>	<u>Description</u>
2 4	4	DE CW	Transportation Supply NON-DOT Cubic Yard Box

Veolia ES Technical Solutions, L.L.C. is pleased to offer 1/2 hour free load/unload time, after that period of time the customer agrees for all charges for loading/off loading in excess of 1/2 hour.

Consignee

Transporter

Signature: *E. Michalos*

Veolia ES Technical Solutions, L.L.C.

Signature: *Erin W...*

E. MICHALOS

Date: 6-30-16

STRAIGHT BILL OF LADING - ORIGINAL - NOT NEGOTIABLE





## CERTIFICATE OF ACCEPTANCE FOR RECYCLING AND/OR DISPOSAL

By accepting the waste products described by the document number below on this certificate, Veolia ES Technical Solutions L.L.C. (Veolia ES) certifies to the generator that the transportation, storage or processing methods employed are in accordance with the Veolia ES permit parameters and all applicable federal, state and local laws.

BILL TO:	GENERATOR:
CITY CLERK 141 WORTH STREET, GROUND FLOOR (NON MAYORAL) NEW YORK, NY 10013	MANHATTAN CITY CLERKS OFFICE 155 WORTH STREET GROUND FLOOR NEW YORK, NY 10013

Product Code	Description	QTY	UOM
EL-CMP-24	Recycle - Misc Electronic Scrap	2694.0	P

KEY: P = POUNDS, LFT = LINEAR FEET, LMP = LAMP, EA = EACH.

Questions regarding this certificate should be directed to customer service, toll free at 1-800-556-5267.

DOCUMENT #: D8313642  
SALES ORDER #: 1640590  
RECEIVED DATE: 7/6/16  
PROCESSING FACILITY EPA ID: MAC300017498  
RETURN TRACKING#:  
CUSTOMER MANIFEST:  
STATE MANIFEST: BOL190590  
LINE NOTE:

PROCESSING FACILITY:  
VEOLIA ES TECHNICAL SOLUTIONS, L.L.C.  
90 PLEASANT STREET  
WEST BRIDGEWATER, MA 02379

*Under civil and criminal penalties of law for making or submission of false statements or representations (18 U.S.C 1001 and 15 U.S.C. 2615), I certify that the information contained in or accompanying this document is true, accurate and complete. As to the identified information in this document, for which I cannot personally verify truth and accuracy, I certify as the company official having supervisory responsibility for the persons who, acting under my direct instructions, made verification that this information is true, accurate and complete.*

Kevin Shaver, Branch Manager  
July 07, 2016



INVOICE

ADDENDUM II  
Page 23 of 38

REMIT TO LOCK BOX: Veolia ES Technical Solutions, L.L.C.  
Electronics Recycling Division  
28900 Network Place • Chicago, IL 60673-1289  
Tel: 262 243 8900  
us.vna.erdaccounting.mailbox@veolia.com

Invoice No: EW1171442  
Sales Order: 1640593

Invoice Date: 07/08/2016  
Due Date: 08/07/2016

FEIN 13-4038062

Order To: CITY CLERK  
141 WORTH STREET, GROUND FLOOR  
(NON MAYORAL)  
NEW YORK, NY 10013

Ship To: OFFICE OF THE CITY CLERK  
210 JORALEMON ST  
ROOM 205  
BROOKLYN, NY 011201

ACH PAYMENTS ACCEPTED  
CREDIT CARDS ACCEPTED

Contact/Phone: E. Michalos Michalos 212 669 8093

ORDER DATE	CUSTOMER NUMBER	TERMS	SHIP VIA	CUSTOMER PURCHASE ORDER
23-JUN-16	376698/1	1% 10, NET 30 DAYS		20162034472

LINE	WS#/GENERATOR/DESCRIPTION/MANIFEST#/BOL#	ORDER QUANTITY	NET UNIT PRICE	EXTENDED PRICE	
RECEIVED 7/6/16					
1	856224 - OFFICE OF THE CITY CLERK - Recycle - Misc Electronic Scrap - BOL190588	Each	1.00	\$62.0700	\$62.07
2	- Supply NON-DOT Cubic Yard Box -	Each	1.00	\$62.0700	\$62.07
3	- Transportation -	Each	1.00	\$103.4600	\$103.46
<b>Total Amount:</b>					<b>\$227.60</b>

**PAID**

OFFICE OF THE CITY CLERK  
"VOUCHERED INVOICE"

I hereby certify that the goods and materials have been received and are in good condition by the vendor as indicated on the invoice.

*E. Michalos* 7/9/2016



UNIVERSAL WASTE BILL OF LADING

# 190588

Generator Name and Mailing Address  <b>OFFICE OF THE CITY CLERK</b>  <b>210 JORALEMON ST</b>  <b>BROOKLYN NY 011201</b>	Location Address (if different)	Emergency Contact 1-877-818-0087 Contracted by <b>VES-15</b>
		Purchase Order # <b>1640593</b>
		Document #
		Sales Order#

Designated Facility

Veolia ES Technical Solutions 5736 West Jefferson Street Phoenix, AZ 85043  
 Veolia ES Technical Solutions 1275 Mineral Springs Dr. Port Washington, WI 53074  
 Veolia ES Technical Solutions 90 Pleasant Street West Bridgewater, MA 02379  
 Veolia ES Technical Solutions 342 Marpan Lane Tallahassee, FL 32305

Per 40 CFR 273.18(d), 40 CFR 273.38(d), and 40 CFR 264.12(b), the Designated Facility noted within this section agrees to receive the below listed shipment of Universal Wastes from the Generator.

HM	Container		Quantity	DOT Description	Common Name	Profile Number/ NMFC Code
	Count	Type	Cnt or Wt			
				UN3506, Mercury contained in manufactured articles, 8 (6.1), PG III, RQ ERG#172	Mercury Containing Articles (Refer to State Regulations)	
				UN2809, Mercury, 8 (6.1), PG III, RQ ERG#172	Mercury	
				UN3077, Environmentally Hazardous Substance solid, n.o.s., 9, PGIII, RQ (PCB) ERG# 171	TSCA Exempt PCB Lamp Ballasts	
				UN3077, Environmentally Hazardous Substance, solid, n.o.s., 9, PGIII, (Mercury) ERG#171	Mercury Batteries	
				UN2800, Batteries, wet, nonspillable, 8, PGIII ERG#154	Lead Acid Batteries - Sealed	
				UN2794, Batteries, wet, filled with acid, 8, PGIII ERG#154	Lead Acid Batteries	
				UN3090, Lithium Batteries, 9, PGII ERG#138	Lithium Batteries	
				UN2795, Batteries, wet filled with alkali, 8, PGIII ERG# 154	NiCad Batteries - Wet	
				Batteries, dry, sealed, n.o.s.	NiCad Batteries - Dry	
				Batteries, dry, sealed, n.o.s.	Alkaline Batteries	
				Batteries, dry, sealed, n.o.s.	Mixed Batteries	
				Lamps, Non-DOT Regulated (per 49 CFR 173.164(e))	Fluorescent Lamps 4' and under	
				Lamps, Non-DOT Regulated (per 49 CFR 173.164(e))	Fluorescent Lamps 5' and over	
				Lamps, Non-DOT Regulated (per 49 CFR 173.164(e))	Circular/U-tube Lamps	
				Lamps, Non-DOT Regulated (per 49 CFR 173.164(e))	Compact Lamps	
				Lamps, Non-DOT Regulated (per 49 CFR 173.164(e))	Shattershield/Shielded	
				Lamps, Non-DOT Regulated (per 49 CFR 173.164(e))	HID Lamps	
				Lamps, Non-DOT Regulated (per 49 CFR 173.164(e))	Mercury Vapor/UV Lamps	
				Lamps, Non-DOT Regulated (per 49 CFR 173.164(e))	Incandescent Lamps	
				Lamps, Non-DOT Regulated (per 49 CFR 173.164(e))	Broken Lamps	
	1	CW		Non-DOT Regulated Electronic Equipment for Recycling/Reuse/Remanufacture	Electronics	
				Non-DOT Regulated Ballasts for Recycling	Non PCB Light Ballasts	

<b>Generator/Shipper Certification</b> This is to certify that the above named materials are properly classified, described, packaged, marked and labeled and are in proper condition for transportation according to the applicable regulations of the Department of Transportation. All containers of waste are fully described above and are presumed to be full, unless the Generator has provided a detailed, verifiable breakdown of the wastes being picked up or delivered. Actual quantities will be determined upon receipt at the Designated Facility.		Container Counts Drums Pallets
		Loading Times Time In Time Out
Signature: <i>Trace R. Lennor</i> Date: <i>6/29/16</i>		Initials: _____ Date: _____ Please initial to confirm counts are correct
Transporter 1 Name: <i>D. Suarez</i> Phone: <b>VEOLIA ES TECHNICAL SOLUTIONS, LLC</b> <b>877-818-0087</b>	Transporter 2 Name: _____ Phone: _____	
Signature: _____ Date: _____	Signature: _____ Date: _____	
Designated Facility: Received, subject to the classifications and regulations in effect on the date of the issue of this Bill of Lading, the property described above in apparent good order, except as noted.		Signature: <i>[Signature]</i> Date: <i>7/6/16</i>
Notes:		

PICKUP/SALES ORDER: 1840593

Created/Updated by SASHAUGHNESSY\_WBMA on 23-JUN-18.

PRINT DATE: 6/23/16

BILL TO COMPANY#: 376698 1  
CITY CLERK  
141 WORTH STREET, GROUND FLOOR  
(NON MAYORAL)  
NEW YORK NY 10013

PICKUP LOCATION: 1497669 1  
OFFICE OF THE CITY CLERK  
210 JORALEMON ST  
ROOM 205  
BROOKLYN NY 011201

PICKUP NOTES:

PURCHASE ORDER: 20162034472  
SALESPERSON: NE TERRITORY  
MARKET ZONE: National Client  
GENERAL NOTE:

EPA ID#: CESQG  
CONTACT NAME/PHONE:  
MARIE LENNON 718 802 4101

EFFECTIVE: 6/23/16  
SCHEDULE:  
SCHEDULED NOTES:  
PICK UP DELIVER BEFORE 6/30

*2nd Floor*  
*Cell # 347-256-6231*

DESCRIPTION:

FACILITY INSTRUCTIONS:

*8309575*

LINE	PROFILE	PRODUCT	DESCRIPTION	QTY	UM	SIZE	TYPE	CONT.	SO NOTE
1	856224	EL-CMP-24	Recycle - Misc Electronic Scrap	1	EA	4	DF	1	
<del>2 SUPPLY BOX Supply NON-207 3000 1/2 1/2 1/2 1/2 1/2 1/2 1/2 1/2 1/2</del>									
3		TRANS	Transportation	1	EA				

LOADING TIME: \_\_\_\_\_ QUANTITY LOADED: \_\_\_\_\_

DELAY EXPLANATION: \_\_\_\_\_

CUSTOMER SIGNATURE: *[Signature]*

DRIVER: PLEASE HAVE THE GENERATOR INITIAL BESIDES THE SUPPLIES TO INDICATE THEY HAVE RECEIVED THE SUPPLIES (THIS WILL BE USED INSTEAD OF THE BILL OF LADING)

DRIVER SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

*400*



**To:**  
OFFICE OF THE CITY CLERK  
210 JORALEMON ST  
BROOKLYN, NY 011201

**Sales Order No. 1640593**

**From:**  
Veolia ES Technical Solutions, L.L.C.  
90 Pleasant Street  
West Bridgewater, MA 02379

<u>Units</u>	<u>Size</u>	<u>Kind of Packaging</u>	<u>Description</u>
1	4	BF CW	Supply NON-DOT Cubic Yard Box Transportation

Veolia ES Technical Solutions, L.L.C. is pleased to offer 1/2 hour free load/unload time, after that period of time the customer agrees for all charges for loading/off loading in excess of 1/2 hour.

Consignee

Signature: Thane R. Lennon

Transporter

Veolia ES Technical Solutions, L.L.C.

Signature: [Signature]  
Date: 10/29/14

STRAIGHT BILL OF LADING - ORIGINAL - NOT NEGOTIABLE





## CERTIFICATE OF ACCEPTANCE FOR RECYCLING AND/OR DISPOSAL

By accepting the waste products described by the document number below on this certificate, Veolia ES Technical Solutions L.L.C. (Veolia ES) certifies to the generator that the transportation, storage or processing methods employed are in accordance with the Veolia ES permit parameters and all applicable federal, state and local laws.

RELEASING PARTY	GENERATOR
<b>CITY CLERK</b> 141 WORTH STREET, GROUND FLOOR (NON MAYORAL) NEW YORK, NY 10013	<b>OFFICE OF THE CITY CLERK</b> 210 JORALEMON ST ROOM 205 BROOKLYN, NY 011201

Product Code	Description	Qty	UOM
EL-CMP-24	Recycle - Misc Electronic Scrap	154.0	P

**KEY: P = POUNDS, LFT = LINEAR FEET, LMP = LAMP, EA = EACH.**

Questions regarding this certificate should be directed to customer service, toll free at 1-800-556-5267.

<b>DOCUMENT #:</b>	D8309575	<b>PROCESSING FACILITY:</b>
<b>SALES ORDER #:</b>	1640593	VEOLIA ES TECHNICAL SOLUTIONS, L.L.C.
<b>RECEIVED DATE:</b>	7/6/16	90 PLEASANT STREET
<b>PROCESSING FACILITY EPA ID:</b>	MAC300017498	WEST BRIDGEWATER, MA 02379
<b>RETURN TRACKING#:</b>		
<b>CUSTOMER MANIFEST:</b>		
<b>STATE MANIFEST:</b>	BOL190588	
<b>LINE NOTE:</b>		

*Under civil and criminal penalties of law for making or submission of false statements or representations (18 U.S.C 1001 and 15 U.S.C. 2615), I certify that the information contained in or accompanying this document is true, accurate and complete. As to the identified information in this document, for which I cannot personally verify truth and accuracy, I certify as the company official having supervisory responsibility for the persons who, acting under my direct instructions, made verification that this information is true, accurate and complete.*

Kevin Shaver, Branch Manager  
July 06, 2016



**INVOICE**

ADDENDUM II

REMIT TO LOCK BOX:

**Veolia ES Technical Solutions, L.L.C.**  
Electronics Recycling Division  
28900 Network Place • Chicago, IL 60673-1289  
Tel: 262 243 8900  
us.vna.erdaccounting.mailbox@veolia.com

Invoice No: EW1171443  
Sales Order: 1640594

Invoice Date: 07/08/2016  
Due Date: 08/07/2016

Page 28 of 38

FEIN 13-4038062

Order To: CITY CLERK  
141 WORTH STREET, GROUND FLOOR  
(NON MAYORAL)  
NEW YORK, NY 10013

Ship To: OFFICE OF THE CITY CLERK  
BOROUGH HALL ST GEORGE  
10 RICHMOND TERRACE RM 311  
STATEN ISLAND, NY 10301

**ACH PAYMENTS ACCEPTED  
CREDIT CARDS ACCEPTED**

Contact/Phone: E. Michalos Michalos 212 669 8093

ORDER DATE	CUSTOMER NUMBER	TERMS	SHIP VIA	CUSTOMER PURCHASE ORDER
23-JUN-16	376698/1	1% 10, NET 30 DAYS		201662034472

LINE	WS#/GENERATOR/DESCRIPTION/MANIFEST#/BOL#	ORDER QUANTITY	NET UNIT PRICE	EXTENDED PRICE
RECEIVED 7/6/16				
1	856246 - OFFICE OF THE CITY CLERK - Recycle - Misc Electronic Scrap - BOL190591	Each	\$62.0700	\$62.07
2	- Supply NON-DOT Cubic Yard Box -	Each	\$62.0700	\$62.07
3	- Transportation -	Each	\$103.4600	\$103.46
<b>Total Amount:</b>				<b>\$227.60</b>

**PAID**

OFFICE OF THE CITY CLERK  
\*VOUCHERED INVOICE\*

I hereby certify that the goods and materials have been received and/or services rendered by the vendor as indicated on the invoice.

*E. Michalos* 7/19/16

<b>Generator Name and Mailing Address</b>  <b>OFFICE OF THE CITY CLERK</b>  <b>BOROUGH HALL ST GEORGE</b>  <b>STATEN ISLAND NY 10301</b>	<b>Location Address (if different)</b>	<b>Emergency Contact</b> 1-877-818-0087 Contracted by VES-TS Purchase Order # 1640594
		Document #
		Sales Order#

Designated Facility

Veolia ES Technical Solutions  
 5736 West Jefferson Street  
 Phoenix, AZ 85043

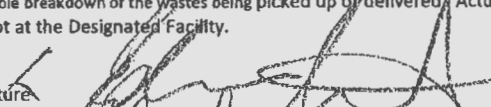
Veolia ES Technical Solutions  
 1275 Mineral Springs Dr.  
 Port Washington, WI 53074

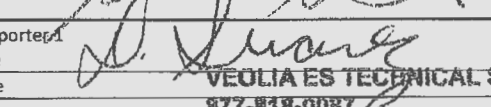
Veolia ES Technical Solutions  
 90 Pleasant Street  
 West Bridgewater, MA 02379

Veolia ES Technical Solutions  
 342 Marpan Lane  
 Tallahassee, FL 32305

Per 40 CFR 273.18(d), 40 CFR 273.38(d), and 40 CFR 264.12(b), the Designated Facility noted within this section agrees to receive the below listed shipment of Universal Wastes from the Generator.

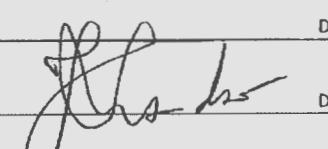
HM	Container		Quantity	DOT Description	Common Name	Profile Number/ NMFC Code
	Count	Type	Cnt or Wt			
				UN3506, Mercury contained in manufactured articles, 8 (6.1), PG III, RQ ERG#172	Mercury Containing Articles (Refer to State Regulations)	
				UN2809, Mercury, 8 (6.1), PG III, RQ ERG#172	Mercury	
				UN3077, Environmentally Hazardous Substance solid, n.o.s., 9, PGIII, RQ (PCB) ERG# 171	TSCA Exempt PCB Lamp Ballasts	
				UN3077, Environmentally Hazardous Substance, solid, n.o.s., 9, PGIII, (Mercury) ERG#171	Mercury Batteries	
				UN2800, Batteries, wet, nonspillable, 8, PGIII ERG#154	Lead Acid Batteries - Sealed	
				UN2794, Batteries, wet, filled with acid, 8, PGIII ERG#154	Lead Acid Batteries	
				UN3090, Lithium Batteries, 9, PGII ERG#138	Lithium Batteries	
				UN2795, Batteries, wet filled with alkali, 8, PGIII ERG# 154	NiCad Batteries - Wet	
				Batteries, dry, sealed, n.o.s.	NiCad Batteries - Dry	
				Batteries, dry, sealed, n.o.s.	Alkaline Batteries	
				Batteries, dry, sealed, n.o.s.	Mixed Batteries	
				Lamps, Non-DOT Regulated (per 49 CFR 173.164(e))	Fluorescent Lamps 4' and under	
				Lamps, Non-DOT Regulated (per 49 CFR 173.164(e))	Fluorescent Lamps 5' and over	
				Lamps, Non-DOT Regulated (per 49 CFR 173.164(e))	Circular/U-tube Lamps	
				Lamps, Non-DOT Regulated (per 49 CFR 173.164(e))	Compact Lamps	
				Lamps, Non-DOT Regulated (per 49 CFR 173.164(e))	Shattershield/Shielded	
				Lamps, Non-DOT Regulated (per 49 CFR 173.164(e))	HID Lamps	
				Lamps, Non-DOT Regulated (per 49 CFR 173.164(e))	Mercury Vapor/UV Lamps	
				Lamps, Non-DOT Regulated (per 49 CFR 173.164(e))	Incandescent Lamps	
				Lamps, Non-DOT Regulated (per 49 CFR 173.164(e))	Broken Lamps	
	1	CF		Non-DOT Regulated Electronic Equipment for Recycling/Reuse/Remanufacture	Electronics	
				Non-DOT Regulated Ballasts for Recycling	Non PCB Light Ballasts	

<b>Generator/Shipper Certification</b> This is to certify that the above named materials are properly classified, described, packaged, marked and labeled and are in proper condition for transportation according to the applicable regulations of the Department of Transportation. All containers of waste are fully described above and are presumed to be full, unless the Generator has provided a detailed, verifiable breakdown of the wastes being picked up or delivered. Actual quantities will be determined upon receipt at the Designated Facility.	<b>Container Counts</b>	Drums	Pallets
		<b>Loading Times</b>	Time In
	Signature:  Date: 6/30/16		Initials: _____ Date: _____ Please initial to confirm counts are correct

Transporter 1 Name:  Phone: 877-818-0087	Transporter 2 Name: _____ Phone: _____
Signature: _____ Date: _____	Signature: _____ Date: _____

Designated Facility: Received, subject to the classifications and regulations in effect on the date of the issue of this Bill of Lading, the property described above in apparent good order, except as noted.

Notes:

Signature:  Date: 7/6/16

PICKUP/SALES ORDER: 1640594

Created/Updated by SASHAUGHNESSY\_WBMA on 23-JUN-16.

PRINT DATE: 6/23/16

BILL TO COMPANY#: 376698 1  
CITY CLERK  
141 WORTH STREET, GROUND FLOOR  
(NON MAYORAL)  
NEW YORK NY 10013

PICKUP LOCATION: 1497670 1  
OFFICE OF THE CITY CLERK  
BOROUGH HALL ST GEORGE  
10 RICHMOND TERRACE RM 311  
STATEN ISLAND NY 10301

PICKUP NOTES:

PURCHASE ORDER: 201662034472  
SALESPERSON: NE TERRITORY  
MARKET ZONE: National Client  
GENERAL NOTE:

EPA ID#: CESQG  
CONTACT NAME/PHONE:  
EDISON STEWART 718 816 2292

EFFECTIVE: 6/23/16  
SCHEDULE:  
SCHEDULED NOTES:  
PICK UP AND DELIVER BY 6/30

DESCRIPTION:


FACILITY INSTRUCTIONS:

*8309577*

LINE	PROFILE	PRODUCT	DESCRIPTION	QTY	UM	SIZE	TYPE	CONT.	SO NOTE
1	856246	EL-CMP-24	Recycle - Misc Electronic Scrap	1	EA	4	DF	1	
2		SUPPLY-094	Supply NON-DOT Cubic Yard Box	1	EA	4	DF	1	
3		TRANS	Transportation	1	EA				

LOADING TIME: \_\_\_\_\_ QUANTITY LOADED: \_\_\_\_\_

DELAY EXPLANATION: \_\_\_\_\_

CUSTOMER SIGNATURE:  \_\_\_\_\_

DRIVER: PLEASE HAVE THE GENERATOR INITIAL BESIDES THE SUPPLIES TO INDICATE THEY HAVE RECEIVED THE SUPPLIES (THIS WILL BE USED INSTEAD OF THE BILL OF LADING)

DRIVER SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

**To:**  
OFFICE OF THE CITY CLERK  
BOROUGH HALL ST GEORGE  
STATEN ISLAND, NY 10301

Sales Order No. 1640594

**From:**  
Veolia ES Technical Solutions, L.L.C.  
90 Pleasant Street  
West Bridgewater, MA 02379

<u>Units</u>	<u>Size</u>	<u>Kind of Packaging</u>	<u>Description</u>
1	4	DF	Supply NON-DOT Cubic Yard Box Transportation

Veolia ES Technical Solutions, L.L.C. is pleased to offer 1/2 hour free load/unload time, after that period of time the customer agrees for all charges for loading/off loading in excess of 1/2 hour.

Consignee

Signature: [Signature]

Transporter

Veolia ES Technical Solutions, L.L.C.

Signature: [Signature]

Date: 11/20/14

STRAIGHT BILL OF LADING - ORIGINAL - NOT NEGOTIABLE





Citywide Administrative Services

Property Removal Pass

Location: 10 Richmond Terrace

Name: David Suarez

Agency: Veolia

Contact Person: \_\_\_\_\_

Contact Phone #: \_\_\_\_\_

Floor and Room #: 3rd # 311

Items and quantity to be REMOVED:

HP Printer 74250DTN # CNRXR78904  
City no 6004

I approve the removal of the above items.

DATE

Edison Stewart

PRINT NAME

SIGNATURE

DELL OPTIPLEX 755 PC	15354618517	623	"
DELL OPTIPLEX 755 PC	28415312533	629	"
DELL OPTIPLEX 755 PC	41476006549	625	"
DELL OPTIPLEX 755 PC	28475778709	631	"
DELL OPTIPLEX 755 PC	24182680213	626	"
BROTHER 2820 FAX	U61325B7J234052	627	"
WIDMER TLED-3 TIME CLOCK	268138	1035	"
WIDMER TLED-3 TIME CLOCK	266875	1036	"
USA Time Clock, TLED-3	5385	1033	"
HP P4250DTN	CNRXS65811	624	"
SHARP MICROWAVE, R-520LW-T	34527	1023	"
KOBRA 400 C4 SHREDDER	17930611A10	639	Q
HP P4250DTN	CNRXR78904	664	S
HP P4250DTN	CNRXS71324	612	X
APC UPS, MODEL#BE750G	5B1026T27063		X
APC UPS, MODEL#BE500U	JB0226001370		X
3M SUPER STACK HUB	72AV1AE6037	216	X
MULTI MODEM	7118591	218	X
ADTRAN MODEM	M914A2145	219	X

*Brooklyn*

RECEIVED HP P4250DTN PRINTER, SERIAL#-CNRXR78904,  
CITY CLERK# 664 FOR DISPOSAL.

*D. Suarez*

06/26/2016 22:03

212-669-3380

THE CITY CLERKS OFF

PAGE 02/02





## CERTIFICATE OF ACCEPTANCE FOR RECYCLING AND/OR DISPOSAL

By accepting the waste products described by the document number below on this certificate, Veolia ES Technical Solutions L.L.C. (Veolia ES) certifies to the generator that the transportation, storage or processing methods employed are in accordance with the Veolia ES permit parameters and all applicable federal, state and local laws.

BILL TO	GENERATOR
CITY CLERK 141 WORTH STREET, GROUND FLOOR (NON MAYORAL) NEW YORK, NY 10013	OFFICE OF THE CITY CLERK BOROUGH HALL ST GEORGE 10 RICHMOND TERRACE RM 311 STATEN ISLAND, NY 10301

Product Code	Description	QTY	UOM
EL-CMP-24	Recycle - Misc Electronic Scrap	299.0	P

**KEY: P = POUNDS, LFT = LINEAR FEET, LMP = LAMP, EA = EACH.**  
 Questions regarding this certificate should be directed to customer service, toll free at 1-800-556-5267.

<b>DOCUMENT #:</b>	D8309577	<b>PROCESSING FACILITY:</b>
<b>SALES ORDER #:</b>	1640594	VEOLIA ES TECHNICAL SOLUTIONS, L.L.C.
<b>RECEIVED DATE:</b>	7/6/16	90 PLEASANT STREET
<b>PROCESSING FACILITY EPA ID:</b>	MAC300017498	WEST BRIDGEWATER, MA 02379
<b>RETURN TRACKING#:</b>		
<b>CUSTOMER MANIFEST:</b>		
<b>STATE MANIFEST:</b>	BOL190591	
<b>LINE NOTE:</b>		

*Under civil and criminal penalties of law for making or submission of false statements or representations (18 U.S.C 1001 and 15 U.S.C. 2615), I certify that the information contained in or accompanying this document is true, accurate and complete. As to the identified information in this document, for which I cannot personally verify truth and accuracy, I certify as the company official having supervisory responsibility for the persons who, acting under my direct instructions, made verification that this information is true, accurate and complete.*

Kevin Shaver, Branch Manager  
July 06, 2016



REMIT TO LOCK BOX:

Veolia ES Technical Solutions, L.L.C.  
Electronics Recycling Division  
28900 Network Place - Chicago, IL 60673-1289  
Tel: 262 243 8900  
us.vna.erdaccounting.mailbox@veolia.com

# INVOICE

ADDENDUM II

Page 35 of 38

Invoice No: EW1170244

Invoice Date: 07/07/2016

Sales Order: 1640592

Due Date: 08/06/2016

FEIN 13-4038062

Order To: CITY CLERK  
141 WORTH STREET, GROUND FLOOR  
(NON MAYORAL)  
NEW YORK, NY 10013

Ship To: OFFICE OF CITY CLERK  
851 GRAND CONCOURSE  
ROOM B 131  
BRONX, NY 10451

Contact/Phone: E. Michalos Michalos 212 669 8093

**ACH PAYMENTS ACCEPTED**  
**CREDIT CARDS ACCEPTED**

ORDER DATE	CUSTOMER NUMBER	TERMS	SHIP VIA	CUSTOMER PURCHASE ORDER
------------	-----------------	-------	----------	-------------------------

23-JUN-16	376698/1	1% 10, NET 30 DAYS		20162034472
-----------	----------	--------------------	--	-------------

LINE	WS#/GENERATOR/DESCRIPTION/MANIFEST#/BOL#	ORDER QUANTITY	NET UNIT PRICE	EXTENDED PRICE
------	--	----------------	----------------	----------------

RECEIVED 7/1/16

1	856223 - OFFICE OF CITY CLERK - Recycle - Misc Electronic Scrap - BOL190589	Drum	1.00	\$62.0700	\$62.07
2	- Supply NON-DOT Cubic Yard Box -	Each	1.00	\$62.0700	\$62.07
3	- Transportation -	Each	1.00	\$103.4600	\$103.46

**Total Amount: \$227.60**

# PAID

OFFICE OF THE CITY CLERK  
 I hereby certify that the goods and materials  
 have been received and inspected and that the  
 by the undersigned.

*E. Michalos*

*7/1/16*



UNIVERSAL WASTE BILL OF LADING

# 190589

Generator Name and Mailing Address  <b>OFFICE OF CITY CLERK</b>  <b>851 GRAND CONCOURSE</b>  <b>BRONX NY 10451</b>	Location Address (if different)	Emergency Contact 1-877-818-0087 Contracted by VES-TS
		Purchase Order # <b>1640502</b>
		Document #
		Sales Order#

Designated Facility

- Veolia ES Technical Solutions 5736 West Jefferson Street Phoenix, AZ 85043  
 Veolia ES Technical Solutions 1275 Mineral Springs Dr. Port Washington, WI 53074  
 Veolia ES Technical Solutions 90 Pleasant Street West Bridgewater, MA 02379  
 Veolia ES Technical Solutions 342 Marpan Lane Tallahassee, FL 32305

Per 40 CFR 273.18(d), 40 CFR 273.38(d), and 40 CFR 264.12(b), the Designated Facility noted within this section agrees to receive the below listed shipment of Universal Wastes from the Generator.

HM	Container		Quantity	DOT Description	Common Name	Profile Number/ NMFC Code
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				UN3077, Environmentally Hazardous Substance solid, n.o.s., 9, PGIII, RQ (PCB) ERG# 171	TSCA Exempt PCB Lamp Ballasts	
				UN3077, Environmentally Hazardous Substance, solid, n.o.s., 9, PGIII, (Mercury) ERG#171	Mercury Batteries	
				UN2800, Batteries, wet, nonspillable, 8, PGIII ERG#154	Lead Acid Batteries - Sealed	
				UN2794, Batteries, wet, filled with acid, 8, PGIII ERG#154	Lead Acid Batteries	
				UN3090, Lithium Batteries, 9, PGII ERG#138	Lithium Batteries	
				UN2795, Batteries, wet filled with alkali, 8, PGIII ERG# 154	NiCad Batteries - Wet	
				Batteries, dry, sealed, n.o.s.	NiCad Batteries - Dry	
				Batteries, dry, sealed, n.o.s.	Alkaline Batteries	
				Batteries, dry, sealed, n.o.s.	Mixed Batteries	
				Lamps, Non-DOT Regulated (per 49 CFR 173.164(e))	Fluorescent Lamps 4' and under	
				Lamps, Non-DOT Regulated (per 49 CFR 173.164(e))	Fluorescent Lamps 5' and over	
				Lamps, Non-DOT Regulated (per 49 CFR 173.164(e))	Circular/U-tube Lamps	
				Lamps, Non-DOT Regulated (per 49 CFR 173.164(e))	Compact Lamps	
				Lamps, Non-DOT Regulated (per 49 CFR 173.164(e))	Shattershield/Shielded	
				Lamps, Non-DOT Regulated (per 49 CFR 173.164(e))	HID Lamps	
				Lamps, Non-DOT Regulated (per 49 CFR 173.164(e))	Mercury Vapor/UV Lamps	
				Lamps, Non-DOT Regulated (per 49 CFR 173.164(e))	Incandescent Lamps	
				Lamps, Non-DOT Regulated (per 49 CFR 173.164(e))	Broken Lamps	
	1	CU		Non-DOT Regulated Electronic Equipment for Recycling/Reuse/Remanufacture	Electronics	
				Non-DOT Regulated Ballasts for Recycling	Non PCB Light Ballasts	

Generator/Shipper Certification

This is to certify that the above named materials are properly classified, described, packaged, marked and labeled and are in proper condition for transportation according to the applicable regulations of the Department of Transportation. All containers of waste are fully described above and are presumed to be full, unless the Generator has provided a detailed, verifiable breakdown of the wastes being picked up or delivered. Actual quantities will be determined upon receipt at the Designated Facility.

Signature

Date

6-28-16

Initials

Please initial to confirm counts are correct

Container Counts

Drums

Pallets

Loading Times

Time In

Time Out

Transporter 1

Name

VEOLIA ES TECHNICAL SOLUTIONS

Phone

877-818-0087

Transporter 2

Name

Phone

Signature

Date

6-28-16

Signature

Date

7/1/16

Designated Facility: Received, subject to the classifications and regulations in effect on the date of the issue of this Bill of Lading, the property described above in apparent good order, except as noted.

Signature

Date

Notes:

PICKUP/SALES ORDER: 1640592

Created/Updated by SASHAUGHNESSY\_WBMA on 23-JUN-16.

PRINT DATE: 6/23/16

BILL TO COMPANY#: 376698 1  
CITY CLERK  
141 WORTH STREET, GROUND FLOOR  
(NON MAYORAL)  
NEW YORK NY 10013

PICKUP LOCATION: 1497668 1  
OFFICE OF CITY CLERK  
851 GRAND CONCOURSE  
ROOM B 131  
BRONX NY 10451

PICKUP NOTES:

PURCHASE ORDER: 20162034472  
SALESPERSON: NE TERRITORY  
MARKET ZONE: National Client  
GENERAL NOTE:

EPA ID#: CESQG  
CONTACT NAME/PHONE:  
SHIRLEY SAUNDERS 78 590 5307

EFFECTIVE: 6/23/16  
SCHEDULE:  
SCHEDULED NOTES:  
PICK UP DELIVER BEFORE 6/30

DESCRIPTION:

FACILITY INSTRUCTIONS:

8309576

LINE	PROFILE	PRODUCT	DESCRIPTION	QTY	UM	SIZE	TYPE	CONT.	SO NOTE
1	856223	EL-CMP-24	Recycle - Misc Electronic Scrap	1	EA	4	DF	1	
2		SUPPLY-094	Supply NON-DOT Cubic Yard Box	1	EA	4	DF	1	
3		TRANS	Transportation	1	EA				

LOADING TIME: \_\_\_\_\_ QUANTITY LOADED: \_\_\_\_\_

DELAY EXPLANATION: \_\_\_\_\_

CUSTOMER SIGNATURE: \_\_\_\_\_

DRIVER: PLEASE HAVE THE GENERATOR INITIAL BESIDES THE SUPPLIES TO INDICATE THEY HAVE RECEIVED THE SUPPLIES (THIS WILL BE USED INSTEAD OF THE BILL OF LADING)

DRIVER SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

Sales Order No. 1640592

**To:**  
OFFICE OF CITY CLERK  
851 GRAND CONCOURSE  
BRONX, NY 10451

**From:**  
Veolia ES Technical Solutions, L.L.C.  
90 Pleasant Street  
West Bridgewater, MA 02379

<u>Units</u>	<u>Size</u>	<u>Kind of Packaging</u>	<u>Description</u>
1	4	DF	Supply NON-DOT Cubic Yard Box Transportation

Veolia ES Technical Solutions, L.L.C. is pleased to offer 1/2 hour free load/unload time, after that period of time the customer agrees for all charges for loading/off loading in excess of 1/2 hour.

Consignee

Signature: [Handwritten Signature]  
[Handwritten Name]

Transporter

Veolia ES Technical Solutions, L.L.C.

Signature: [Handwritten Signature]

Date: 02-20-14

STRAIGHT BILL OF LADING - ORIGINAL - NOT NEGOTIABLE

